Dee-Mack K-8

Student Handbook

2026-2027

DISTRICT #701 VISION STATEMENT

“Doing what’s best for kids!”

Deer Creek-Mackinaw School District
401 East Fifth Street, Mackinaw, IL 61755
Phone: (309) 359-8965
Fax: (309) 359-5291

Brian Maloy	Superintendent	bmaloy@deemack.org
Chelsey Wingfield	District Office Secretary	cwingfield@deemack.org
Brenda Seibert	District Bookkeeper	bseibert@deemack.org
Teri Justus	Director of Teaching & Learning	tjustus@deemack.org
Jessica Stollard	Director of Special Services	jstollard@deemack.org
Tonja Schopp	Special Services Secretary	tschopp@deemack.org
Jackie Adams	Director of Transportation	jadams@deemack.org
Candace Keyster	District Nurse	ckeyster3@deemack.org
Ashley Hixon	Director of Food Service	ahixon2@deemack.org
Nicole Rutledge	Instructional Coach	nrutledge@deemack.org
Jacquelyn Eddlemon	School Psychologist	jeddlemon@deemack.org
Shelley Patterson	Social Worker (HS & IS)	spatterson@deemack.org
Courtney McClintock	Social Worker (PJHS & IS)	cmcclintock@deemack.org
Annie Robb	Social Worker (PJHS)	arobb@deemack.org

Dee-Mack Primary School
102 East Fifth Street, Mackinaw, IL 61755
Phone: (309) 359-4321
Fax: (309) 359-4015

Mark Frederick	Principal	mfrederick@deemack.org
Jonas Scott	Assistant Principal/Athletic Director	jscott@deemack.org
Kelly Schumm	Secretary	kschumm@deemack.org
Lori Lockard	Secretary	llockard@deemack.org
Lauren Nishida	Pre-K Teacher	lnishida@deemack.org
Hannah Adlington	Kindergarten Teacher	hadlington@deemack.org
D'Lisa Boss	Kindergarten Teacher	dboss@deemack.org
Joni Brownlee	Kindergarten Teacher	jbrownlee@deemack.org
Holly Denniston	Kindergarten Teacher	hdenniston@deemack.org
Amanda Collins	1st Grade Teacher	acollins@deemack.org
Lori Cottingham	1st Grade Teacher	lcottingham@deemack.org
Holly Erkman	1st Grade Teacher	herkman@deemack.org
Jennifer Miller	1st Grade Teacher	jmiller@deemack.org
Michelle Coots	2nd Grade Teacher	mcoots@deemack.org
Trina Hubbard	2nd Grade Teacher	thubbard@deemack.org
Holly Martinez	2nd Grade Teacher	hmartinez@deemack.org
Kelsey Flynn	3rd Grade Teacher	kflynn@deemack.org
Lucy Gilbert	3rd Grade Teacher	lgilbert@deemack.org
Shelby Gudeman	3rd Grade Teacher	sgudeman@deemack.org
Chrissy Sapinski	3rd Grade Teacher	csapinski@deemack.org
Jaquie Musick	Special Education Teacher	jmusick@deemack.org
	Special Education Teacher	@deemack.org
Sarah Stokes	Special Education Teacher	sstokes@deemack.org
Emily Schwarting	Physical Education Teacher	eschwarting@deemack.org
Jeff Witte	Physical Education Teacher	jwitte@deemack.org
Lynn Floyd	Title 1	lfloyd@deemack.org
Emma Turner	Music	eturner@deemack.org
Keri Leach	Art	kleach@deemack.org
Ashley Blain	Library	ablain@deemack.org
	Computers	@deemack.org
Jill Gresham	Speech Therapy	jgresham@deemack.org
Emma Taphorn	Speech Therapy	etaphorn@deemack.org
Julie Bosley	Occupational Therapy	jbosley@deemack.org
Karyn Hawbaker	Physical Therapy	khawbaker@deemack.org
Marissa Allen, Jeanie Bowen, Jana Bryan, Angie Christopher, , Penny Czop, Tara Jennings, Mary Kellum, Maria Sutton, Jessica Trone, Hilary Walters, Jen Weishaupt, Anna Wynn.	Paraprofessionals	

Dee-Mack Intermediate School
506 North Logan Street, Deer Creek, IL 61733
Phone: (309) 447-6226
Fax: (309) 447-5201

Lance Hawkins	Principal	lhawkins@deemack.org
Paris Hasty	Secretary	phasty@deemack.org
Amanda Donnelly	4th Grade Teacher	adonnelly@deemack.org
Meghan Frerichs	4th Grade Teacher	mfrerichs@deemack.org
Joni Nightingale	4th Grade Teacher	jnightingale@deemack.org
Virginia Canopy	5th Grade Teacher	vcanopy@deemack.org
Michelle Maas	5th Grade Teacher	mmaas@deemack.org
Lori Punke	5th Grade Teacher	lpunke@deemack.org
David Combs	6th Grade Teacher	dcombs@deemack.org
Daryn Hennenfent	6th Grade Teacher	dhennenfent@deemack.org
Fallon Wall	6th Grade Teacher	fwall@deemack.org
Lisa Knight	Special Education Teacher	lknight@deemack.org
Sierra Richardson	Special Education Teacher	srichardson@deemack.org
Morgan Peterson	Special Education Teacher	mpeterson@deemack.org
Clint Stroud	Special Education Teacher	cstroud@deemack.org
Sarah Hewitt	RTi Coordinator	shewitt@deemack.org
Tatum Dowell	Physical Education	tdowell@deemack.org
Andrew Gordon	Music	agordon@deemack.org
Keri Leach	Art	kleach@deemack.org
Kim Murphy	Library	kmurphy@deemack.org
Jenelle Ryan	Computers	jryan@deemack.org
Robin Drawhon, Reenie Hohulin, Kayla Norrell, Kellie Payne, Chris Zehr	Paraprofessionals	

Dee-Mack Junior High School
102 East Fifth Street, Mackinaw, IL 61755
Phone: (309) 359-4321
Fax: (309) 359-4015

Mark Frederick	Principal	mfrederick@deemack.org
Jonas Scott	Assistant Principal/Athletic Director	jscott@deemack.org
Kelly Schumm	Secretary	kschumm@deemack.org
Lori Lockard	Secretary	llockard@deemack.org
Alicia Schell	7th Grade ELA	aschell@deemack.org
Karen Wiegand	8th Grade ELA	kwiegand2@deemack.org
Amy Webster	7th Grade Math & Social Studies	awebster@deemack.org
Todd Brownlee	7th & 8th Grade Math	tbrownlee@deemack.org
Shannon Huber	7th & 8th Grade Social Studies	shuber@deemack.org
Jeff Witte	7th Grade Science	jwitte@deemack.org
Craig Lutes	7th & 8th Grade Science	clutes@deemack.org
Pam Marcoline	Physical Education Teacher	pmarcoline@deemack.org
Regina Fogle	7th Grade Special Ed Teacher	rfogle@deemack.org
Hudson Stedman	8th Grade Special Ed Teacher	hstedman@deemack.org
Emma Turner	Band & Chorus	eturner@deemack.org
Keri Leach	Art & Study Hall Study Hall	kleach@deemack.org
Stephanie Blue, Elizabeth Petrella	Paraprofessionals	

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WELCOME

Welcome to the 2026-2027 school year. We anticipate an exciting year filled with new challenges, experiences and much success. It is our goal to help each child reach his or her maximum potential. Education is the most important function any society has. The quality of life for all of us depends on the quality of education we provide our children. Working together we can prepare each student for the challenges and responsibilities of life.

This Student Handbook also serves as a Code of Conduct, which will allow for an appropriate educational environment. This handbook is only a summary of Board of Education policies. Interpretation of rules, policies, and disciplinary actions are subject to administration discretion. We expect that each student shall:

- Respect the education process through the display of appropriate language, attitude and physical behavior.
- Respect and honor the rights of other students to learn in an environment free of harassment.
- Maintain satisfactory attendance.
- Report to classes prepared and on time.
- Keep hands, feet, and negative comments to oneself.
- Practice safe and conscientious use of social media environments and internet usage.

Frequently Called Telephone Numbers

Dee-Mack Primary & Junior High Office	359-4321
Superintendent's Office	359-8965
Dee-Mack High School Office	359-4421
Dee-Mack Intermediate School	447-6226
Special Education Office	359-5480
Food Service Direct Line	359-3172
Absence report lines: Primary/Junior High School Intermediate School	 359-3049 447-6297

GOALS FOR STUDENTS ATTENDING DEER CREEK-MACKINAW COMMUNITY UNIT SCHOOL DISTRICT #701

Students are the first concern of Deer Creek-Mackinaw District #701. All policies and actions of the Board of Education and of the faculty/staff should be directed toward promoting the educational welfare of students. Our goal is to help each child chart a path of self-realization, to discover their full potential, and to become their best self. To this end, the Board of Education and the faculty/staff of Deer Creek-Mackinaw Primary/Junior High School and Deer Creek-Mackinaw Intermediate School shall work together to:

- Meet and challenge all students at their level
- Apply real life application
- Utilize a data driven decision-making process
- Embrace individual differences
- Increase student growth and achievement

DISTRICT #701 VISION STATEMENT

The Deer Creek-Mackinaw CUSD #701 believes in "doing what's best for kids!"

Through high expectations, Deer Creek-Mackinaw Community Unit School District #701 provides for the academic, emotional, and social development of our students in order to produce contributing citizens of society.

<u>Deer Creek-Mackinaw School</u>
School Colors –Red and White
School Mascot- Braves
School website- www.deemack.org

<u>Daily Schedule</u>
Doors open: 7:30
ALL bus students arrive: 7:45a.m.

Tardy bell: 8:15a.m.

Classes: 8:00-3:00p.m.

Lunch/Recess:
K Lunch 11-11:30 Recess/2:00-2:30
1st Lunch 11-11:30 Recess/1-1:30
2nd Lunch 11:30-12:00 Recess/11:00-11:30
3rd Lunch 11:30-12:00 Recess/12:00-12:30
4th grade 11:00-11:25 Recess/11:30-12:00
5th grade 11:25-11:50 Recess/11-11:30
6th grade 11:50-12:25 Recess/12:30-1:00
7th & 8th grade 12:22-12:52

REGISTRATION

Parents are required to enroll each student every year using online registration. A certified copy of a birth certificate is required for Kindergarten and new students enrolling in the district. To complete the registration process, parents must complete the online registration and pay all fees for each student online or at the corresponding building. Parents should provide the school with any pertinent medication information that may impact a student's school performance. When online registration begins in July, you will be notified via email and this needs to be completed Aug.1st. Please contact the school office as information needs to be updated throughout the school year. *A consent checklist includes permission to identify your child by name and/or the school they attend in any school sponsored material, publication, videotape or Deer Creek-Mackinaw School District #701 website. This would include athletic team pictures, newspaper pictures of school activities, etc. (the "public relations form" is in the forms section of online registration.)*

REGISTRATION FEES

Textbooks and chromebooks are the property of Deer Creek-Mackinaw District #701 and are rented or consumed by students for use during the school year. The registration fees for the current school year have been established by the Board of Education. Students are expected to maintain the books in a reasonable condition and will be charged replacement costs for any textbooks that are lost or damaged/abused. (*The "Application for Fee Waiver" is available at deemack.org or in the school office.)*

Kindergarten through Third Grade - $100.00

Fourth through Sixth Grade - $125.00

Seventh through Eighth Grade - $150.00

TEXTBOOK/SUPPLIES/MATERIALS/CHROMEBOOKS

Textbooks/chromebooks are the property of Deer Creek-Mackinaw School District #701 and are rented to students for use during the school year. The fee for textbook rental and technology fee for the current school year has been established by the Board of Education for all students. Students are expected to maintain the books/materials/computers in a reasonable condition and will be charged replacement costs for any items that are lost or damaged/abused, and parents will be notified. More information regarding our 1:1 technology program and technology usage policies will be handed out at the beginning of the school year. A fee waiver does not exempt a student from charges for lost and damaged books, locks, materials, supplies, and/or equipment.

We ask that parents monitor the daily online assignment sheet for 6th-8th that are available on the school website, by checking to see that assignments are complete.

PARTICIPATION FEES

The Board of Education has set participation fees for extracurricular activities. The participation fees for the 2025-2026 school year are $50.00 for athletic participation and $25.00 for non-athletic participation with a max per student of $75.00 for sports and clubs. Fee payment is required before beginning the activity. All of the fees may be waived for those students who are eligible

and are approved by the building principal for a waiver of fees. It is the parents' responsibility to apply for a waiver by completing the *Application for Fee Waiver* form.

FINES, FEES, and CHARGES; WAIVER OF STUDENT FEES

The school establishes fees and charges to fund certain school activities. Students will not be denied the opportunity to participate in curricular and extracurricular programs of the school district due to the inability of their parents or guardian to pay fees or certain charges. Students whose parent or guardian is unable to afford student fees may receive a fee waiver. A fee waiver applies to all fees related to school, instruction, and extracurricular activities.

Applications for fee waivers may be obtained from the school office and may be submitted by a parent or guardian of a student who has been assessed a fee. A student is eligible for a fee waiver if at least one of the following prerequisites is met:

- The student currently lives in a household that meets the same income guidelines, with the same limits based on household size, that are used for the federal free meals programs;
- The student's parent is a veteran or active-duty military personnel with income at or below 200% of the federal poverty line;
- The student is homeless, as defined by the Mc-Kinney-Vento Homeless Assistance Act.

The building principal will give additional consideration where one or more of the following factors are present:

- An illness in the family;
- Unusual expenses such as fire, flood, storm damage, etc.;
- Unemployment;
- Emergency situations; or
- When one or more of the parents/guardians are involved in a work stoppage.

The building principal will notify the parent/guardian promptly as to whether the fee waiver request has been granted or denied. Questions regarding the fee waiver application process or an appeal of the District's decision to deny a fee waiver should be addressed to the Building Principal.

Pursuant to the Hunger-Free Students' Bill of Rights Act, the school is required to provide a federally reimbursable meal or snack to a student who requests one, regardless of whether the student has the ability to pay for the meal or snack or owes money for earlier meals or snacks. Students may not be provided with an alternative meal or snack and the school is prohibited from publicly identifying or stigmatizing a student who cannot pay for or owes money for a meal or snack. Fines for loss or damage to school property are waived for students who meet certain eligibility guidelines.

COMMUNICATION

Please communicate regularly with school personnel. Our school uses various methods of communication, such as Apptegy, Google Classroom, email, telephone calls, the deemack.org website, Deer Creek-Mackinaw District #701 Facebook page or the district's School Messenger phone service. Should you have a concern, please address it first to the staff member involved, then to the principal. If you are still not pleased with the situation, your next course of action is to bring it to the superintendent's attention, and lastly you may refer the matter to the Board of Education. The Board typically meets on the third Thursday of each month at 6:00 p.m. Parents

are always welcome to attend the monthly Board of Education meetings.

Please be sure your contact information is always up to date. School Messenger phone calls will be used to alert you to early dismissals, bus irregularities, and other district and school wide notifications.

TELEPHONE USE FOR STUDENTS

Personal cell phones should be off and put away when students enter the building. Students may use the school's phone to call home for emergency situations or if permission is obtained from the school office. Students may ask permission in the cafeteria or gym to use their cell phones to call home or text a parent. Phone calls or texts will be made from the office. No calls will be allowed to obtain permission to stay after school for extracurricular activities or to make social arrangements. Parents should arrange for their child to be picked up following extracurricular activities.

ACADEMIC EXPECTATIONS

The purpose of the schools of Deer Creek-Mackinaw School District #701 is to assure that students achieve at their maximum potential. In order to assure that this standard is met, the faculty, staff, administration, and the Board of Education have established expectations for behavior and academics.

Students are expected to arrive at class prepared to learn with all the necessary materials. All students are expected to complete their assignments on time and to the satisfaction of the teacher. For junior high students, any incomplete, late, not turned in or submitted or unacceptable assignments could result in the student receiving a Homework Intervention.

Homework Intervention for 7th-8th grade is in place when students do not hand in assignments on time, when assignment is incomplete, or poorly completed. Students with Homework Intervention take their lunch to the assigned Junior High classroom. They eat lunch and then begin to work on their assignment. Students who receive 5 Homework Interventions in one week will be issued a detention. Homework will be accepted until the end of the unit. Parents will be notified of homework interventions when the student hits both 3 and 5 interventions each week.

If a student forgets his/her work or supplies in their locker or their chromebook is not charged and ready for class, the student will be assigned an 'unprepared'. Any student who is assigned 3 'unprepared' per class in the same quarter will be assigned an after school detention.

Plagiarism is defined as copying, citing, or quoting a source of information without properly citing or giving credit to the author. In essence, it is using someone else's thoughts, ideas or words as your own. This is a severe form of cheating. Students will be given the opportunity to correct the plagiarism to learn the process. If no correction is made, then a detention will be assigned and the grade will reflect plagiarism.

For those students who desire additional help, teachers will be available in the morning before school beginning at 7:30 a.m., and after school. Students should make prior arrangements with the teacher.

GRADING SCALE

The Primary School uses standards based report card for K-3, based on mastery of concepts throughout the year. Grades 2 and 3 use the following scale.

3 = Meeting Expectations: The student has demonstrated that he/she applies all of the performance skills consistently and independently.

2 = Progressing: The student demonstrates that he/she is progressing toward the application of all the performance skills but may not be consistent or independent.

1 = Area of Concern: The student has demonstrated that he/she is beginning to apply the performance skills on some assignments or the student has demonstrated no knowledge of the skills.

Junior High Grading Scale

0 - 0.99 = 0
1.0 - 1.74 = 1
1.75 - 2.49 = 2
2.50 - 3.49 = 3
3.50 - 4.0 =4

GRADE REPORTS

Grades are now live on Skyward for parents to access at any time. Report cards are issued at the end of each quarter and/or semester. Weekly, bi-weekly, and/or mid-term progress reports may be sent home depending on the teacher's preference. Semester report card grades will be sent via mail or email to all parents and students. Questions regarding grades should be referred to the classroom teacher within one week of the report card being sent home.

HOMEWORK

Homework is used as a way for students to practice what they have learned in the classroom. The time requirements and the frequency of homework will vary depending on a student's teacher, ability and grade level.

Students who are absent from school for a valid cause (an excused absence) may make up missed homework in a reasonable timeframe. Students will be allowed one day for each day missed, plus an additional day to make up assignments (i.e. a student who is absent for two days has three days to complete make up work, a student who is absent three days has four days to complete make up work, etc). This timeline will not be altered even if the parent picks up the make-up work or work is sent home through another means during the period the student is absent. Students who take an excused, prearranged absence do not get additional time to complete homework, but should have the homework turned in before they are absent for the prearranged absence. Assignments must be completed regardless of the nature of the absences or tardy.

In junior high, most classes will have homework assigned on a regular basis. Homework is much like practice for a game - one must complete homework in order to 'play well in the game' or score well on tests and quizzes. Students are allowed time to turn in all assignments before the

deadline date for each class. However, once quizzes and tests are given, homework may NOT be turned in after that point. Students will be able to retake summative assessments only once within a reasonable time period as determined by the teacher and must be arranged with that teacher. Our goal is mastery of material.

STUDENT SCHEDULES

The preparation of student schedules begins during the summer. Schedules will be distributed in the fall and can be found on Skyward. TTEEMS (Time To Enrich/Enhance My Skills) courses will be determined based on several points of data including but not limited to: benchmarking scores, IAR scores, teacher input, grades, improvement and progress, as well as student interest.

ELIGIBILITY

All students at Deer Creek-Mackinaw 5th-8th Grade are subject to eligibility for participation in any Illinois Elementary School Association (IESA) extracurricular or special activity. These activities include competitive athletics, cheer, student council, and Scholastic Bowl. In accordance with the IESA guidelines, the school office will monitor student achievement weekly. Each week, sponsors/coaches will be notified of students who are failing any subject. Students who have any failing grade each week will be ineligible for participation in extracurricular activities for the following week as described in the activities handbook.

School activities that are subject to eligibility may include attendance and/or participation in athletic events, parties, dances, field trips, and any similar activity as determined by the faculty. Failing is defined as any grade lower than a 1 for a course.

FIELD TRIPS

Our PTO has made it possible for students at Dee-Macks schools to experience learning outside of the traditional classroom setting. These field trips are scheduled throughout the school year. Student participation may be subject to eligibility standards. Parents will be notified of field trips contained within the school day via school newsletters, school website and/or e-mail. Consent forms will be sent home for trips scheduled outside of the school day. Although students are expected to attend these trips as they are related to classroom learning and scheduled as an extension of the classroom, parents may have their child opt out of any field trip by contacting the school principal. Students absent from the field trip may be assigned an independent study project or assignment to complete in place of the off campus learning experience. When possible, we will ask parents to assist in supervision on field trips. We ask that parent volunteers not bring other family members on the trip. Students whose parents assist in supervision will be required to ride district transportation to the activity. Parents who provide their own transportation may be allowed to sign out their young person at the end of the day, instead of having their young person ride district transportation.

Students who demonstrate poor grades, discipline problems, or attendance problems may not be eligible to participate in a field trip. Students who have been involved in disciplinary action due to gross misconduct or disrespect may be excluded from participating in field trips by administration. Students with five/six or more behavioral detentions, 1 or more out-of-school suspensions and/or 2 or more in-school suspensions may not be allowed to attend field trips. Students with 2 or more “1”s on the last report card will not be allowed to attend field trips.

Unexcused absences count as one detention per day of unexcused absences. Lunch detentions count as ½ of a detention.

For students that move in or are not at Deer Creek-Mackinaw School District #701 the entire year, this number may be prorated.

Administration has the final determination of which students attend field trips.

ACCELERATION

The Accelerated Placement Act refers to placement of a student in an academically appropriate instructional setting with appropriate level curriculum that may include, but is not limited to, a child entering kindergarten or first grade early, a child accelerating in a single subject, and a child accelerating through grades. Participation is open to all students who demonstrate high ability and who may benefit from accelerated placement. It is not limited to students who have been identified as gifted or talented. Please contact the building principal for additional information.

As dictated by Illinois School Code, children enrolling in kindergarten must be 5 years of age by September 1st of the year they are entering kindergarten. However, students who turn 5 after the state deadline of September 1st of the kindergarten year, may be considered for accelerated placement in kindergarten. To accommodate these children, Deer Creek-Mackinaw District #701 has outlined specific eligibility guidelines and procedures to consider requests for early enrollment into kindergarten.

If you believe that your child may be a good candidate for early entrance or acceleration, please contact the office at 309-359-4321 for more information. Information can also be found on the District website.

PARENT-TEACHER CONFERENCES

Conferences with teachers allow for a better understanding of your young person for both the parent and the teacher. Conferences are held formally at least once each school year, but we encourage parents and teachers to meet as necessary to discuss your young person's progress. You may contact the school to arrange a conference via phone or email at any time throughout the school year. (see appendix for Staff Directory).

LOST AND FOUND

Items lost such as jewelry, glasses, etc., will be kept in the office. Other items will be displayed in the hallway in the lunchroom. At the end of the school term, unclaimed items will be donated to local charities on behalf of the students of Dee-Mack Schools. We urge parents to clearly label all personal belongings, so that the rightful owner may be located.

PARENT/TEACHER ORGANIZATION (PTO)

Our PTO is a very active organization that has helped our school and community in numerous ways. We urge everyone to be an active member. General meetings are typically held once a month. The annual Pancake and Sausage Supper is held the second Saturday in November. The Santa Breakfast is the second Saturday of December. E-mail: deemackpjhspto@deemack.org

A PTO Board comprised of President, Vice President, Secretary, Treasurer, and members-at-large meet each month to make recommendations to the voting members. The public is welcome to attend. All PTO events will be announced through the school newsletter, website and/or e-mail.

FUNDRAISERS

Dee-Mack Intermediate and Primary Junior High School students participate in fundraisers throughout the year.

P.T.O. sponsored fundraisers benefit all students, with all proceeds returning to the schools. Budgets are presented and approved by voting members near the end of the school year. Past budgets have included funding for learning materials, innovative teaching grants, field trips, assembly programs, media center supplies, and much more. The events are enormous undertakings and volunteerism is essential for their success.

Our Fine Arts Department helps coordinate a wreath sale annually during the months of October through December. Enjoy the City coupon books are sold at Dee-Mack Intermediate, with proceeds going to school activities. This fundraiser typically occurs in March.

Although we are constantly asked to run fundraisers, our goal is to offer our communities a "win-win" situation with quality, service type products on a limited basis, while the students benefit from the event. We do not want the communities to feel an obligation to purchase products or goods that they really do not need. Fundraising from outside sources will not be permitted at school.

Students are not allowed to conduct private fundraisers or sales without prior approval from the principal.

NOTICE FOR DIRECTORY INFORMATION

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Deer Creek-Mackinaw District #701, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Deer Creek-Mackinaw District #701 may disclose appropriately designated "directory information" without written consent, unless you have advised Deer Creek-Mackinaw District #701 to the contrary in accordance with district procedures. The primary purpose of directory information is to allow Deer Creek-Mackinaw District #701 to include information from your child's education records in certain school publications Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Website pics and recognition lists;
- Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965

(ESEA) to provide military recruiters, upon request, with three directory information

categories—names, addresses and telephone listings—unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

(1) If you do not want Deer Creek-Mackinaw District #701 to disclose directory information from your child's education records without your prior written consent, you must notify Deer Creek-Mackinaw District #701 in writing annually by September 1st. Deer Creek-Mackinaw District #701 has designated the following information as directory information:

- Student's name
- Address
- Telephone listing
- Dates of attendance
- Grade level
- Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc. (A student's SSN, in whole or in part, cannot be used for this purpose.) Footnotes: 1.These laws are: Section 9528 of the Elementary and Secondary Education Act (20 U.S.C. § 7908), as amended, and 10 U.S.C. § 503(c), as amended.

COMPUTER LAB

Students do have access to a computer lab at Dee-Mack Schools. Students will be expected to care for hardware and software as they would any other item belonging to the school. Our lab does provide access to the Internet. Students and parents will be asked to sign an Internet Use Agreement and be expected to adhere to the guidelines set forth by the Board of Education regarding access on the Internet.

INTERNET USE FOR STUDENTS

Students and parents must sign an "Internet and Computer Use Contract" before use of computers is allowed. Parents must also sign a permission form to allow Deer-Creek Mackinaw District #701 to provide and manage a G Suite for Education account for your child. These are signed at the kindergarten through 8th grade level, and are included in your online registration packets. *(Forms available at deemack.org or in the school office)*

Internet Acceptable Use

All electronic network use must be consistent with the school's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These rules do not attempt to state all required or prescribed behavior by users. However, some specific examples are provided. The failure of any user to follow these rules will result in the loss of privileges, disciplinary action, and/or appropriate legal action. The school utilizes both Bark and Hapara to monitor potential issues and protect our students as they use the school's technology devices by looking for activities that may indicate online predators, adult content, sexting, cyberbullying, drug use, suicidal thoughts, and more.

Unacceptable Use -The user is responsible for his or her actions and activities involving the network. Some examples of unacceptable uses include but are not limited to:

- Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any state or federal law;
- Unauthorized downloading of software;

- Downloading copyrighted material for other than personal use;
- Using the network for private financial or commercial gain;
- Wastefully using resources, such as file space;
- Hacking or gaining unauthorized access to files, resources, or entities;
- Invading the privacy of individuals, that includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature including a photograph;
- Using another user's account or password;
- Posting material authored or created by another without his/her consent;
- Posting anonymous messages;
- Using the network for commercial or private advertising;
- Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material;
- Using the network while access privileges are suspended or revoked;
- Social Media- inappropriate text, pics, or messages to other students or staff members.

Network Etiquette - The user is expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

- Be polite. Do not become abusive in messages to others.
- Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
- Do not reveal personal information, including the addresses or telephone numbers of students.
- Recognize that electronic mail (e-mail) is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
- Do not use the network in any way that would disrupt its use by other users.
- Consider all communications and information accessible via the network to be private property.
- Do not use email, Google Platform or the school network in any way, for private chats, messaging, or personal messages.

No Warranties – The school district makes no warranties of any kind, whether expressed or implied, for the service it is providing. The school and district are not responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, or service interruptions caused by its negligence or the user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The school and district specifically deny any responsibility for the accuracy or quality of information obtained through its services.

Indemnification -The user agrees to indemnify the school and district for any losses, costs, or damages, including reasonable attorney fees, incurred by the school or district relating to, or arising out of, any violation of these procedures.

Security -Network security is a high priority. If the user can identify a security problem on the Internet, the user must notify the system administrator or building principal. Keep your account and password confidential. Do not use another individual's account without written permission from that individual. Any user identified as a security risk may be denied access to the network.

Vandalism -Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the

Internet, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.

Copyright Web Publishing Rules -Copyright law prohibits the republishing of text or graphics found on the Web without explicit written permission.

- For each re-publication (on a Website or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the Web address of the original source.
- Students engaged in producing Web pages must provide library media specialists with e-mail or hard copy permissions before the Web pages are published. Printed evidence of the status of "public domain" documents must be provided.
- The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the Website displaying the material may not be considered a source of permission.
- The "fair use" rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.
- Student work may only be published if there is written permission from both the parent/guardian and student.

Use of Electronic Mail – The email system is owned and controlled by the school and district through the G Suite for Education. E-mail is provided to aid students in fulfilling their duties and responsibilities, and as an educational tool.

- The school and district reserve the right to access and disclose the contents of any account on its system, without prior notice or permission from the account's user. Unauthorized access by any student or staff member to an electronic mail account is strictly prohibited.
- Each person should use the same degree of care in drafting an electronic mail message as would be put into a written memorandum or document. Nothing should be transmitted in an e-mail message that would be inappropriate in a letter or memorandum.
- Electronic messages transmitted via the school district's Internet gateway carry with them an identification of the user's Internet "domain." This domain name is a registered domain name and identifies the author as being with the school district. Great care should be taken; therefore, in the composition of such messages and how such messages might reflect on the name and reputation of the school and district. Users will be held personally responsible for the content of any and all electronic mail messages transmitted to external recipients.
- Any message received from an unknown sender via the Internet should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of the message authenticity and the nature of the file so transmitted.
- Use of the electronic mail system constitutes consent to these regulations.

STUDENT USE OF ELECTRONIC DEVICES

The use of electronic devices and other technology at school is a privilege, not a right. Students are prohibited from using electronic devices, except as provided herein. An electronic device includes, but is not limited to, the following: cell phone, smart phone, audio or video recording device, personal digital assistant (PDA), ipod©, ipad©, laptop computer, tablet computer or other similar electronic device. smart watches, Meta Glasses, and other communication devices are not

allowed to be turned on during school hours at any time and need to be powered off, except with the express permission of the building principal.

During instructional time, which includes class periods and passing periods, electronic devices must be kept powered-off and out-of-sight unless: (a) permission is granted by an administrator, teacher or school staff member; (b) use of the device is provided in a student's individualized education program (IEP); or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals. The only exception to this policy is that Kindles, Nooks, or other similar electronic devices may be used under the following conditions: 1) a staff member has pre-approved the particular use and time that the electronic device is being used. 2) The use is for a specific school purpose (i.e. to read an AR book, use a calculator, dictionary, and thesaurus). Students who are caught abusing this right will have their privileges suspended and may face additional consequences.

Electronic devices may never be used in any manner that disrupts the educational environment, violates student conduct rules or violates the rights of others. This includes, but is not limited to, the following: (1) using the device to take photographs in locker rooms or bathrooms; (2) cheating; and (3) creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction or non-consensual dissemination of private sexual images (i.e., sexting).

The school and school district are not responsible for the loss, theft or damage to any electronic device brought to school.

Students, in kindergarten through eighth grade, in violation of this procedure are subject to the following consequences.

- First offense – The device will be confiscated by school personnel. A verbal warning will be assigned. The student will receive the device back at the end of the day in the school office.
- Second offense – The device will be confiscated. The student's parent/guardian will be notified and required to pick up the device in the school office.
- Third offense – The device will be confiscated. A detention will be assigned. The student's parent/guardian will be notified and required to pick up the device in the school office.
- All offenses after this will be up to the administration's discretion.

School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination.

USE OF ARTIFICIAL INTELLIGENCE

"Artificial intelligence" or "AI" is intelligence demonstrated by computers, as opposed to human intelligence. "Intelligence" encompasses the ability to learn, reason, generalize, and infer meaning. Examples of AI technology include ChatGPT and other chatbots and large language models.

AI is not a substitute for schoolwork that requires original thought. Students may not claim AI generated content as their own work. The use of AI to take tests, complete assignments, create multimedia projects, write papers, or complete schoolwork without permission of a teacher or

administrator is strictly prohibited. The use of AI for these purposes constitutes cheating or plagiarism.

In certain situations, AI may be used as a learning tool or a study aid. Students who wish to use AI for legitimate educational purposes must have permission from a teacher or an administrator. Students may use AI as authorized in their Individualized Education Program (IEP).

Students may not use AI, including AI image or voice generator technology, to violate school rules or school district policies.

In order to ensure academic integrity, tests, assignments, projects, papers, and other schoolwork may be checked by AI content detectors and/or plagiarism recognition software.

VISITORS

All visitors entering the school for whatever reason, must register with the school office upon entering the building using the Raptor System. On the initial visit, the visitor must provide a valid license or state ID. To ensure the security of all students and staff, doors will be secured when students are in the building. Entrance may be gained from the main office doors only, located on the northwest side of the building next to the school office. Students may not have friends or peers visit them at school because it causes a disruption in the educational setting. Please do not stop at the fence during recess to talk to your student; the supervisors are to report this to the office. We do this to provide a safe environment for your child at recess and P.E. times. Please do not attempt to enter the building at the end of the day without checking in the office first. This is the only way we can ensure the safety of all of our students.

Any person wishing to confer with a staff member should contact that staff member to make an appointment. Conferences with teachers are held, to the extent possible, outside school hours or during the teacher's conference/preparation period.

Visitors are expected to abide by all school rules during their time on school property. A visitor who fails to conduct himself or herself in a manner that is appropriate will be asked to leave and may be subject to criminal penalties for trespassing and/or disruptive behavior.

No person on school property or at a school event shall perform any of the following acts:

- Strike, injure, threaten, harass, or intimidate a staff member, board member, sports official or coach, or any other person.
- Behave in an unsportsmanlike manner or use vulgar or obscene language.
- Unless specifically permitted by State law, possess a weapon, any object that can reasonably be considered a weapon or looks like a weapon, or any dangerous device.
- Damage or threaten to damage another's property.
- Damage or deface school property.
- Violate any Illinois law or municipal, local, or county ordinance.
- Smoke or otherwise use tobacco products.
- Distribute, consume, use, possess, or be impaired by or under the influence of an alcoholic beverage, cannabis, other lawful product, or illegal drug.
- Be present when the person's alcoholic beverage, cannabis, other lawful product, or illegal drug consumption is detectible, regardless of when and/or where the use occurred.
- Use or possess medical cannabis, unless he or she has complied with Illinois' Compassionate Use of Medical Cannabis Act and District policies.
- Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner).

- Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the board.
- Operate a motor vehicle: (a) in a risky manner, (b) in excess of 20 miles per hour, or (c) in violation of an authorized district employee's directive.
- Engage in any risky behavior, including rollerblading, roller-skating, or skateboarding.
- Violate other district policies or regulations, or a directive from an authorized security officer or district employee.
- Engage in any conduct that interferes with, disrupts, or adversely affects the district or a school function.

Any person who engages in prohibited conduct may be ejected from or denied admission to school property in accordance with State law. The person may also be subject to being denied admission to school athletic or extracurricular events for up to one calendar year.

DELIVERIES TO SCHOOL

Sometimes parents want to send flowers, gifts, and balloons to their child at school. While we agree with the positive messages associated with these deliveries, the delivery to the actual classroom is disruptive to the educational process. We will hold these deliveries in the school office until the end of the day. When ordering, please take into consideration that if your child is a bus student, balloons are not allowed on a school bus. If you are delivering birthday treats, snacks, or an assignment for your child, please leave them in the office with the student's and teacher's name. They will be delivered to the classroom for you as soon as possible. Please understand that it is our job to limit the number of disruptions while students are learning.

SNACK POLICY

Any food or drink item sent or brought to school for Prek-8th grade MUST be store-bought and in its original packaging unless a fresh fruit or vegetable. This procedure will encompass all snacks, parties, events, and activities for students in grades PK-8. In addition to these guidelines, we will continue our allergy-free classroom policies as we have done in the past. Water bottles may be brought to school, but they must **contain water only**. The 7th and 8th grade have a designated 3rd hour 9:55 am snack time for students that they may bring from home.

LUNCH PROGRAM

Kindergarten through Sixth Grade: $3.25/meal .30/milk
(Kindergarten snack milk is a separate charge)

Seventh Grade through Eighth Grade: $3.50/meal

The cafeteria is operated for the convenience of the students. A nutritious lunch is prepared every day. One milk is included with each lunch purchased. Extra milk is available for thirty cents; any student may purchase milk with lunch. Juice will be available for students with allergies. Parents must request juice for their student by notifying the school office in writing. A monthly menu will be provided. The menu is sent home with students and is also available online at www.deemack.org. The menu is subject to change without notice. One choice is the same each day of the week. For example, on Monday, in addition to the posted menu item, a cheeseburger will also be served. The second choice will be the entree listed per day on the menu. In addition to one of the items listed above, students will also be offered 3 choices of vegetables and 2 choices of fruits daily. The students MUST take either a fruit or a vegetable, BUT may take both a fruit and a vegetable if desired.

Each student is expected to eat a proper lunch unless the school office has been notified in writing that the student is under a restricted diet as specified by a physician.

After being dismissed by their teachers for lunch, students will be seated in the cafeteria by classroom K-3rd. Cafeteria supervisors will direct students to proceed through the service line. Students should move through the line in an orderly fashion. All food will be eaten in the cafeteria while sitting at the table. Students are responsible for cleaning their area by depositing all trash in the trash can.

While eating lunch, students will be expected to use appropriate table manners. Quiet talking is encouraged. Students are to eat their own lunches; once at the table food sharing is not permitted, by order of the Tazewell County Health Department, due to health concerns.

For junior high students, extra entrees for hot lunch students may be purchased for an additional $1 after all students have been served.

If your student has allergies to latex, food, medication, dairy or nuts the school must have a note from the doctor listing what allergies the student has with an allergy action plan.

If you have any questions, please direct them to Ashley Hixon at ahixon2@deemack.org. No student will be allowed to leave the school building for lunch unless signed out by a parent. All students are expected to bring a cold lunch or eat a hot lunch offered by the school cafeteria. Parents will be notified by email when there is a negative balance. You may always check your student's lunch balance through the parent portal. No charges will be allowed two weeks prior to the end of school.

Meals can be purchased in advance by check, cash or online through the parent portal. The online service can be accessed by going online at deemack.org in the parent portal. (*An "Application for Free and Reduced-Price Meals" is available in the school office)* Meal fees may be waived, or reduced, for those students who are eligible and are approved by the building principal for a waiver of fees. It is the parents' responsibility to apply for a waiver by completing the proper form, which is available through the school office.

(Dee-Mack Intermediate School) - Lunch workers consist of a two-member team of 5th or 6th grade students, whose duties include serving food, washing and drying trays. These students are volunteers, who work during their study hall and lunch/recess period. Student workers are allowed a free lunch on the days that they work.

RECESS

According to the guidelines of the Illinois Dept. of Children and Family Services, students will be outside for recess unless the temperature is below 21 degrees, including wind chill, or precipitation makes it prohibited. We will also remain inside if the heat index is above 100 degrees. If your child is not dressed in weather-appropriate clothing, he/she may be staying inside for recess.

No games should be played that involve pushing or pulling clothes. Only one person at a time may use a swing. Pushing a swing, standing on a swing, or swinging from one side to another is not permitted. Standing or sitting on top of playground equipment is allowed only on the jungle-gym. Climbing up the braces of the swings is not allowed. Students are to wait in line when using horizontal bars or climbing ladders. Throwing playground balls or basketballs at others is

prohibited. Throwing snowballs, tire chips, or rocks is not permitted. All accidents should be reported to the supervisor.

Junior High students will receive a short recess after they are finished eating. Students should plan on going outside. Only in inclement weather will the recess be held inside in the gym. During lunch recess, students will not be allowed in the hallways. When the weather is inclement and recess is to be held in the gym, only a limited number of students will have use of the gym floor. Students not using the gym will remain in the Cafeteria until the bell rings. Students may use the restroom immediately before and immediately after Junior High lunch recess. Safety is of the utmost concern when Junior High lunch recess is held. Inappropriate behavior will not be tolerated. Any student that is removed from lunch recess will be disciplined accordingly.

TRANSPORTATION

Transportation is provided to and from school for eligible children. (*See" Transportation Reimbursement Form Information" at www.deemack.org*). Bus drivers will only stop at regular bus stops. A "Change in Transportation Request Form" must be turned into the school office at least 5 days prior to a proposed change in daily transportation. (*"Change in Transportation Request Form" available at deemack.org or in the school office.)*

All bus routes will be transported to a central point, Deer Creek-Mackinaw Primary and Junior High School for Mackinaw students and Deer Creek-Mackinaw Intermediate School for Deer Creek students. From that point, students will either enter the school building or board their assigned shuttle bus for transportation to their building.

Shuttle buses depart from PJHS at 7:50am and at Deer Creek at 7:45 am. The return to time for Mackinaw is around 3:20pm and the same for Deer Creek.

Any time students are transported via school transportation, they are expected to remain in their seats and remain quiet. Any behavior that will jeopardize the safe transportation of students will not be tolerated. Improper actions on a school bus will be reported to the building principal. Failure to abide by these expectations may result in the loss of riding privileges, suspension, or expulsion. If a student is suspended from the bus, this suspension will also include any field trip or athletic events that occur during the bus suspension.

The information in this section, although comprehensive, does not address every possible situation or answer every possible question. As circumstances or events arise, the administration will have the final decision-making authority concerning these situations. The Deer Creek-Mackinaw School District #701 Board of Education has approved the following guidelines to assure safety when riding the school bus:

- Minor offenses include being out of your seat while the bus is moving, making extra loud noises, eating or drinking on the bus, and littering. The first offense will be handled by the bus driver and reported to the building principal. The second offense will result in a referral to the building principal and parent contact. The third offense will result in a referral to the building principal, parent contact, and dismissal from the bus for one (1) day. The fourth offense will result in a referral to the building principal, parent contact, and dismissal from the bus for three (3) days. The fifth offense will result in a referral to the building principal, parent contact, and dismissal from the bus for ten (10) days.
- Major offenses include damage to the bus, throwing objects, fighting, spitting, and bad language or gestures (including swearing and disrespect to the driver or bus

monitor). Depending on the severity of the offense, a parent contact, one (1) to ten (10) day dismissal from the bus, or recommendation to the Board of Education for permanent removal from the bus will be applied. Offenses are cumulative between categories. Damage to school property will require restitution for damages. Vulgar language or profanity directed toward the bus driver or bus monitor will result in a ten (10) day suspension from the bus. (See "Forms" section on the website for sample "*Bus Conduct Report*".)

Bus drivers will only stop at the regular bus stops. Students must have written parental permission approved by the principal for any variation in the assigned bus stop.

SCHOOL BUS RULES

The safety of students is our top priority at Deer Creek-Mackinaw District #701. The Board of Education has adopted the following rules for those students riding a bus. The rules are in effect for both the shuttle and route runs.

- While waiting for the bus, be aware of traffic and approach the bus only after it has stopped.
- Dress properly for the weather. Make sure all drawstrings, ties, straps, etc. on all clothing, backpacks and other items, are shortened or removed to lessen the likelihood of them getting caught in bus doors, railings or aisles.
- Be on time for the bus.
- Stay away from the bus until it stops completely and the driver signals you to board. Enter in a single file without pushing. Always use the handrail.
- Stay seated while the bus is moving.
- Take a seat right away and remain seated facing forward. Keep your hands, arms, and head inside the bus.
- Keep book bags, purses and all other items out of the bus aisles at all times.
- No loud talking, singing, clapping, foot stomping or loud noises; be especially quiet at railroad crossings and turn-a-rounds.
- Keep hands, head and feet inside the bus. The windows are not to be lowered below the safety lines.
- Any deliberate damage to the seats or to the bus itself will be the responsibility of the student or their parents.
- Nothing is to be thrown out of the bus at any time.
- Buses will stop at designated stops only; please do not ask the driver to stop at other places.
- If you must cross the street after you get off the bus, wait for the driver's signal and then cross in front of the bus. Cross the street only after checking both ways for traffic, even after the driver's signal.
- Never run back to the bus, even if you dropped or forgot something.
- Electronic devices with headphones are permitted, as long as they do not interfere with safety.
- No skateboards are allowed on the bus.
- Stay out of the danger zone next to the bus where the driver may have difficulty seeing you. Take at least five giant steps (10 feet) away from the bus and out of the danger zone, until you can see the driver and the driver sees you. Never crawl under a bus.
- All school rules apply while riding the bus; such as keeping hands to yourself, no bad language, no eating or drinking on the bus and no littering.

The bus driver and monitor are in charge while students are on the bus. Failure to obey these rules will result in disciplinary action.

Any time students are transported via school transportation, they are expected to remain in their seats and remain quiet. Any behavior that will jeopardize the safe transportation of students will not be tolerated. Improper actions on a school bus will be reported to the building principal.

Failure to abide by these expectations may result in the loss of riding privileges, suspension, or expulsion. If a student is suspended from the bus, this suspension will also include any field trip or athletic events that occur during the bus suspension. A bus suspension is not a reason for not attending school. Parents must transport their students for the duration of the suspension.

Students are allowed to use electronic devices with headphones on the bus as long as it is not a disruption or distraction. Cell phones may only be used with the permission of the bus driver or monitor. Bus drivers will use their discretion to prohibit such devices. These devices must be packed away in the child's book bag before the child enters the school building. The school is not responsible for lost or stolen items.

National Highway Traffic Safety Administration - School Bus Safety
https://one.nhtsa.gov/people/injury/buses/getting_to_school/schoolbus2.html

U.S. Department of Transportation - School Bus Safety Campaign Material
www.trafficsafetymarketing.gov/get-materials/school-bus-safety/evergreen-campaign-material

National Safety Council - Tips for a Safe Ride
www.nsc.org/home-safety/tools-resources/seasonal-safety/back-to-school/bus

Ill. State Police - School Bus Safety
https://isp.illinois.gov/StaticFiles/docs/TrafficResources/5-542.pdf

Ill. State Board of Education - School Bus Safety What Parents Should Know
www.isbe.net/Documents/bus_safety_parents.pdf

Ill. State Board of Education - Instructions To School Bus Riders
www.isbe.net/Documents/bus_ride_instruct.pdf

MORNING AND EVENING PROCEDURES

Students should not arrive at school before 7:30 a.m. Supervision begins at 7:30 a.m. Students should report to their designated area. The school day begins at 8:00 a.m. Please leave your child at the front door where teachers and administrators will help them. Students arriving at school after 8:15 a.m. will be counted tardy. Any student not here by 8:00 a.m. will miss the morning activities. NO TOYS OR ELECTRONICS ALLOWED IN THE GYM OR DESIGNATED AREAS.

Junior High students are dismissed from the cafeteria into Advisories at 8:00 a.m. Advisory period runs from 8:00-8:12 a.m., with the first hour beginning at 8:15 a.m. Students arriving at school and/or class after 8:15 a.m. will be marked tardy. Students who need extra help and/or are identified through the RTI program will go upstairs in the morning to "check-in" with their respective teachers.

The school day ends at 3:00 p.m. At the Primary/Junior High, a staggered dismissal will be used at the end of the day where students will exit from one of the two front doors only. We will release Deer Creek shuttle bus students, then Eastside van, car riders, walkers, and finally, all students

who wait for a route bus. The primary route bus students head to designated areas to wait. If your student normally rides a route bus and needs to be picked up, please notify the school personnel outside and they will get your student.

Arrival

Follow the traffic arrows and a supervisor will greet the students in the parking lot for arrival.

Dismissal

If your child is not out at the time of pick up either keep driving the loop around or park and come in the building to get them. Do NOT park in the drive through lane and wait to pick up your child.

INCLEMENT WEATHER

There are occasions when, due to inclement weather, the school day is canceled, shortened, or lengthened. Our priority will always be the safety of the students. Parents are encouraged to make prior arrangements for child care in the event of emergency changes in the school day. Local radio stations (WJBC 1230 AM, Bloomington; WXCL 104.9 FM and WMBD 1470 AM, Peoria) and local television stations (WEEK, WHOI, and WMBD) will be contacted to announce cancellation of school and/or bus routes, and changes in the school day. You will also receive a School Messenger call at your home on the morning of a canceled school day. Make sure your contact information is always updated and current in the school office.

LATE STARTS

Oftentimes, early morning weather can become an issue. While some weather situations warrant the full closure of school, other situations may allow for a late start to the school day. These decisions are never easy to make. Please make sure to check the news, the school website, or your phones each morning for updates.

In the event of a late start, the announcement would come in the same form as a school cancellation (news, website, text message, etc.). If the announcement calls for a one hour late start, school would begin at 9:00 am. All buses would run exactly one hour after they normally would. So for example, if your normal pick-up time is 6:47 am, your bus would come at 7:47 am. For Pre-K students there will be no morning Pre-K class. The afternoon Pre-K class will still run as normal. Bus pick-ups for out of district schools will run one hour late as well.

Even with a late start, school dismissal will still occur at the normal time with buses running on the normal schedule.

E-LEARNING DAYS

E-Learning days are an option in the state of Illinois. We are required to keep track of those students that have logged on and completed the assignments. So in essence, logging on and completing the work is our way of keeping attendance during these digital days. Please notify your building principal if you have a technology need well before we have to implement an E-Learning Day and we will make sure that the appropriate accommodations are made.

An “E- Learning Day” approach allows us to provide an “instructional day” even if our buildings are not open due to inclement weather. If weather does not permit us to be in session, we will

deploy an “E- Learning Day.”

On E-Learning Days, teachers will post assignments and activities on their Google Classroom pages. This will occur by 9:00 am. Teachers will be available throughout the day via e-mail from 8:30 a.m. to 3:30 to answer questions as they arise. However, if the technology devices are not available a paper/pencil packet will be sent home for younger learners.

Each grade level of teachers will be collaborating on any E-Learning day to collectively develop experiences that are grade level appropriate and ideally a continuation of what has been happening in the classroom. Examples could include a review of content in social studies, a reinforcement activity in math, a video introduction of a unit, or a spelling or writing prompt. In these cases, teachers will simply assign experiences as though the students were in attendance.

The new law requirements state that students must be held accountable for attendance on an E-Learning Day. This will require that each student to get logged on electronically and complete their assignments. We will also have an electronic sign-in sheet for each E-Learning Day that will be pushed out on the day that is a district wide e-learning day. We understand that internet access may not be available to everyone, and that some students may not be able to complete all tasks assigned by instructors or get logged on for attendance purposes. We also want to be clear that not all activities will need the internet to be completed. These days are meant to enhance learning and be formative in nature.

It is possible that homework will be assigned in anticipation of a snow day by our instructors. Those homework assignments will be posted to Google Classroom or a paper packet will be sent home ahead of the closure. Our teachers will allow students to “catch up” if needed upon our return to school. However, failure to complete assignments for reasons other than those that are out of the student’s control will result in an unexcused absence. For those students who require paper assignments, completed assignments upon return to school will fulfill the attendance requirement.

Students and or parents should notify their teacher(s) or building administrator as soon as possible (within 24 hours). If a student cannot access and/or complete assignments for reasons that are out of their control, they will not be penalized and marked with an unexcused absence. However, it is the responsibility of the student to communicate to their teacher(s) or administrator that circumstances beyond their control prevented them from completing assignments and from participating in the E-Learning Day.

EARLY DISMISSAL DAYS

Deer Creek-Mackinaw District #701 will have early dismissal on pre-planned days as marked on the school calendar. The early dismissals are for staff development activities. Buses will run at the time of the early dismissal at 11:30 a.m. and 1:30 p.m. depending on the dismissal time. Lunch will NOT be served on 11:30 a.m. dismissal days, however, it will be served on 1:30 p.m. dismissal days. No students will be allowed on school property after buses have left. There will be no student supervision after the buses have left. Depending on the athletics coaching personnel and their duty requirements on early dismissal days, some athletic programs may have practices scheduled immediately following dismissal at 11:30 or 1:30 on these days.

ATTENDANCE

Attendance and Academic Success
At Deer Creek-Mackinaw District #701, we believe attendance is crucial to student achievement and success. A missed school day is a lost opportunity for students to learn. Research shows that students are more successful when in attendance and that every day of attendance matters for every student and their families. If absences become a pattern, the negative impacts quickly add up and those days of lost learning can lead to years of academic struggles, as well as challenges beyond the classroom. In the event of any absence, the student's parent/guardian is required to call the school at 309-359-4321 before 9:00 a.m. to explain the reason for the absence. If a call has not been made to the school by 10:00 a.m. on the day of a student's absence, a school official will call the home to inquire why the student is not at school. If the parent/guardian cannot be contacted, the student will be required to submit a signed note from the parent/guardian explaining the reason for the absence. Failure to do so shall result in an unexcused absence. Upon request of the parent/guardian, the reason for an absence will be kept confidential.

Subject to specific requirements in State law, the following children are not required to attend public school: (1) any child attending a private school (including a home school) or parochial school, (2) any child who is physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), (3) any child lawfully and necessarily employed, (4) any child over 12 and under 14 years of age while in confirmation classes, (5) any child absent because of religious reasons, including to observe a religious holiday, for religious instruction, or because his or her religion forbids secular activity on a particular day(s) or time of day, and (6) any child 16 years of age or older who is employed and is enrolled in a graduation incentives program.

Per the State of Illinois there are 8 Valid Causes for a student being absent from school.

- Student Illness
- Observance of a religious holiday
- Death in the immediate family
- Family emergency
- Other situations determined by the school board
- Other circumstances which cause reasonable concern to the parent/guardian for the mental, emotional, or physical health or safety or health of the student (up to five days).
- Deployment or leave of military parent (up to 5 days)
- To sound TAPS (grades 6-12)

Additionally, a student will be excused for up to 5 days in cases where the student's parent/guardian is an active-duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat-support postings. The Board of Education, in its discretion, may excuse a student for additional days relative to such leave or deployment. A student and the student's parent/guardian are responsible for obtaining assignments from the student's teachers prior to any excused absences and for ensuring that such assignments are completed by the student prior to his or her return to school.

All other absences are considered unexcused. Pre-arranged excused absences must be approved by the building principal.

The school may require documentation explaining the reason for the student's absence.

Recording absences
When a student is absent for part of or an entire class, there will be three options for administrative recording purposes.

- T will stand for tardy and will be given to any student deemed to be late for the class.
- AE will stand for absent and will be given to any student that misses an entire class or day for one of the valid causes listed above.
- AU will stand for unexcused and will be given to any student that misses an entire class or day without valid cause.

State law requires every school district to collect and review its chronic absence data and determine what systems of support and resources are needed to engage chronically absent students and their families to encourage the habit of daily attendance and promote success. This review must include an analysis of chronic absence data from each attendance center.

Furthermore, State law provides that school districts are encouraged to provide a system of support to students who are at risk of reaching or exceeding chronic absence levels with strategies and are also encouraged to make resources available to families such as those available through the State Board of Education's Family Engagement Framework to support and engage students and their families to encourage heightened school engagement and improved daily school attendance.

Chronic Absenteeism
Students who miss a defined number of school days, 18 days for grades K-8 and 15 days for grades 9th-12th, for any reason, are considered chronically absent. Chronic absence is measured differently from other attendance, in that it counts all lost instructional days out of a school year, whether or not it is for a valid cause. An absence due to one of the valid causes will be considered excused, but will still count towards considering a student chronically absent. Per the State of Illinois, schools are required to collect and review chronic absence data and engage students and families showing a trend of regular absence. In order to engage parents and students in this discussion, multiple interventions will take place. Written communication of absences will occur at 8 absences, 10 absences, 12 absences, and 15 absences. During this process, a conference to determine a way to increase attendance may be scheduled with the parents, students, and administration.

Truancy and Chronic Truancy
A student is considered truant if they are absent from school without valid cause (listed above) for more than 1% but less than 5% of the prior 180 school days (2 - 9 days). After 5% or 10 days a student will be labeled as chronically truant. Days missed without valid cause will count towards a students chronic absenteeism total, but will also result in referral to the Tazewell County Truancy Officer.

Consequences for Absences
In addition to these interventions for chronic absenteeism and referrals for truancy, students will certainly suffer natural consequences for multiple absences. As stated before, research shows that students are more successful when they attend every day. A student is allowed to make up work when the absence is for valid cause, but lost instruction time and work time may not be possible. In addition to interventions and natural consequences, each individual school within Deer Creek Mackinaw District #701 may implement various programs designed to either reward good attendance or discourage chronic absenteeism. These may include, but not be limited to, such things as denied attendance to dances or other social functions or denied attendance to field trips/field days.

All students are expected to be in the building from 8:00 a.m. until 3:00 p.m. each day. Students who must leave the building are required to be signed out in the office before leaving. Students must have a note, a call to school or an email to be allowed to leave with anyone other than their parents. If a change in transportation is needed please call the school, or message the classroom teacher, before 2:30 p.m.. We use a transportation document to track changes so it is imperative that changes are made by 2:30 p.m. Dismissal is a very busy time and it becomes difficult to deliver messages. The law requires phone contact or an email in the event of an absence. The parent or guardian must call Deer Creek-Mackinaw Primary School (309-359-4321) or the attendance lines (309-359-3049) for Mackinaw (309-447-6297) for Deer Creek before 9:00 a.m. on the day of the absence to report the reason for the absence. Please call or email the office, rather than the teacher. If a telephone call or email is not received, the school office will contact parents to check on the absence. A written note that is signed by the parent or guardian, stating the reason for the absence or tardy, is required in the event that phone contact is not possible.

Junior High students are expected to attend classes on time. There is ample time to go from one class to another if a student does not loiter in the halls. Consequences will be assigned for repeated tardiness.

- A student is tardy if not seated when the bell rings.
- Tardies to each class per quarter: the first and second tardy will result in a warning from the teacher. The third tardy will result in one detention.

All students will not be permitted to participate in extracurricular and/or special activities if they do not attend school during the day, if they leave before 3:00 p.m. due to illness, or arrive after 11:30 a.m. Students who must leave the building are required to obtain permission through the school office.

All assignments for unexcused absences that are non-truant (or pre-arranged with building administrator approval) will be allowed to be made up. All assignments for unexcused absences that are truant (or non-notification) will be recorded as zeros.

PRE-ARRANGED ABSENCES

Pre-arranged absences will be granted under the following guidelines:

- The form is completed and returned to the office at least 48 hours prior to the absence. This is a privilege granted to students in good standing as determined by the administration. (*A "Pre-Arranged Absence Request Form"is available at Deemack.org or in the school office.*) Please contact the school office for the form, it is not available from the teacher. The office will be glad to email or fax you a copy of this form upon request.
- A request for pre-arranged absences may be made no more than two times per school year.
- <u>All</u> work sent with the student is due the day the student returns to school. Any further work that is missed will be assigned upon return of the student.
- Tests covering assignments completed during the period of absence must be taken on the first day the student returns.

TARDINESS

The first 15 minutes of the day are very important; assignments are turned in, attendance and lunch count are taken, and interventions for reading and math take place for many students.

When a student arrives late, parents must sign their child in at the office before he/she goes to class. It is an interruption to the morning routine and disrupts the classroom's morning schedule. Please make every effort to see that your child is on time each and every morning. Students will be counted tardy if they arrive after 8:15 a.m. Deer Creek-Mackinaw District #701 schools work closely with the Tazewell County Truancy Office to help students become more responsible for getting to school and reinforcing the importance of school. If you are having trouble getting your child to school on time please notify the school.

BEHAVIORAL EXPECTATIONS & DISCIPLINE

All teachers at Deer Creek-Mackinaw have individual classroom expectations that are clearly communicated. These expectations are accompanied by consequences upon violation. If redirection from the staff does not successfully modify a behavior, the student will be referred to the building principal. A behavior referral will be sent home informing parents of the behavior. In more severe cases, parents will also be contacted by phone or email.

At Deer Creek-Mackinaw, students are expected to act in an orderly and safe manner.

- Students will act in an orderly and safe manner in school, in the gym, in the cafeteria, in the bathrooms, on the playground, to and from school, and from bus lines.
- Bullying is not allowed in any manner. (Refer to District Policy)
- No form of profanity, verbal aggression or physical aggression will be tolerated.
- No inappropriate written notes or drawings will be tolerated.
- Knives, real or otherwise, and other dangerous weapons are not allowed on the school grounds or in the school building.
- Students not involved in after-school activities are to leave the building immediately after dismissal.
- Chewing gum in school is strictly prohibited unless used as a reward within classrooms.

All teachers at Deer Creek-Mackinaw School have individual classroom expectations that are clearly communicated. These expectations are accompanied by consequences upon violation. If redirection from the staff does not successfully modify the behavior, the student will be referred to the building principal. The following are school wide discipline rules:

- Follow directions the first time they are given.
- Keep hands, feet and objects to yourself.
- Come to class prepared with all your materials.
- Be in your assigned seat ready when the bell rings.
- Eat at lunch, not in class. (designated snack time)
- The teacher dismisses classes. Remain in your seat until dismissed.
- Respect the rights, property and opinions of others.

Prohibited Student Conduct
Students may be disciplined for gross disobedience or misconduct, including but not limited to the following:

- Using, possessing, distributing, purchasing, selling or offering tobacco or nicotine materials, including electronic cigarettes, e-cigarettes, vapes, vape pens or other vaping related products.
- Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students

who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.

- Using, possessing, distributing, purchasing, selling or offering for sale:
    - Any illegal drug, controlled substance, or cannabis (including marijuana, hashish, and medical cannabis unless the student is authorized to be administered a medical cannabis infused product under *Ashley's Law*).
    - Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.
    - Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
    - Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician or licensed practitioner instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited unless the student is authorized to be administered a medical cannabis infused product under *Ashley's Law*.
    - Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
    - "Look-alike" or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance or other substance that is prohibited by this policy.
    - Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.
    - Any substance inhaled, injected, smoked, consumed or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in a tablet or powdered form.
    - Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they have the prohibited substance, as applicable, in their possession.
- Using, possessing, distributing, purchasing, selling or offering for sale:
- Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards and wrongfully obtaining test copies or scores.
- Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.
- Prohibited activities, possession, consumption or being under the influence of alcohol, controlled substance: drug paraphernalia or "look alike", substance,

chemically designated substances, E-cig, Vape pen with THC, or inhalants.

- Students who encourage, sell, or provide alcohol/drugs/inhalants designed substances, E-cig, vape pen with THC or other inhalants to other students
- Using a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating and sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device or cellular telephone, commonly known as "sexting." Unless otherwise banned under this policy or by the building principal, all cellular phones, smartphones and other electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's individualized education program (IEP); (c) it is used during the student's lunch period; or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
- Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
- Disobeying rules of student conduct or directives from staff members or school officials.
- Examples of disobeying staff directives include refusing a staff member's request to stop, present school identification or submit to a search.
- Engaging in bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network or other comparable conduct.
- Engaging in teen dating violence.
- Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property.
- Entering school property or a school facility without proper authorization.
- In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 9-1-1); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus or at any school activity.
- Being absent without a recognized excuse.
- Being involved with any public school fraternity, sorority, or secret society.
- Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
- Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and hazing.
- Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
- Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat

was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
- Operating an unarmed aircraft system (AUS) or drone for any purpose on school grounds or at any school event unless granted permission by the building principal.

For purposes of these rules, the term "possession" includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is: (a) on the student's person; (b) contained in another item belonging to, or under the control of, the student, such as in the student's clothing, backpack, or automobile; (c) in a school's student locker, desk, or other school property; (d) at any location on school property or at a school-sponsored event; or (e) in the case of drugs and alcohol, substances ingested by the person.

Efforts, including the use of positive interventions and supports shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else.

No disciplinary action shall be taken against any student that is based totally or in part on the refusal of the student's parent/guardian to administer or consent to the administration of psychotropic or psychostimulant medication to the student.

When and Where Conduct Rules Apply
The grounds for disciplinary action also apply whenever the student's conduct is reasonably related to school or school activities, including but not limited to:

- On, or within sight of, school grounds before, during, or after school hours or at any time;.
- Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
- Traveling to or from school or a school activity, function, or event;
- Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property; or
- During periods of remote learning.

Disciplinary Measures
In order to maintain safety, order, and discipline, the standards for appropriate behavior at Deer Creek-Mackinaw will include several types of disciplinary actions. No corporal punishment will be administered at Deer Creek-Mackinaw schools. When necessary, parents will be called upon to participate in developing a successful plan for modifying the behaviors of students. The text that follows is representative of the actions to be used. These actions are not meant to be all-inclusive and are not listed in any particular order.

- Positive reinforcement: Students will be encouraged to maintain behavioral expectations through the use of positive reinforcement, such as praise, awards, and tangible reinforcement.
- Natural and logical consequences: At times, students will be exposed to the natural and logical consequences for their behavioral choices. For example, students who do

not study for a test may fail (natural consequence). Students who fail may have to spend time after school for extra study time (logical consequence).

- Isolation/Exclusion: Various forms of isolation from peers (detention/ISS/OSS) and exclusion from activities (loss of privileges), or classes (including permanent removal from academic classes) will be used in accordance with the nature of the behavioral standard that has been abused. There will be no use of any isolated time out that restricts the student's exit from the isolated situation.
- Detention: Students who fail to maintain behavioral standards may be assigned staff-supervised detentions after school. The length of time to be served varies in accordance with the nature of the behavioral standard that has been abused. The length of the detention will be 1 hour from 3:00 p.m. until 4:00p.m. Saturday detentions will be 2 hours from 8:00am to 10:00am. . Students will not be excused from detentions for work or extracurricular activities. Parents will be notified by phone or in writing. It is the responsibility of the parents to provide transportation for their child who is being detained. Deer Creek-Mackinaw School District #701 will not provide transportation for students in detention. Students who are unwilling or unable to serve detention time will be assigned an ISS.
- Lunch Detention: Students who fail to maintain behavioral standards may be assigned a 30 minute lunch detention based on the severity of the offense. Lunch detentions are served in the office.
- In School Suspension (ISS): In cases of severe or repeated violations of expected behavioral standards, offending students will be assigned staff-supervised ISS. Parents will be notified by phone or in writing. Students will be given credit for any work completed in ISS.
- Out of School Suspension (OSS): When offending students threaten the safety and well-being of faculty, staff, students, or themselves, or they have exhausted other forms of school-based discipline, OSS will be assigned. Parents will be notified by phone or in writing. Suspended students will be allowed to make up work. Students will not be allowed to attend school functions on the same day(s) as the out of school suspension.
- Expulsion: In cases of severe violations of expected behavior standards, a hearing before the Board of Education could be held for the purpose of expulsion. Offenses which could result in expulsion are:
    - Physical abuse against staff or students. (severity)
    - Immoral or indecent acts
    - Gang-related activityPossession of a weapon (or object used as a weapon)
    - Sexual harassment
    - Using, distributing, or being under the influence of behavior altering substances.
    - Behavior altering substances include, but are not limited to alcohol, illegal drugs, controlled substances, "look-a-like" drugs (those substances intended to appear to be contraband), drug paraphernalia, or substances as described in the intoxicating compounds act (i.e. inhalants).

School officials shall limit the number and duration of expulsions and out-of-school suspensions to the greatest extent practicable, and, where practicable and reasonable, shall consider forms of non-exclusionary discipline before using out-of-school suspensions or expulsions. School personnel shall not advise or encourage students to drop out of school voluntarily due to behavioral or academic difficulties. Potential disciplinary measures include, without limitation, any of the following measures:

- Notifying parents/guardians.

- Disciplinary conference.
- Withholding of privileges.
- Temporary removal from the classroom.
- Return of property or restitution for lost, stolen or damaged property.
- In-school suspension.
- After-school study provided the student's parent/guardian has been notified. (If transportation arrangements cannot be made in advance, an alternative disciplinary measure will be assigned to the student.)
- Community service.
- Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules.
- Suspension of bus riding privileges.
- Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.
- Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years. An expelled student is prohibited from being on school grounds.
- Transfer to an alternative program if the student is expelled or otherwise qualifies for transfer under State law.
- Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, such as, illegal drugs (controlled substances), "look-alikes," alcohol or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

The above list of disciplinary measures is a range of options that will not always be applicable in every case. In some circumstances, it may not be possible to avoid suspending or expelling a student because behavioral interventions, other than a suspension or expulsion, will not be appropriate and available, and the only reasonable and practical way to resolve the threat and/or address the disruption is a suspension or expulsion.

Isolated Time Out, Time Out and Physical Restraint
Isolated time out, time out, and physical restraint shall only be used if the student's behavior presents an imminent danger of serious physical harm to the student or others and other less restrictive and intrusive measures were tried and proven ineffective in stopping it. The school may not use isolated time out, time out, and physical restraint as discipline or punishment, convenience for staff, retaliation, a substitute for appropriate educational or behavioral support, a routine safety matter, or to prevent property damage in the absence of imminent danger of serious physical harm to the student or others. The use of prone restraint is prohibited.

Corporal Punishment
Corporal punishment is illegal and will not be used. Corporal punishment is defined as slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm. Corporal punishment does not include reasonable force as needed to maintain safety for students, staff, or other persons, or for the purpose of self-defense or defense of property.

Weapons Prohibition
A student who is determined to have brought one of the following objects to school, any school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school shall be expelled for a period of not less than one year but not more than 2 calendar years:

- A firearm, meaning any gun, rifle, shotgun, weapon as defined by Section 921 of Title 18 of the United States Code, firearm as defined in Section 1.1 of the Firearm Owners

Identification Card Act, or firearm as defined in Section 24-1 of the Criminal Code of 1961. The expulsion period may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.

- A knife, brass knuckles or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including "look-a-likes" of any firearm as defined above.

The expulsion requirement may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.

Gang & Gang Activity Prohibited
"Gang" is defined as any group, club or organization of two or more persons whose purposes include the commission of illegal acts. No student on or about school property or at any school activity or whenever the student's conduct is reasonably related to a school activity, shall: (1) wear, possess, use, distribute, display, or sell any clothing, jewelry, paraphernalia or other items which reasonably could be regarded as gang symbols; commit any act or omission, or use either verbal or non-verbal gestures, or handshakes showing membership or affiliation in a gang; or (2) use any speech or commit any act or omission in furtherance of the interest of any gang or gang activity, including, but not limited to, soliciting others for membership in any gangs; (3) request any person to pay protection or otherwise intimidate, harass or threaten any person; (4) commit any other illegal act or other violation of district policies, (5) or incite other students to act with physical violence upon any other person.

Re-Engagement of Returning Students
The building principal or designee shall meet with a student returning to school from an out-of-school suspension, expulsion or alternative school setting. The goal of this meeting shall be to support the student's ability to be successful in school following a period of exclusion and shall include an opportunity for students who have been suspended to complete or make-up missed work for equivalent academic credit.

Definitions and Explanations

- Insubordination: students are expected to adhere to the standards and requests made by faculty and staff. Any faculty or staff member may discipline a student in any part of the building or on the school grounds.
- Inappropriate Materials: any materials deemed inappropriate or illicit by the faculty and staff at Deer Creek-Mackinaw Junior High School, or materials being used inappropriately, will be confiscated. Items that are confiscated will be returned to the parents at a conference. Phones, personal cameras, radios, electronic games, and other personally valuable items are not appropriate for school. There will be no buying, selling, or trading of personal property on the school grounds. Skateboards, hoverboards, and scooters are not allowed on school property and should not be brought to school. The school district will not assume responsibility for any of these items.
- Fighting, Threatening, Disrespect, Vandalism: physical aggression of any kind will not be tolerated. Students who engage in fighting will be removed from the school setting immediately and placed on an out of school suspension.
- Respect for Property: students are responsible for reasonably maintaining all school property in their possession. No abuse to school and/or personal property will be tolerated. Only approved shoes will be permitted on the gym floor. Damage

resulting from abuse of school and/or personal property could result in the responsible student paying restitution.

- Respect for Others: disrespect to any student, staff, or faculty member will not be tolerated. Verbally abusive language toward a staff member will result in an automatic in-school suspension with days being based on severity. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property is prohibited. Public display of affection is not permitted. No form of sexual harassment will be tolerated. Bullying, intimidation, and (sexual) harassment are not acceptable in any form and will not be tolerated at school or any school-related activity. The school will protect students against retaliation for reporting incidents of bullying, intimidation, or (sexual) harassment, and will take disciplinary action against any student who participates in such conduct. Therefore, to threaten, harass or intimidate others through computer, phone or other electronic devices including, but not limited to, email, voice mail, text messages, and personal or social web sites such as 'Instagram, 'Twitter', 'Snapchat' or 'Facebook' can be punished by at least one day of in-school suspension. Such conduct is prohibited regardless of location or time it occurs. (Refer to board policy 7:180)

GENERAL DISCIPLINE GUIDELINES AND CONSEQUENCE

Certain misconduct such as the following list of offenses is unacceptable at any time during the school day, while a student is on school property or attending a school related function (home or away) in which Dee-Mack School is a participant. These guidelines also apply to students who are passengers on school transportation vehicles. Obviously, no student handbook can contain every conceivable offense which may be committed. The administration reserves the right to determine appropriate disciplinary action for offenses which are not contained in the following list. Similarly, the administration reserves the right on a case-by-case basis to deviate from the specified disciplinary actions when such deviation is determined to be necessary for the proper and efficient operation of the school. With each offense discipline will progress as determined by the administration. **Any situation not covered by the guidelines will be left to the building principal's discretion. The building principal will make the final decision on discipline.**
Discipline Handbook Reference Section:

Offense	Disciplinary Action(s)
Academic Integrity	
a. Cheating	➔ Academic referral by teacher ➔ Parent contact ➔ Possible grade reduction ➔ Detentions to ISD depending on seriousness of the offense
b. Plagiarism is strictly prohibited including copying, "cut & paste" or representing student work, ideas, graphs or ideas that	➔ Academic referral by teacher ➔ Parent contact ➔ Severe grade reduction

are not original without crediting the source.	
Affection	
a. Inappropriate display	➔ 1st offense: warning ➔ 2nd offense: 2 detentions, parental notification ➔ Subsequent offenses: ISD
Alcohol and/or substance related problems while at school, on school grounds, on school conveyances, or while attending/participating in any school sponsored activity	
a. Prohibited activities, possession, consumption, or being under the influence of alcohol, controlled substances; drug paraphernalia or "look alike" substance, chemically designed substances, E-Cig, vape pen with THC, or inhalants.	➔ Suspension to expulsion proceedings, and police referral
b. Students who encourage, sell, or provide alcohol/drugs/ inhalants/look-alike chemically designed substances, E-Cig, vape pen with THC, or inhalants to other students.	➔ Suspension to expulsion proceedings, and police referral
c. Possession of empty alcohol or empty controlled substance related containers.	➔ Detentions to ISD based upon seriousness of the situation
Attire	
a. Wearing of inappropriate clothing or apparel to school.	➔ 1st offense: parent contact, change of clothes, and warning. ➔ Further offense: change of clothes, one (1) detention, parent contact
b. Wearing of apparel or jewelry depicting alcohol, drugs, tobacco, sexual connotations, obscenities, violence, ethnic or racial slurs.	➔ 1st offense – parent contact, change of clothes, and a warning ➔ Further offense – change of clothes, one (1)detention, parent contact
Battery	
a. Toward a student	➔ Possible external suspension; and/or expulsion proceedings based upon investigation; police referral
b. Toward staff/school board member	➔ Possible external suspension; and/or expulsion proceedings based upon

	investigation; police referral
Bomb Threats	
	➔ Possible External suspension and/or expulsion proceedings based upon investigation; police referral.
Book bags, backpacks, oversized purses must be kept in locker	
	➔ Send to office, detentions - ISD
Bullying/Harassment	
a. Verbal or written bullying/teasing or harassment to another student	➔ Detention, ISD, or suspension to expulsion based on the seriousness of the offense. ➔ 1st offense – ISD-External Suspension ➔ 2nd offense –ISD- External Suspension
b. Racial, ethnic, harassment; including derogatory	➔ Detention, ISD, or suspension to expulsion based on the seriousness of the offense ➔ 1st offense – ISD-External Suspension ➔ 2nd offense –ISD- External Suspension
c. Slurs or satanic writing or gestures	➔ Detention, ISD, or suspension to expulsion based on the seriousness of the offense. ➔ 1st offense – ISD-External Suspension ➔ 2nd offense –ISD- External Suspension
Cell Phone	
a. Cell Phone violation for having a phone on your person during the school day, or taking photos or videos with your phone during the school day. If photos or videos are deemed inappropriate for school additional consequences can be applied. Broadcasting is also not allowed.	➔ 1st offense– Warning phone confiscated given back end of day ➔ 2nd Offense –Detention, phone confiscated-parents must come get phone ➔ Subsequent offenses- ISD
Computer/ Internet Policy	
a. Academic Integrity Violation of the copyright laws.	➔ Academic referral by teacher, parent contact; grade reduction; ➔ 1st offense – ISD ➔ 2nd offense – ISD & loss of internet

	privileges for remainder of semester.
b. Forgery – Misrepresenting themselves or others.	➔ 1st offense (1-3) detentions-subsequent offenses ISD
c. Intimidation / Harassing other users	➔ Detention, ISD, or -suspension to expulsion based on the seriousness of the offense.
d. Misuse	
i. Using account of another student	➔ 1st offense – detention to external suspension based on the seriousness of offense.
ii. Violation of the rights of others or their privacy.	➔ 1st offense – discipline plus loss of internet privileges for remainder of semester.
iii. Accessing, downloading, and/or creating pornography.	➔ 1st offense – Detention, or ISD, or external suspension depending on severity and loss of internet privileges.
iv. Using or conspiring to use the network for illegal activities such as "crashing databases."	➔ 1st offense – external suspension and loss of internet privileges for the year.
e. Vandalism or conspiring to vandalize	➔ ISD or external suspension to expulsion proceeding based upon the seriousness of the incident, referral to police, restitution, and loss of internet privileges for the remainder of year.
f. Vulgarity - Using obscenities or inflammatory speech.	➔ 1st offense – detention ➔ 2nd offense – ISD
Defiance/ Disrespect/ Insubordination	
a. refusing to comply with a reasonable request by a staff member	➔ 1st-5th offense – 1 detention. ➔ 6th offense – ISD to OSS
b. Forgery – Misrepresenting themselves or others.	➔ 1st offense - Detention ➔ 2nd offense - ISD
Disruptive Behavior	
a. Classroom - non-compliant with	➔ 1st-5th offense – 1 detention. ➔ 6th offense – ISD to OSS

classroom rules	
b. Possession of items brought on campus	➔ 1st offense – one (1) detention and confiscation for non-academic purposes. ➔ 2nd offense – three (3) detentions; parent contact and confiscation
c. Students engaged in disruptive behavior at lockers or in hallways	➔ The penalty may range from detention to external suspension the seriousness of offense
d. Students engaged in disruptive behavior in the Cafeteria	➔ Detentions to suspension based upon seriousness of offense.
e. Students engaged in disruptive behavior in the Assemblies	➔ Detentions to suspension based upon seriousness of offense. Suspended from further assemblies
f. Inappropriate comments, Ex. "This sucks..."	➔ 1st offense – detention ➔ 2nd offense – detention ➔ 3rd offense – ISD ➔ 4th offense – tbd by administration
Failure to Complete Homework	
	➔ Homework Intervention
Fighting - Physical Contact	
a. Fighting	➔ Detention, ISD or OSS for the student who is the aggressor or provoker.
b. Physical Contact	➔ Detention, ISD or external suspension for non-provoker or the students who defended themselves. ➔ When provoker cannot be determined, each person will be externally suspended.
Gang-related or cult activity	
a. use of apparel, symbols, drawings, graffiti, jewelry, etc. which are gang related while at school, on school grounds, on school conveyances, or while attending/participating in any school sponsored activity.	➔ 1st offense – ISD, parent notification; police liaison referral. ➔ Subsequent offenses – external suspension, possible expulsion recommendation.
b. Coercion of others to join groups or participate in gang activities while at	➔ ISD, external suspension; police liaison referral.

school, on school grounds, on school conveyances, or while attending/participating in any school sponsored activity.	➔ 2nd offense –expulsion proceedings
Graffiti	
a. Any drawing/sketch involving physical violence or damage to property.	➔ Conferences to external suspension based upon the seriousness of the situation.
Horseplay - aggressive	
	➔ 1st offense – detention. ➔ 2nd offense – 2 detentions. ➔ Subsequent offenses – ISD - external suspension
Leaving a classroom or other assigned area	
	➔ 1st offense – 1 detention ➔ 2nd offense – 3 detentions ➔ Subsequent offenses – ISD to external suspension
Lockers - abuse of, kicking, vandalizing	
	➔ Detention to suspension based on seriousness of offense
Misuse of school equipment or property	
	➔ Detentions to suspension based on seriousness of offense.
Mob Action	
	➔ 1st offense –external suspension and/or expulsion proceedings, and/or police referral.
Stealing	
a. taking something from the school or another person in the school that does not belong to you	➔ Detention, ISD, or suspension to expulsion proceedings based upon the seriousness of the incident; referral to police; Restitution if necessary
Tobacco	
a. Possession of tobacco or nicotine	➔ Detention, ISD to external suspension

products, E-Cig, vape pens, matches, & lighters on school	grounds or school.
b. Use of tobacco or nicotine products – smoking in the school or on school grounds.	➔ 1st offense – 1-3 days OSS ➔ 2nd offense – TBD by administration
Vandalism of School Property (or private property on school premises)	
	➔ ISD or suspension to expulsion proceedings based upon the seriousness of the incident; referral to police; Restitution.
Verbal or written threats directed toward a student	
	➔ Penalties will vary from student conference, detentions, to external suspension depending upon the seriousness of the situation; police referral.
Verbal or written threats directed toward staff or school board members	
	➔ Penalties will range from external suspension to expulsion proceedings depending upon seriousness of situation; police referral.
Vulgar or Obscene Language/Gestures directed toward staff or school board member	
	➔ Detention- ISD- OSS
Weapons/Explosive Devices	
a. Possession of firearms or explosives, or intent to use explosives or the use of any object with the intention to inflict bodily harm while at school, on school grounds, or while attending/ participating in any school sponsored activity.	➔ External Suspension, Expulsion proceedings, police referral
Weapons	
a. Possession of objects intended to be used as weapons or could be used as weapons while at school, on school grounds, on school conveyances, in a building/facility, or while attending/ participating in any school sponsored activity	➔ External suspension depending upon the seriousness of the situation; police referral; expulsion may be considered. ➔ 2nd offense – expulsion proceedings; police referral

DANCE GUIDELINES

Junior High dances will be held during the school year. Only students who are enrolled at Dee-Mack Junior High School will be admitted, and students must be in attendance the day of the dance in order to attend. Transportation to and from the dance must be provided by the parents. Dress must be acceptable for a regular school day, i.e., no bare backs or midriffs. Once admitted to the dance, students may not leave before the dance is over. No gum will be allowed. All coats, purses, bags, cell phones will be locked in a classroom during the dance. Refer to school activities on page 13 for determining attendance eligibility.

EXTRA CURRICULAR ACTIVITIES

Any student participating in extracurricular activities shall be subject to the extracurricular code while enrolled in Deer Creek-Mackinaw School District #701 schools. All participants must register through SNAP Manage prior to the first competition in order to participate.

Prior to tryouts and participation in interscholastic athletics, all students are required to have a physical examination completed. Physicals are good for 13 months from the date of examination. In accordance with IESA regulations, students must be passing appropriate subjects to participate. A parent meeting will be held to review student expectations for participation.

All participants must ride the team bus to and from away games. Students may only leave the game with their parents after the game if prior approval from the Principal and Athletic Director has been given. No student may leave with another student or another student's parents. Participants not leaving with their parents must ride the team bus back to the school.

Uniforms will be given out if the activity requires them. Uniforms are the property of School District #701. The upkeep and cleaning of the uniform will be the responsibility of the student. Any abuse or damage will be at the student's expense. For certain activities, special wearing apparel (shoes, etc.) is required. These items are paid for by the student. Until the season ends, wearing of these articles is restricted to only the activity.

Note: (Please refer to the activity handbook for specific information relating to athletics.)

Participation in all extracurricular activities requires adherence to the prescribed codes covering athletic and non-athletic activities. The athletic code is printed in the activity handbook and requires athlete and parent signatures.

Any student participating in extracurricular activities shall be subject to the policy governing these activities while enrolled in District #701 school.

SPORTSMANSHIP

Schools exist for educational purposes, and interscholastic activities should be administered based on educational values. At Deer Creek-Mackinaw Junior High School, we believe interscholastic activities are part of the school's total curriculum. Interscholastic activities help establish standards of behavior that represent the best in good citizenship. Interscholastic activities should stress winning, but they also stress such virtues as courtesy, truthfulness, fair play, honesty, modesty, self-discipline, courage, and loyalty.

Our aim, as a school, is to develop highly competitive interscholastic activities and promote fine school morale. Parents should be role models when attending these events. The crowd should show their support to the team/group whether they win or lose. Verbal comments will not be tolerated to coaches/sponsors, referees, and participants. No fan should ever verbally assault others or be obnoxious. Crowd members should respect the decision made by the officials. Any fan who is removed from an activity at home or away is suspended for the next game or activity.

Remember: Be a sport, Be a fan, Not a fanatic.

ATTENDANCE AT GAMES

School rules apply to all extracurricular activities. Refreshments will be available at most home athletic events. Students will be expected to stay on school grounds during these events. Students are expected to remain at after-school activities until completion. Once a student leaves an activity, there will be no re-admittance (i.e. Games, dances, etc.). Students who are ineligible are not allowed at sporting contests being held that week.

Extra-curricular activities offered at Dee-Mack Junior High School:

SOFTBALL	BASEBALL	CROSS COUNTRY	BAND	CHOIR
STUDENT COUNCIL	GIRLS BASKETBALL	BOYS BASKETBALL	CHEER/SPIRIT TEAM	GOLF
VOLLEYBALL	WRESTLING	SCHOLASTIC BOWL	TRACK & FIELD	

Participation in all extracurricular activities requires adherence to the prescribed codes covering athletic and non-athletic activities that require parent consent. The athletic code is available on the SNAP! Manage websites which can be found on the schools athletics website.

TAZEWELL COUNTY REGIONAL SAFE SCHOOL PROGRAM

This alternative school is available for students in grades 6-12 who are being considered for expulsion. The building principal will make this recommendation after parents have been notified. The purpose of the program is to allow students who have been deemed disruptive or dangerous to continue their education after being expelled from school. Deer Creek-Mackinaw School District #701 provides transportation to and from the program. There is no cost to the parents while attending this school.

PREVENTION OF AND RESPONSE TO BULLYING, INTIMIDATION, AND HARASSMENT

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important district and school goals.

Bullying on the basis of actual or perceived race, color, national origin, military status,

unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic is prohibited in each of the following situations:

- During any school-sponsored education program or activity.
- While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.
- Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
- Through the transmission of information from a computer that is accessed at a non-school-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school.

Bullying includes cyber-bullying and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

- Placing the student or students in reasonable fear of harm to the student's or students' person or property;
- Causing a substantially detrimental effect on the student's or students' physical or mental health;
- Substantially interfering with the student's or students' academic performance; or
- Substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.

Cyberbullying means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. Cyberbullying includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of bullying. Cyberbullying also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of bullying.

Bullying may take various forms, including without limitation one or more of the following: harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. This list is meant to be illustrative and non-exhaustive.

Students are encouraged to immediately report bullying. A report may be made orally or in writing to the building principal, nondiscrimination coordinator, district complaint manager or any staff member with whom the student is comfortable speaking. All school staff members are

available for help with a bully or to make a report about bullying. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the district complaint manager or any staff member. Anonymous reports are also accepted by phone call or in writing.

A reprisal or retaliation against any person who reports an act of bullying is prohibited. A student's act of reprisal or retaliation will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.

A student will not be punished for reporting bullying or supplying information, even if the school's investigation concludes that no bullying occurred. However, knowingly making a false accusation or providing knowingly false information will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.

Students and parents/guardians are also encouraged to read the following school district policies: 7:20, *Harassment of Students Prohibited* and 7:180, *Prevention and Response to Bullying, Intimidation, and Harassment*.

Consistent with federal and State laws and rules governing student privacy rights, the school shall make diligent efforts to notify a parent or guardian within 24-hours after the school's administration is made aware of a student's involvement in an alleged bullying incident. The term "bullying incident" includes individual instances of bullying, as well as all threats, suggestions, or instances of self-harm determined to be the result of bullying. Notification to a parent or guardian shall include, as appropriate, the availability of social work services, counseling, school psychological services, other interventions, and restorative measures.

EXPECTATIONS FOR ATTIRE

The dress and grooming of students must not disrupt the educational process, interfere with the maintenance of a positive teaching/learning climate, or compromise reasonable standards of health, safety, and decency. Personal cleanliness, neatness, and good grooming are conducive to the learning atmosphere, and therefore, are expected at all times.

Students are to use discretion in their dress and are not permitted to wear apparel that causes a substantial disruption in the school environment.

- Student dress (including accessories) may not advertise, promote, or picture alcoholic beverages, illegal drugs, drug paraphernalia, violent behavior, or other inappropriate images.
- Student dress (including accessories) may not display lewd, vulgar, obscene, or offensive language or symbols, including gang symbols.
- Hats, coats, bandannas, sweat bands, and sunglasses may not be worn in the building during the school day.
- Hair styles, dress, and accessories that pose a safety hazard are not permitted in the shop, laboratories, or during physical education.
- Clothing with holes, rips, tears, and clothing that is otherwise poorly fitting, showing skin and/or undergarments may not be worn at school.
- The length of shorts or skirts must be appropriate for the school environment.
- Appropriate footwear must be worn at all times. No footwear shall be worn that is damaging to the floors or dangerous to student safety. Due to safety concerns, flip flops are not allowed.
- If there is any doubt about dress and appearance, the building principal will make the final decision.

- Students whose dress causes a substantial disruption of the orderly process of school functions or endangers the health or safety of the student, other students, staff or others may be subject to discipline.
- Shirts shall be worn at all times. Spaghetti strap tops, halter tops, low-cut tops, or tops which show a student's mid-section may not be worn. Outerwear such as winter coats or similar items may not be worn in the classroom.
- Any clothing that alludes to or displays materials of a sexual nature is considered a violation of the school district's sexual harassment policy and, therefore, is prohibited.
- Any clothing, jewelry, tattoo, or other items that alludes to or displays material that promotes alcohol, drugs, vaping, and tobacco is considered a violation of the school district's drug free policy is prohibited. Clothing advertising taverns, bars, cigarettes, cigars, or chewing tobacco will not be allowed.
- Any clothing, jewelry, or tattoo that alludes to or displays material that promotes violence or inappropriate language is considered a violation of the school district's anti-violence policy and, therefore, is prohibited.
- Any clothing that alludes to or displays material that promotes gang activity, including the wearing of hats and bandanas in school, is considered a violation of the school district's anti-gang policy and, therefore, is prohibited. Attire that is immodest or indiscrete will not be permitted. Attire that displays innuendos, inappropriate suggestive messages and/or double meanings is prohibited.
- Leggings that are sheer may not be worn. Short shorts, tight cutoffs, or jeans with excessive or inappropriate skin exposure are not permitted. Shorts or skirt hems should be no shorter than mid-thigh length. Students must wear clothing of sufficient length and fit so that articles of undergarments are not visible at any time. Pajama pants are not acceptable attire for school and should not be worn.
- Appropriate shoes must be worn at all times. Slippers are not considered appropriate footwear. No footwear shall be worn that is damaging to the floors or dangerous to student safety. Any jewelry or clothing accessories considered by the faculty and staff of Deer Creek-Mackinaw Junior High School to be dangerous or distracting to the learning process will not be tolerated.
- This dress code is a minimum of standard for all students in Deer Creek-Mackinaw School District #701. Extracurricular organizations may require more stringent standards. Any teacher or staff member may judge clothing to be inappropriate.

A student's appearance, including dress and hygiene, must not disrupt the educational process or compromise standards of health and safety. The school does not prohibit hairstyles historically associated with race, ethnicity, or hair texture, including, but not limited to, protective hairstyles such as braids, locks, and twists. The school will not prohibit students from wearing or accessorizing the student's graduation attire with items associated with the student's cultural, ethnic, or religious identity or any other protected characteristic or category identified in the Illinois Human Rights Act. Students who disrupt the educational process or compromise standards of health and safety must modify their appearance.

LOCKERS

All students are assigned lockers for storage of books and personal belongings. It is the student's responsibility to ensure that the locker is properly locked and remains in proper working order. Two of the biggest reasons for theft are sharing a locker and leaving a locker unlocked. The school is not responsible for money or personal items stolen from lockers. Students should not share or exchange lockers without authorization from the office and they are responsible for the contents

within their lockers.

Lockers are school property and may be inspected at any time school officials feel it is necessary to do so.

PHYSICAL EDUCATION

In accordance with the Illinois School Code, all students are required to take physical education unless they have a written excuse from class. A doctor's excuse will be required for any absence from physical education class exceeding one day. Doctors' excuses should specify the limitations and duration of the limitations. Students excused from physical activity will not be allowed to participate in recess or extracurricular activities. Appropriate shoes are required. These tennis shoes may be kept at school and be worn for physical education class. They must cover the foot completely and be able to be tightened by laces or velcro. Grades will be determined by assessing the student's progress in the areas of skills, fitness, attitude/participation, and written work.

Starting in grade seven, students are required to wear the regulation Physical Education uniform, consisting of a Dee-Mack PE shirt and red shorts. A torn uniform must be repaired or replaced. The Dee-Mack PE t-shirt is $8.00 and the Dee-Mack PE shorts are $10.00. Both items may be purchased the first week of school by completing an order form.

EXEMPTION FROM PHYSICAL EDUCATION REQUIREMENT

In order to be excused from participation in physical education, a student must present an appropriate excuse from his or her parent/guardian or from a person licensed under the Medical Practice Act. The excuse may be based on medical or religious prohibitions. An excuse because of medical reasons must include a signed statement from a person licensed under the Medical Practice Act that corroborates the medical reason for the request. An excuse based on religious reasons must include a signed statement from a member of the clergy that corroborates the religious reason for the request. Upon written notice from a student's parent/guardian, a student will be excused from engaging in the physical activity components of physical education during a period of religious fasting.

A student in grades 7-8 may submit a written request to the building principal requesting to be excused from physical education courses because of the student's ongoing participation in an interscholastic or extracurricular athletic program. The building principal will evaluate requests on a case-by-case basis.

Students with an Individualized Education Program may also be excused from physical education courses for reasons stated within their IEP.

Special activities in physical education will be provided for a student whose physical or emotional condition, as determined by a person licensed under the Medical Practices Act, prevents his or her participation in the physical education course.

State law prohibits the School District from honoring parental excuses based upon a student's participation in athletic training, activities, or competitions conducted outside the auspices of the School District.

Students who have been excused from physical education shall return to the course as soon as

practical. The following considerations will be used to determine when a student shall return to a physical education course.

- The time of year when the student's participation ceases; and
- The student's class schedule.

LIBRARY GUIDELINES

Deer Creek-Mackinaw schools maintain libraries for student use. We expect students to care for library materials as they would any other item belonging to the school. Library materials should be returned to the "check-in" desk. Some materials are meant to be used for reference only and should remain in the library. Please report any abuses to the librarian or the classroom teacher. Lost or damaged books will be the responsibility of the person checking them out from the library. Students will be charged current replacement costs for the library materials. No student will be permitted in the library without a teacher or librarian present.

4th-6th MUSIC INFORMATION

Students learn about pitch, rhythm, and basic music theory through an active music curriculum. Experiences with musical concepts include singing, listening to music, playing classroom instruments, playing games, using children's literature, and movement. Children are assessed on knowledge development and skill building throughout the year. Third grade performs a winter program, first and second grades participate in a winter sing-a-long, and Kindergarten performs a spring program.

All 4th 5th students are required to take general music. 6th grade students may elect to be in band and/or choir. Band instruction, in sixth grade, includes small group and individual instruction. Individual lessons are offered during the school day, but may interrupt academic classes due to scheduling conflicts. Band students will be responsible for class assignments that they may miss due to lesson conflicts. Participation in band is an elective, however, students may "drop" or "add" during the band sign-up period in September or the first week of second semester. Students will be unable to "drop" or "add" band and chorus after the first week of the semester. Band and Choir students will be evaluated using the district grading scale.

Our band, general music and chorus groups may participate in such activities as local and state contests, music festivals, P.T.O. programs, and winter and spring concerts. Students are expected to perform in these events if they sign up for participation in either band or chorus. An unexcused absence from required performances could result in grade reduction.

Band instruments are available for rental through the district and/or a private vendor. Parents or students should contact the music teacher for availability and type of district instruments for rent. District instruments are available for rental at a fee of approximately $35.00 per year for percussion and $70 per year for wind and brass instruments. Students in band or chorus will also be assessed a $20 activity fee.

JUNIOR HIGH CHORUS AND BAND

Band and Chorus are offered for 5th, 6th, and Junior High students. Participation in Band and/or Chorus is an elective for Junior High students; however, students are required to participate one full semester before they will be allowed to drop either or both. Students are only allowed to drop these classes at the semester break. A parent conference is required prior to students dropping Band and Chorus. Band and Chorus are subject to co-curricular codes and rules, but since they meet during the school day and academic credit is given, they are considered academic classes.

The Band and Chorus groups participate in such activities as holiday and spring concerts, pep band performances and singing the National Anthem at home ball games. Students are expected to perform in these events if they sign up to participate in either band or chorus. An unexcused absence from required performances will result in a 0. The Band/Chorus director has the authority to decline entrance or dismiss participation due to a continued lack of effort.

ART INFORMATION

Students learn about the elements and principles of art, art in history and culture, and experiment with different media and techniques. Students work, both individually and collaboratively, to create unique works of art. Problem solving, imagination, creativity, and expression are highly encouraged as students complete projects. Experiences include: designing art with 2-D and 3-D materials, class critiques of historical artworks and art styles, discussions of cultural beliefs and celebrations, and communicating visually using images and movement. Children are assessed on their artistic development and understanding of concepts, as well as their classroom participation. Student artwork is displayed during Parent-Teacher Conference times in the fall and throughout the year. At the end of the year, students will take home a portfolio of their work.

ASSEMBLIES

Educational assemblies will be scheduled as part of the curriculum at Dee-Mack Schools. Parents will be notified of assembly programs via the school.

ILLNESS POLICY

For everyone's protection, sick children must be at home, not at school. When reporting the student's absence, please report the reason for the child's absence. The school needs to be informed of any student having a special health problem or communicable disease such as strep throat, chicken pox, scarlet fever, pertussis, pink eye etc.

Children with the following conditions should NOT be in school:

- A fever of 100° F or higher. Keep your child home if a fever is present and do not allow the child to return to school until the fever has been gone for **24 hours** without fever reducing medications. If your child goes home during the day with a fever, they should remain home the following day. Again, fever free for **24 hours**.
- Vomiting or diarrhea within the last **24 hours**
- A frequent or disruptive cough or other signs of an acute respiratory infection
- If strep throat, they must be on the appropriate antibiotic for at least 24 hours and fever free for **24 hours.**
- If conjunctivitis (pink eye), they must be on appropriate eye drops for at least **24 hours** or cleared by a physician.
- Any undiagnosed skin rash. A student with a rash may attend school upon presenting a physician's note stating the rash is not contagious.
- Has symptoms that interfere with participation in learning activities, such as excessive tiredness, lack of appetite, body aches etc.
- Any other health condition that in the professional, clinical judgment of the School Nurse places that student or others in the school community at a health or safety risk. In the absence of the School Nurse, this determination may be made by the

building principal or his/her designee.

Please help us provide a healthy environment in our school building by keeping your child home when he/she is ill.

MEDICATION POLICY

Taking medication during school hours or during school-related activities is prohibited unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take a prescription or non-prescription medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child by completing a "Student Medication Authorization Form" (available at www.deemack.org or in the school office).

No school or district employee is allowed to administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed School Medication Authorization Form is submitted by the student's parent/guardian. No student is allowed to possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this procedure.

All over the counter medication MUST be provided by parents and a School Medication Authorization Form completed and on file. You may send a bottle of over-the-counter medicine to school with your student's name on it, but we still must make parental contact before dispensing the OTC medicine.

SELF-ADMINISTRATION OF MEDICATION

A student may possess and self-administer an epinephrine injector (e.g., EpiPen®) and/or an asthma inhaler or medication prescribed for use at the student's discretion, provided the student's parent/guardian has completed and signed a School Medication Authorization Form.

Students who are diabetic may possess and self-administer diabetic testing supplies and insulin if authorized by the student's diabetes care plan, which must be on file with the school.

Students with epilepsy may possess and self-administer supplies, equipment and medication, if authorized by the student's seizure action plan, which must be on file with the school.

Students may self-administer (but not possess on their person) other medications required under a qualified plan, provided the student's parent/guardian has completed and signed a School Medication Authorization Form.

The school district shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication, including asthma medication or epinephrine injectors, or medication required under a qualifying plan. A student's parent/guardian must indemnify and hold harmless the school district and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine injector, asthma medication, and/or a medication required under a qualifying plan. Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including administering medication.

UNDESIGNATED MEDICATIONS

The school may maintain a supply of the following undesignated prescription medications for emergency use: (1) Asthma medication; (2) Epinephrine injectors; (3) Opioid antagonists; and (4) Glucagon. No one, including without limitation, parents/guardians of students, should rely on the school or district for the availability of undesignated medication. This procedure does not guarantee the availability of undesignated medications. Students and their parents/guardians should consult their own physician regarding these medication(s).

PREVENTION OF ANAPHYLAXIS

While it is not possible for the School or District to completely eliminate the risks of an anaphylactic emergency, the District maintains a comprehensive policy on anaphylaxis prevention, response, and management in order to reduce these risks and provide accommodations and proper treatment for anaphylactic reactions. Parent(s)/guardian(s) and students who desire more information or who want a copy of the District's policy may contact the Building Principal.

HEAD LICE POLICY

The school, in following the guidelines of the Center for Disease Control, will send a student home if live lice are present. They may return to school after treatment indicates that no live bugs are present. A student with only nits present will not be sent home, but the parents will be notified that their student needs treatment. The school office can answer any questions regarding this policy.

HEALTH REQUIREMENTS

- All students entering Pre-K, ECE and Kindergarten must present a physical exam form dated within the calendar year the child begins school.
- All students entering Kindergarten must present a vision exam, conducted by a licensed optometrist, which has taken place within one year of the first day of school.
- All students entering Kindergarten and 2nd grade must present a current dental examination.
- Following are immunization requirements:

  DPT – 4 or more doses, last dose on or after the 4th birthday.

  Polio – 4 or more doses, last dose on or after the 4th birthday.

  MMR – 2 doses after the age of 12 months and before entering school.

  Lead Screening – evidence of lead screening or physician's verification that one is not needed.

  Hep B – series of 3 shots before entering school.

  HIB - 4 doses

  Varicella (chicken pox) – 2 doses after the age of 12 months or statement from physician of disease.

ASBESTOS HAZARD EMERGENCY RESPONSE ACT

REINSPECTION PLAN AND PERIODIC SURVEILLANCE ACTIVITIES: The re-inspection was completed by an accredited inspector, Ideal and Associates. Periodic surveillance activities are completed as necessary. All workers and building occupants, or their legal guardians, are informed at least once each school year about inspections, response actions, or post-response

actions activities, including periodic re-inspection and surveillance activities that are planned or in progress. Plans are available at each school office.

PEST MANAGEMENT PLAN

Deer Creek-Mackinaw schools maintain an Integrated Pest Management Plan for all Deer Creek-Mackinaw District #701 buildings. This plan seeks to maintain a pest free environment by the least invasive means possible, such as preventive and mechanical measures. From time to time, however, it may become necessary to control pests by chemical treatment by competent pest control professionals. Deer Creek-Mackinaw District #701, in compliance with state law, maintains a list of all parents who wish to be notified prior to any chemical treatment of student areas. If you wish to be included on this list, please provide written notification of your request to your young person's building principal.

SEXUAL HARASSMENT

Sexual harassment is illegal and against the Board policy of this district. Sexual harassment may include verbal or non-verbal physical conduct or communications. Sexual harassment may involve, but is not limited to, unwelcome sexual advances, verbal or physical conduct of a sexual nature towards another individual, or creating an intimidating environment by such conduct.

Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics and spreading rumors related to a person's alleged sexual activities. Any student who believes he or she has been the subject of sexual harassment should report the alleged conduct immediately to the school principal or other school official. An investigation of any such complaints will be kept confidential to the extent possible.

Students who engage in sexual harassment are subject to disciplinary action. Conversely, students who make false allegations of sexual harassment may also be subject to disciplinary action.

STATEMENT OF NONDISCRIMINATION

No employee, student, parent, or any other person having affiliation with Deer Creek-Mackinaw District #701 shall on the basis of age, color, gender, race, national origin, religion, or disability be excluded from participation in, be denied the benefits of, or be subjected to discrimination in any program or activity under the jurisdiction of Deer Creek-Mackinaw CUSD #701. A grievance procedure is on file in the Superintendent's office. Please contact the Deer Creek-Mackinaw District #701 Superintendent at 309-359-8965 for full details if you feel that your rights have been violated.

SEARCH AND SEIZURE

In order to maintain order, safety and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. "school authorities" includes school liaison police officers.

School property and equipment, as well as personal effects left by students: school authorities may inspect and search school property and equipment owned or controlled by the school (such as lockers, desks, and parking lots), as well as personal effects left behind by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left. The building principal may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks,

parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

Students: School authorities may search a student and/or the student's personal effects in the student's possession (such as, purses, wallets, knapsacks, backpacks, lunch boxes, etc.) When there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the school or district's student rules and policies. The search will be conducted in a manner that is reasonably related to its objective of the search and not excessively intrusive in light of the student's age and sex, and the nature of the infraction.

Seizure of property: If a search produces evidence that the student has violated or is violating either the law or the school or district's policies or rules, evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, evidence may be transferred to law enforcement authorities.

FAITH'S LAW NOTIFICATIONS

Employee Conduct Standards
School districts are required to include in their student handbook the District's Employee Code of Professional Conduct. These standards, in part, define appropriate conduct between school employees and students. A copy of these standards can be found on the District's website or requested from the Superintendent's office.

CONVICTED CHILD SEX OFFENDER NOTIFICATION LAWS

State law prohibits a child sex offender from being present on school property or loitering within 500 feet of school property when persons under the age of 18 are present, unless the offender is:

- A parent/guardian of a student attending the school and the parent/guardian is
    - attending a conference at the school with school personnel to discuss the progress of his or her child academically or socially,
    - participating in child review conferences in which evaluation and placement decisions may be made with respect to his or her children regarding special education services, or
    - attending conferences to discuss other student issues concerning his or her child such as retention or promotion and notifies the Principal of his or her presence at the school, or;
- Has permission to be present from the Board, Superintendent, or the Superintendent's designee. If permission is granted, the Superintendent or designee shall provide the details of the upcoming visit to the Principal. In all cases, the Superintendent, or designee who is a certified employee, shall supervise a child sex offender whenever the offender is in a child's vicinity.

AWARENESS AND PREVENTION OF CHILD SEXUAL ABUSE, GROOMING BEHAVIORS, AND BOUNDARY VIOLATIONS

Child sexual abuse, grooming behaviors, and boundary violations harm students, their parent/guardian, the District's environment, its school communities, and the community at large, while diminishing a student's ability to learn.

Warning Signs of Child Sexual Abuse
Warning signs of child sexual abuse include the following:

Physical signs:

- Sexually transmitted infections (STIs) or other genital infections
- Signs of trauma to the genital area, such as unexplained bleeding, bruising, or blood on the sheets, underwear, or other clothing
- Unusual weight gain or loss

Behavioral signs:

- Excessive talk about or knowledge of sexual topics
- Keeping secrets
- Not talking as much as usual
- Not wanting to be left alone with certain people or being afraid to be away from primary caregivers
- Regressive behaviors or resuming behaviors that the child had grown out of, such as thumb sucking or bedwetting
- Overly compliant behavior
- Sexual behavior that is inappropriate for the child's age
- Spending an unusual amount of time alone
- Trying to avoid removing clothing to change or bathe

Emotional signs:

- Change in eating habits or unhealthy eating patterns, like loss of appetite or excessive eating
- Signs of depression, such as persistent sadness, lack of energy, changes in sleep or appetite, withdrawing from normal activities, or feeling "down"
- Change in mood or personality, such as increased aggression
- Decrease in confidence or self-image
- Anxiety, excessive worry, or fearfulness
- Increase in unexplained health problems such as stomach aches and headaches
- Loss or decrease in interest in school, activities, and friends
- Nightmares or fear of being alone at night
- Self-harming behaviors or expressing thoughts of suicide or suicidal behavior
- Failing grades
- Drug or alcohol use

Warning Signs of Grooming Behaviors
School and District employees are expected to maintain professional and appropriate relationships with students based upon students' ages, grade levels, and developmental levels.

Prohibited grooming is defined as (i) any act, including but not limited to, any verbal, nonverbal, written, or electronic communication or physical activity, (ii) by an employee with direct contact with a student, (iii) that is directed toward or with a student to establish a romantic or sexual relationship with the student. Examples of grooming behaviors include, but are not limited to, the following behaviors:

- Sexual or romantic invitations to a student
- Dating or soliciting a date from a student

- Engaging in sexualized or romantic dialog with a student
- Making sexually suggestive comments that are directed toward or with a student
- Self-disclosure or physical exposure of a sexual, romantic, or erotic nature
- Sexual, indecent, romantic, or erotic contact with a student
- Failing to respect boundaries or listening when a student says “no”
- Engaging in touching that a student or student’s parents/guardians have indicated as unwanted
- Trying to be a student’s friend rather than filling an adult role in the student’s life
- Failing to maintain age-appropriate relationships with students
- Talking with students about personal problems or relationships
- Spending time alone with a student outside of their role in the student’s life or making up excuses to be alone with a student
- Expressing unusual interest in a student’s sexual development, such as commenting on sexual characteristics or sexualizing normal behaviors
- Giving a student gifts without occasion or reason
- Spending a lot of time with a student
- Restricting a student’s access to other adults

Warning Signs of Boundary Violations
School and District employees breach employee-student boundaries when they misuse their position of power over a student in a way that compromises the student’s health, safety, or general welfare. Examples of boundary violations include:

- Favoring a certain student by inviting the student to “hang out” or by granting special privileges
- Engaging in peer-like behavior with a student
- Discussing personal issues with a student
- Meeting with a student off-campus without parent/guardian knowledge and/or permission
- Dating, requesting, or participating in a private meeting with a student (in person or virtually) outside of a professional role
- Transporting a student in a school or private vehicle without administrative authorization
- Giving gifts, money, or treats to an individual student
- Sending a student on personal errands
- Intervening in a serious student problem instead of referring the student to an appropriately trained professional
- Sexual or romantic invitations toward or from a student
- Taking and using photos/videos of students for non-educational purposes
- Initiating or extending contact with a student beyond the school day in a one-on-one or non-group setting
- Inviting a student to an employee’s home
- Adding a student on personal social networking sites as contacts when unrelated to a legitimate educational purpose
- Privately messaging a student
- Maintaining intense eye contact with a student
- Making comments about a student’s physical attributes, including excessively flattering comments
- Engaging in sexualized or romantic dialog
- Making sexually suggestive comments directed toward or with a student
- Disclosing confidential information
- Self-disclosure of a sexual, romantic, or erotic nature
- Full frontal hugs

- Invading personal space

If you believe you are a victim of child sexual abuse, grooming behaviors, or boundary violations, or you believe that your child is a victim, you should immediately contact the Building Principal, a school counselor, or another trusted adult employee of the School.

Additional Resources include:
National Sexual Assault Hotline at 800.656.HOPE (4673)
National Sexual Abuse Chatline at online.rainn.org
Illinois Department of Children and Family Services Hotline at 1.800.25.ABUSE (2873)

SEXUAL ABUSE RESPONSE AND PREVENTION RESOURCE GUIDE

The Illinois State Board of Education (ISBE) maintains a resource guide on sexual abuse response and prevention. The guide contains information on and the location of children's advocacy centers, organizations that provide medical evaluations and treatment to victims of child sexual abuse, organizations that provide mental health evaluations and services to victims and families of victims of child sexual abuse, and organizations that offer legal assistance to and provide advocacy on behalf of victims of child sexual abuse. This guide can be accessed through the ISBE website at www.isbe.net or you may request a copy of this guide by contacting the school's office.

STUDENT RECORDS, NOTIFICATION OF PARENTS, AND STUDENT RIGHTS

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 busses) 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:

1. 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.

    a. The degree of access a student has to his or her records depends on the student's age. Students less than 18 years of age have the right to inspect and copy only their permanent record.
    b. Students 18 years of age or older have access and copy rights to both permanent and temporary records. A parent/guardian or student should submit to the building principal a written request that identifies the record(s) he or she wishes to inspect. Within 10 business days, the building principal will make arrangements for access and notify the parent/guardian or student of the time and place where the records may be inspected. In certain circumstances, the District may request an additional 5

business days in which to grant access. The District charges $.35 per page for copying but no one will be denied their right to copies of their records for inability to pay this cost.
c. These rights are denied to any person against whom an order of protection has been entered concerning the student.

2. 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.

    a. A parent/guardian or eligible student may ask the District to amend a record that is believed to be inaccurate, irrelevant, or improper. Requests should be sent to the building principal and should clearly identify the record the parent/guardian or eligible student wants changed and the specific reason a change is being sought.
    b. If the District decides not to amend the record, the District will notify the parent/guardian or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.

3. 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.

    a. Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board. A school official may also include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of personally identifiable information from education records (such as an attorney, auditor, medical consultant, therapist, or educational technology vendor); or any parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility or contractual obligation with the district.
    b. Upon request, the District discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or federal law. Before information is released to these individuals, the parents/guardians or eligible student will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records.
    c. Academic grades and references to expulsions or out-of-school suspensions cannot be challenged at the time a student's records are being forwarded to another school to which the student is transferring.
    d. Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent/guardian can be identified; to another school district that overlaps attendance boundaries with the District, if the District has entered into an intergovernmental agreement that allows for sharing

of student records and information with the other district,[2] any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.

4. The right to a copy of any school student record proposed to be destroyed or deleted.

    a. The permanent record is maintained for at least 60 years after the student transfers, graduates, or permanently withdraws. The temporary record is maintained for at least 5 years after the student transfers, graduates, or permanently withdraws. Temporary records that may be of assistance to a student with a disability who graduates or permanently withdraws, may, after 5 years, be transferred to the parent/guardian or to the student, if the student has succeeded to the rights of the parent/guardian. Student temporary records are reviewed every 4 years or upon a student's change in attendance centers, whichever occurs first.

5. The right to prohibit the release of directory information.

    a. Throughout the school year, the District may release directory information regarding students, limited to:

        - Name
        - Address
        - Grade level
        - Birth date and place
        - Parent/guardian names, addresses, electronic mail addresses, and telephone numbers
        - Photographs, videos, or digital images used for informational or news-related purposes (whether by a media outlet or by the school) of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publications, such as yearbooks, newspapers, or sporting or fine arts programs
        - Academic awards, degrees, and honors
        - Information in relation to school-sponsored activities, organizations, and athletics
        - Major field of study
        - Period of attendance in school

Any parent/guardian or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the building principal within 30 days of the date of this notice.

6. 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.

7. 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.
8. 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 name and address of the Office that administers FERPA is:

U.S. Department of Education
Student Privacy Policy Office
400 Maryland Avenue, SW
Washington DC 20202-852

STUDENT PRIVACY PROTECTIONS

All surveys requesting personal information from students, as well as any other instrument used to collect personal information from students, must advance or relate to the District's educational objectives, or assist students' career choices. This applies to all surveys, regardless of whether the student answering the questions can be identified or who created the survey.

Surveys by Third Parties
Before a school official or staff member administers or distributes a survey or evaluation created by a third party to a student, the student's parent/guardian may inspect the survey or evaluation, upon their request and within a reasonable time of their request. This applies to every survey: (1) that is created by a person or entity other than a district official, staff member, or student, (2) regardless of whether the student answering the questions can be identified, and (3) regardless of the subject matter of the questions.

Parents who object to disclosure of information concerning their child to a third party may do so in writing to the building principal.

Surveys Requesting Personal Information
School officials and staff members will not request, nor disclose, the identity of any student who completes any survey or evaluation (created by any person or entity, including the school or district) containing one or more of the following items:

- Political affiliations or beliefs of the student or the student's parent/guardian.
- Mental or psychological problems of the student or the student's family.
- Behavior or attitudes about sex.
- Illegal, anti-social, self-incriminating, or demeaning behavior.
- Critical appraisals of other individuals with whom students have close family relationships.
- Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers.
- Religious practices, affiliations, or beliefs of the student or the student's parent/guardian.
- Income other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program.

The student's parent/guardian may: (1) inspect the survey or evaluation upon, and within a reasonable time of, their request, and/or (2) refuse to allow their child to participate in the survey. The school will not penalize any student whose parent/guardian exercised this option.

Instructional Material
A student's parent/guardian may inspect, upon their request, any instructional material used as

part of their child's educational curriculum within a reasonable time of their request.

The term "instructional material" means instructional content that is provided to a student, regardless of its format, printed or representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or academic assessments.

Prohibition on Selling or Marketing Students' Personal Information
No school official or staff member may market or sell personal information concerning students (or otherwise provide that information to others for that purpose). The term personal information means individually identifiable information including: (1) a student or parent's first and last name, (2) a home or other physical address (including street name and the name of the city or town), (3) a telephone number, (4) a Social Security identification number or (5) driver's license number or State identification card.

Unless otherwise prohibited by law, the above paragraph does not apply: (1) if the student's parent/guardian have consented; or (2) to the collection, disclosure or, use of personal information collected from students for the exclusive purpose of developing, evaluating or providing educational products or services for, or to, students or educational institutions, such as the following:

- College or other postsecondary education recruitment, or military recruitment.
- Book clubs, magazines, and programs providing access to low-cost literary products.
- Curriculum and instructional materials used by elementary schools and secondary schools.
- Tests and assessments to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments.
- The sale by students of products or services to raise funds for school-related or education-related activities.
- Student recognition programs.

Under no circumstances may a school official or staff member provide a student's personal information to a business organization or financial institution that issues credit or debit cards.

A parent/guardian who desires to opt their child out of participation in activities provided herein or who desires a copy or access to a survey or any other material described herein may contact the Building Principal.

A complete copy of the District's Student and Family Privacy Rights policy may be obtained from the Superintendent's office or accessed on the District's website.

GUIDELINES FOR STUDENT DISTRIBUTION OF NON-SCHOOL SPONSORED PUBLICATIONS

A student or group of students seeking to distribute more than 10 copies of the same material on one or more days to students must comply with the following guidelines:

- The student(s) must notify the building principal of the intent to distribute, in writing, at least 24 hours before distributing the material. No prior approval of the material is required.
- The material may be distributed at times and locations determined by the building

principal, e.g., before the beginning or ending of classes at a central location inside the building.

- The building principal may impose additional requirements whenever necessary to prevent disruption, congestion, or the perception that the material is school-endorsed.
- Distribution must be done in an orderly and peaceful manner, and may not be coercive.
- The distribution must be conducted in a manner that does not cause additional work for school personnel. Students who distribute material are responsible for cleaning up any materials left on school grounds.
- Students must not distribute material that:
    - Will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities;
    - Violates the rights of others, including but not limited to, material that is libelous, slanderous or obscene, invades the privacy of others, or infringes on a copyright;
    - Is socially inappropriate or inappropriate due to the students' maturity level, including but not limited to, material that is obscene, pornographic, or pervasively lewd and vulgar, contains indecent and vulgar language, or sexting as defined by School Board Policy and Student Handbook,
    - Is reasonably viewed as promoting illegal drug use;
    - Is distributed in kindergarten through eighth grade and is primarily prepared by non-students, unless it is being used for school purposes. However, material from outside sources or the citation to such sources may be allowed, as long as the material to be distributed or accessed is primarily prepared by students;[1] or
    - Incites students to violate any Board policy.
- A student may use the School District's Uniform Grievance Procedure to resolve a complaint.
- Whenever these guidelines require written notification, the appropriate administrator may assist the student in preparing such notification.

A student or group of students seeking to distribute 10 or fewer copies of the same publication on one or more days to students must distribute such material at times and places and in a manner that will not cause substantial disruption of the proper and orderly operation and discipline of the school or school activities and in compliance with paragraphs 4, 5, 6, and 7.

ACCESS TO NON-SCHOOL SPONSORED PUBLICATIONS

Creating, distributing, and/or accessing non-school sponsored publications shall occur at a time and place and in a manner that will not cause disruption, be coercive, or result in the perception that the distribution or the publication is endorsed by the School District.

Students are prohibited from creating, distributing, and/or accessing at school any publication that:

- Will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities;
- Violates the rights of others, including but not limited to material that is libelous, slanderous or obscene, invades the privacy of others, or infringes on a copyright;
- Is socially inappropriate or inappropriate due to maturity level of the students, including but not limited to material that is obscene, pornographic, or pervasively lewd and vulgar, contains indecent and vulgar language, or sexting as defined by

School Board policy and the Student Handbook;
- Is reasonably viewed as promoting illegal drug use;
- Is distributed in kindergarten through eighth grade and is primarily prepared by non-students, unless it is being used for school purposes. However, material from outside sources or the citation to such sources may be allowed, as long as the material to be distributed or accessed is primarily prepared by students[1]; or
- Incites students to violate any Board policies.

Accessing or distributing on-campus includes accessing or distributing on school property or at school-related activities. A student engages in gross disobedience and misconduct and may be disciplined for: (1) accessing or distributing forbidden material, or (2) for writing, creating, or publishing such material intending for it to be accessed or distributed at school.

Non-School Sponsored Publications Accessed or Distributed Off-Campus

A student engages in gross disobedience and misconduct and may be disciplined for creating and/or distributing a publication that: (1) causes a substantial disruption or a foreseeable risk of a substantial disruption to school operations, or (2) interferes with the rights of other students or staff members.

EDUCATION OF HOMELESS CHILDREN

Each child of a homeless individual and each homeless youth have equal access to the same free, appropriate public education, as provided to other children and youth, including a public pre-school education. A "homeless child" is defined as provided in the McKinney Homeless Assistance Act and state law. The Superintendent shall act as or appoint a Liaison for Homeless Children to coordinate this policy's implementation. A homeless child may attend the district school that the child attended when permanently housed or in which the student was last enrolled. A homeless child living in any school's attendance area may attend that school. Please contact the Deer Creek-Mackinaw District #701 homeless coordinator with any questions, (309) 359-8965.

The Superintendent shall review and revise rules or procedures that may act as barriers to the enrollment of homeless children and youths. This may include consideration to issues concerning transportation, immunization, residency, birth certificates, school records and other documentation, and guardianship. Transportation shall be provided in accordance with the McKinney Homeless Assistance Act and state law. Special attention will be given to ensuring the enrollment and attendance of homeless children and youths who are not currently attending school.

ACADEMIC SUPPORTS

Pre-K 3-5 year old Program
Bright Beginnings Early Learning is a blended Pre-Kindergarten program serving at-risk and special needs 3-5 year olds. Early learning emphasizes the needs of the whole child. The classroom is center-based, providing a learning-by-doing, hands-on approach with teacher directed activities incorporated in play. This structure encourages enrichment in all areas of learning (cognitive, pre-academic, language, fine and gross motor, self-help, and social/emotional skills). The program is designed to provide developmentally appropriate curriculum and learning for each child. A child may be eligible for Bright Beginnings preschool through a special education individualized education plan or by determination of at-risk factors that may impact future school success. Pre-Kindergarten screenings are conducted twice a year. Regular attendance is necessary for students to achieve their maximum learning potential. Please make every effort to have your

student at school each day, ready to learn.

Response to Intervention (RtI)
Introduction: Changes in federal and state laws have directed schools to focus more on helping all children learn by addressing problems earlier within the general education setting. These new laws emphasize the importance of providing high quality, scientifically-based instruction and interventions, and holds schools accountable for the adequate yearly progress of all students. This new process of providing interventions to students who are at risk for academic or behavioral problems is called RtI (Response to Intervention).

What is RtI?
RtI is a process designed to help schools focus on high quality interventions that are matched to student needs and monitored on a frequent basis. The information gained from an RtI process is used by school personnel and parents to adapt instruction and to make decisions regarding the student's educational program.

What Are the Benefits?
Perhaps the greatest benefit of an RtI approach is that it eliminates a "wait to fail" situation because students get help promptly within the general education setting. As soon as assessment data indicates a problem area for a student or a group of students, interventions are put into place to address these concerns. While the interventions are taking place, school staff monitor any progress that these students are making in their problem areas. These progress monitoring techniques used within the RtI process provide information that allows teachers to better evaluate student needs and match instruction, resources and interventions appropriately.

What is the RtI process?
Most RtI systems are divided into a three-tier intervention model as illustrated below:

Tier 1			
Core Curriculum	80-90%	Whole Group/Core Instruction	For All Students in the Class
Tier 2			
Small Group Interventions	5-10%	For Some Students (At-Risk)	Done in Addition to Tier 1
Tier 3			
Intense Interventions	1-5%	Customized Interventions	For a Very Small # of Students Done in Addition to Tier 1 & Tier 2

What if my child is referred to the school's "Problem-Solving Team"?
This process is used to gather parent input, analyze data, and create an individual plan of success for your child.

- Determine what interventions are being used for academic and/or behavioral problems.
- Determine what techniques are being used to monitor student progress and the effectiveness of the implemented interventions.
- The school will provide you with regular progress monitoring reports.
- Praise your child for any progress or general improvement in the area(s) of concern.
- Implement or reinforce any strategies or interventions at home.
- When possible, make suggestions for strategies or interventions based on what you

know works well at home.
- Always ask questions when things are not clear!

BENCHMARK TESTING

Benchmark testing is a testing program used in Primary & Junior High to measure the progress a student has made throughout the school year in the areas of math and reading. The test is taken on the computer 3x a year and results are sent home showing progress at the semester and end of the school year. This test will help our students identify areas of strength and weakness. This assessment will also contain a social-emotional component. This assessment program is provided through Renaissance.

RETENTION POLICY

A child may be retained by the teacher if he/she does not make sufficient academic progress throughout the school year. Parents will be notified by the end of the third quarter of the school year to discuss academic issues. A child may also be retained if he or she has been absent 10% (18 days) of the school year, thereby missing a significant amount of instructional time. This loss of instructional time negatively impacts success in building foundational skills.

Students must successfully complete the curriculum of Deer Creek-Mackinaw Junior High School. Any student who fails Math or English/Language Arts will be referred for summer school. If summer school is not attended and/or passed, the student will be retained. If a student has missed more than thirty (30) days of school, they will be notified at the end of 3rd quarter. This student will then be referred for a retention hearing.

Students who fail semester classes will be evaluated for summer school. This determination will be discussed after the 3rd quarter. Summer school will be provided for core classes such as math, english, and reading. It is the responsibility of the parent to get the student to and from summer school and pay $250 per course. (A $50 reimbursement will occur if the student passes with a C or higher per class.)

PARENTS RIGHT TO KNOW-TITLE I SERVICES

In accordance with the ESEA Section 1111(h)(6), Deer Creek-Mackinaw District #701 is notifying every parent of a student in a school which receives Title I funding that you have the right and may request information regarding the professional qualifications of your child's classroom teacher. This information regarding the professional qualifications of your child's classroom teachers including, at a minimum, the following:

- Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.
- The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
- Whether the child is provided services by paraprofessionals and, if so, their qualifications.

If at any time your child has been taught for four or more consecutive weeks by a teacher not highly qualified, the school will notify you.

TITLE I PROGRAMS

Deer Creek-Mackinaw District #701 pursues funding under Title I to supplement instructional services and activities in order to improve the educational opportunities of educationally disadvantaged or deprived children.

Title I Parental Involvement-our District maintains programs, activities, and procedures for the involvement of parents/guardians of students receiving services, or enrolled in programs, under Title I. These programs, activities, and procedures are described in district-level and school-level compacts.

Parental Involvement Compact-We have a Parental Involvement Compact according to Title I requirements. This contains (1) a process for continually involving parents/guardians in its development and implementation, (2) how parents/guardians, the entire school staff, and students share the responsibility for improved student academic achievement, (3) the means by which the school and parents/guardians build and develop a partnership to help

children achieve the state's high standards, and (4) other provisions as required by federal law. Each Principal shall ensure that the Compact is distributed to parents/guardians of students receiving services, or enrolled in programs, under Title I.

COMPLAINTS ABOUT CURRICULUM, INSTRUCTIONAL MATERIALS, AND PROGRAMS

Parents or guardians have the right to inspect all instructional materials used as a part of their child's education. If you believe that curriculum, instructional materials, or programs violate rights guaranteed by any law or Board policy, you may file a complaint under the District's uniform grievance policy.

Parents or guardians with other suggestions or complaints about curriculum, instructional materials, or programs should complete a Curriculum Objection Form, which is available from the school office. A parent or guardian may also request that their child be exempt from using a particular instructional material or program by completing a Curriculum Objection Form.

Exempting a child from using instructional material or refusing to allow a child from taking or participating in course content or a program that allows parents or guardians to object in writing and/or opt their child out of participation shall not be reason for disciplinary action or academic penalty to the student

EDUCATION OF STUDENTS WITH DISABILITIES

Deer Creek-Mackinaw District #701 shall provide a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the district, as required by the Individual with Disabilities Education Act ("IDEA") and implementing provisions of *The School Code*, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act. The term "children with disabilities", as used in this policy means children between the ages 3 and 21 for whom it is determined, through definitions and procedures described in the *Illinois Rules and Regulations to Govern the Organization and Administration of Special Education*, that special education services are needed.

It is the intent of our school district to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated and provided with appropriate educational services. Students may be disabled within the meaning of Section 504 of the Rehabilitation Act even though they do not require services pursuant to the IDEA.

For students eligible for services under IDEA, our school district shall follow procedures for identification, evaluation, placement, and delivery of services to children with disabilities provided by the Illinois State Board of Education. For those students who are not eligible for services under IDEA, but because of disability as defined by Section 504, need or are believed to need special instruction or related services, we shall establish and implement a system of procedural safeguards. The safeguards shall cover students' identification, evaluation, and educational placement. This system shall include notice, an opportunity for the student's parents/guardians to examine relevant records, an impartial hearing with opportunity for participation by the student's parents/guardians, and representation by counsel, and a review procedure.

Deer Creek-Mackinaw District #701 may maintain membership in one or more cooperative associations of school districts that shall assist in fulfilling its obligation to our students with disabilities. If necessary, students may also be placed in nonpublic special education programs or education facilities.

ACCOMMODATING STUDENTS WITH DISABILITIES

Individuals with disabilities shall be provided an opportunity to participate in all school sponsored services, programs, or activities on an equal basis to those without disabilities and will not be subject to illegal discrimination. Where necessary, Deer Creek-Mackinaw District #701 may provide to persons with disabilities separate or different aids, benefits or services from, but as effective as those provided to others.

DISCIPLINE OF STUDENTS WITH DISABILITIES

Behavioral Interventions
Behavioral interventions shall be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. The School Board will establish and maintain a committee to develop, implement, and monitor procedures on the use of behavioral interventions for children with disabilities.

Discipline of Special Education Students
The District shall comply with the Individuals With Disabilities Education Improvement Act of 2004 and the Illinois State Board of Education's Special Education rules when disciplining special education students.

Isolated Time Out, Time Out, and Physical Restraint
Isolated time out, time out, and physical restraint shall only be used if the student's behavior presents an imminent danger of serious physical harm to the student or others, and other less restrictive and intrusive measures were tried and proven ineffective in stopping it. The School may not use isolated time out, time out, or physical restraint as discipline or punishment, convenience for staff, retaliation, as a substitute for appropriate educational or behavioral support, a routine safety matter, or to prevent property damage in the absence of imminent danger of serious physical harm to the student or others. The use of prone restraint is prohibited.

FREE AND REDUCED-PRICE FOOD SERVICES, MEAL CHARGE NOTIFICATIONS

The following notification is provided to all households of students at the beginning of each school year as federally required notification regarding eligibility requirements and the application process for the free and reduced-price food services that are listed in Board policy 4:130, Free and Reduced-Price Food Services, and 4:140, Waiver of Student Fees. This notification is also provided to households of students transferring to the District during the school year. For more information, see www.fns.usda.gov/school-meals/unpaid-meal-charges, and/or contact the Building Principal or designee.

Free and Reduced-Price Food Services Eligibility
When the parents/guardians of students are unable to pay for their child(ren)'s meal services, meal charges will apply per a student's eligibility category and will be processed by the District accordingly.

A student's eligibility for free and reduced-price food services shall be determined by the income eligibility guidelines, family-size income standards, set annually by the U.S. Dept. of Agriculture, and distributed by the Ill. State Board of Education.

Meal Charges for Meals Provided by the District
The Building Principal and District staff will work jointly to prevent meal charges from accumulating. Every effort to collect all funds due to the District will be made on a regular basis and before the end of the school year. Contact your Building Principal or designee about whether your child(ren)'s charges may be carried over at the end of the school year, i.e., beyond June 30th.

Unpaid meal charges are considered delinquent debt when payment is overdue as defined by Board policy 4:45, Insufficient Fund Checks and Debt Recovery and the Hunger-Free Students' Bill of Rights Act (105 ILCS 123/). The District will make reasonable efforts to collect charges classified as delinquent debt, including repeated contacts to collect the amounts and, when necessary, requesting that the student's parent(s)/guardian(s) apply for meal benefits to determine if the student qualifies for such benefits under Board policy 4:130, Free and Reduced-Price Food Services. The District will provide a federally reimbursable meal or snack to a student who requests one, regardless of the student's ability to pay or negative account balance.

When a student's funds are low and when there is a negative balance, reminders will be provided to the staff, students, and their parent(s)/guardian(s) at regular intervals during the school year. State law allows the Building Principal to contact parents(s)/guardian(s) to attempt collection of the owed money when the amount owed is more than the amount of five lunches [or insert lower amount]. If a parent/guardian regularly fails to provide meal money for the child(ren) that he/she is responsible for in the District and does not qualify for free meal benefits or refuses to apply for such benefits, the Building Principal or designee will direct the next course of action. Continual failure to provide meal money may require the District to notify the Ill. Dept. of Children and Family Services (DCFS) and/or take legal steps to recover the unpaid meal charges, up to and including seeking an offset under the State Comptroller Act, if applicable.

TARGETED SCHOOL VIOLENCE PREVENTION PROGRAM

Threats and acts of targeted school violence harm the district's environment and school community, diminishing students' ability to learn and a school's ability to educate. Providing students and staff with access to a safe and secure environment is an important goal of the School and District. While it is not possible to completely eliminate threats, the School and District

maintain a Targeted School Violence Prevention Program and a Threat Assessment Team to reduce these risks to its environment.

Parents/guardians and students are encouraged to report any expressed threats or behaviors that may represent a threat to the community, School, or self. Reports can be made to any school administrator, law enforcement authorities, or the Safe2Help Illinois helpline (www.safe2helpil.com/).

Students and parents are urged to participate in behavioral threat assessment and intervention programs if the Behavioral Threat Assessment Team believes that intervention is necessary to prevent a student from harming themselves or others. However, if for some reason there is a reluctance to participate in the process by the threat maker(s) or parent/guardian(s), the threat assessment process will continue in order to ensure a safe and caring learning environment for all.

For further information, please contact the Building Principal.

Exhibit - Targeted School Violence Prevention and Threat Assessment Education

On District letterhead

Date:

To: District Staff and Parents/Guardians

From: Building Principal

Re: Targeted School Violence Prevention Program

Student safety is our District's top priority. To maximize safety, the District uses a threat assessment process to identify threats and prevent targeted school violence. This process is part of the Targeted School Violence Prevention Program (Program). For more information, see Board policy 4:190, Targeted School Violence Prevention Program. The Program is part of the preparedness and response phases of the School Emergency Operations and Crisis Response Plan, which in turn is part of the District's Comprehensive Safety and Security Plan.

The District wishes to create a climate that encourages sharing any information about a safety concern with a trusted adult who can help. Sharing information about threats and safety concerns is everyone's responsibility: students, parents/guardians, staff, and community members. The question-and-answer section below is designed to help students, parents/guardians, and staff understand when school officials want individuals to share information about a safety concern.

What Is a Threat?

A threat is a concerning communication or behavior that indicates that an individual may pose a danger to the safety of school staff or students through acts of violence or other behavior that could cause harm to self or others. It may be expressed/communicated behaviorally, orally, visually, in writing, electronically, or in another way. Threats may be direct ("I'm going to beat you up" or "I'm going to blow this place up!") or indirect ("Come and watch what I am going to do to her."). A threat can be vague ("I'm going to hurt him.") or implied ("You better watch out."). Any possession of a weapon or mention of one is a possible threat.

A threat is a threat regardless of whether it is observed by or communicated directly to the target of the threat or is observed by or communicated to a third party; and regardless of whether the

target of the threat is aware of the threat.

Sometimes students make threats that may seem funny or "joking," but sometimes a threat is very serious and/or criminal. When you are in doubt as to whether the statement is kidding or serious, the responsible thing to do is to tell the Principal or other responsible staff member.

What Is Targeted School Violence?

Targeted School Violence includes school shootings and other school-based attacks where the school was deliberately selected as the location for the attack and was not

simply a random site of opportunity. Individuals who have committed targeted violence did not "just snap," but engaged in a process of thought and escalation of action over days, weeks, months, and even years.

In the majority of incidents of targeted violence, perpetrators did not directly threaten their targets, but they did communicate their intent and/or plans to others before the violence. This indirect expression or third-party communication of intent to cause harm is often referred to as leakage. Reporting leakage is key to preventing targeted school violence.

Who Is Required to Report Threats?

All District staff, volunteers, and contractors are required to report any expressed threats or behaviors that may represent a threat to the community, school, or self to the Building Principal. Parents/guardians and students are also encouraged to report any such threats to the Building Principal.

Reported threats are assessed by the school's Threat Assessment Team (TAT). Each TAT includes people with expertise in counseling, instruction, school administration, and law enforcement. The goal of the threat assessment process is to take appropriate preventive or corrective measures to maintain a safe and secure school environment, to protect and support potential victims, and to provide assistance, as needed, to the individual being assessed.

The threat assessment process does not preclude anyone from acting immediately to address an imminent threat.

What Can Staff and Parents/Guardians Do?

The TAT will provide guidance to students and staff regarding recognizing concerning, aberrant, threatening, and prohibited behaviors to be reported. While there is no one list of behaviors that may cause concern, examples include, but are not limited to:

- Threatening statements or gestures
- Persons with ongoing, unresolved grievances with members of the school community
- Atypical, unusual, or bizarre communications or behavior
- Significant changes in behavior
- Increased focus or fixation on aspects of violence, harm, or death
- Information about someone expressing thoughts, plans, or preparations for violence
- Concerns that someone may harm themselves
- Behavior that significantly disrupts the learning or working environment
- Behavior that seems troubling or disturbing
- Persons seeming isolated and alienated from others

- Anyone unknown to the school

Staff and parents/guardians can reinforce this guidance by discussing with students what a threat is, encouraging students not to make threats or "joking" statements in the first place, and reiterating that seeking help to prevent someone from getting hurt or hurting another by reporting threats is appropriate.

DISCRIMINATION AND HARASSMENT ON THE BASIS OF RACE, COLOR, AND NATIONAL ORIGIN PROHIBITED

Discrimination and harassment on the basis of race, color, or national origin negatively affects a student's ability to learn and an employee's ability to work. Providing an educational and workplace environment free from such discrimination and harassment is an important District and School goal. The District and School do not discriminate on the basis of actual or perceived race, color, or national origin in any of its education programs or activities and comply with federal and State non-discrimination laws.

Examples of Prohibited Conduct
Examples of conduct that may constitute discrimination on the basis of race, color, or national origin include: disciplining students more harshly and frequently because of their race, color, or national origin; denying students access to high-rigor academic courses, extracurricular activities, or other educational opportunities based on their race, color, or national origin; denying language services or other educational opportunities to English learners; and assigning students special education services based on a student's race, color, or national origin.

Harassment is a form of prohibited discrimination. Examples of conduct that may constitute harassment on the basis of race, color, or national origin include: the use of racial, ethnic or ancestral slurs or stereotypes; taunts; name-calling; offensive or derogatory remarks about a person's actual or perceived race, color, or national origin; the display of racially-offensive symbols; racially-motivated physical threats and attacks; or other hateful conduct.

Making a Report or Complaint; Investigation Process
Individuals are encouraged to promptly report claims or incidences of discrimination or harassment based on race, color, or national origin to the Nondiscrimination Coordinator, a Complaint Manager, or any employee with whom the student is comfortable speaking. Reports will be processed under the District's Uniform Grievance Procedure.

Reports and complaints of discrimination or harassment will be confidential to the greatest extent practicable, subject to the District's duty to investigate and maintain an educational environment that is productive, respectful, and free of unlawful discrimination, including harassment.

Federal and State Agencies
If the District fails to take necessary corrective action to stop harassment based on race, color, or national origin, further relief may be available through the Illinois Dept. of Human Rights (IDHR) or the U.S. Dept. of

Education's Office for Civil Rights. To contact IDHR, go to:
https://dhr.illinois.gov/about-us/contact-idhr.html or call (312) 814-6200 (Chicago) or (217) 785-5100 (Springfield).

Prevention and Response Program
The District maintains a prevention and response program to respond to complaints of

discrimination based on race, color, and national origin, including harassment, and retaliation. The program includes procedures for responding to complaints which:

- Reduce or remove, to the extent practicable, barriers to reporting discrimination, harassment, and retaliation;
- Permit any person who reports or is the victim of an incident of alleged discrimination, harassment, or retaliation to be accompanied when making a report by a support individual of the person's choice who complies with the District's policies and rules;
- Permit anonymous reporting, except that an anonymous report may not be the sole basis of any disciplinary action;
- Offer remedial interventions or take such disciplinary action as may be appropriate on a case-by-case basis;
- Offer, but do not require or unduly influence, a person who reports or is the victim of an incident of harassment or retaliation the option to resolve allegations directly with the accused; and
- Protects a person who reports or is the victim of an incident of harassment or retaliation from suffering adverse consequences as a result of a report of, investigation of, or a response to the incident.

Enforcement
Any District employee who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to remedial action and/or disciplinary action, up to and including discharge.

Any District student who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to remedial action and/or disciplinary action, including but not limited to, suspension and expulsion, consistent with the student discipline information in this handbook.

Any third party who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be addressed in accordance with the authority of the Board in the context of the relationship of the third party to the District, e.g., vendor, parent, invitee, etc. Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to remedial and/or disciplinary action.

Retaliation Prohibited
Retaliation against any person for bringing complaints, participating in the complaint process, or otherwise providing information about discrimination or harassment based on race, color, or national origin is prohibited.

Individuals should report allegations of retaliation to the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager.

HARASSMENT & TEEN DATING VIOLENCE PROHIBITED

Harassment Prohibited
No person, including a school district employee, agent, or student, shall harass, intimidate, or bully a student on the basis of actual or perceived race; color; national origin; military status; unfavorable discharge status from military service; sex; sexual orientation; gender identity1; gender-related identity or expression; ancestry; age; religion; physical or mental disability; order of protection status; status of being homeless; actual or potential marital or parental status, including pregnancy; physical appearance; socioeconomic status; academic status; association

with a person or group with one or more of the aforementioned actual or perceived characteristics; or any other distinguishing characteristic. The District will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, sexual, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment.

Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Sexual Harassment Prohibited (Title IX)
The School and District shall provide an educational environment free of verbal, physical, or other conduct or communications constituting harassment on the basis of sex as defined and otherwise prohibited by State and federal law.

A District employee, agent, or student violates this prohibition whenever that person engages in conduct on the basis of sex that causes another person to be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any education program or activity operated by the District. Sex discrimination includes discrimination on the basis of sex, stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and/or gender identity.

1. A District employee conditions the provision of an aid, benefit, or service on an individual's participation in unwelcome sexual conduct; or
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's educational program or activity; or
3. Sexual assault as defined in or stalking as defined in District policy and federal law.

Examples of sexual harassment include, but are not limited to, touching, rape, sexual battery, sexual abuse, sexual coercion, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities.

Teen Dating Violence Prohibited
Engaging in teen dating violence that takes place at school, on school property, at school-sponsored activities, or in vehicles used for school-provided transportation is prohibited. For purposes of this policy, the term teen dating violence occurs whenever a student who is 13 to 19 years of age uses or threatens to use physical, mental, or emotional abuse to control an individual in the dating relationship; or uses or threatens to use sexual violence in the dating relationship.

For more information about this issue, please see the Centers for Disease Control and Prevention's educational materials at: www.cdc.gov/injury/features/dating-violence/index.html.

Making a Report or Complaint
Students are encouraged to promptly report claims or incidences of bullying, intimidation, harassment, sexual harassment, or any other prohibited conduct to the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any employee with whom the student is comfortable speaking. A student may choose

to report to an employee of the student's same gender.

Nondiscrimination Coordinator

Name_____

Address_____

Phone Number_____

Email Address _____

Complaint Manager

Name_____

Address_____

Phone Number_____

Email Address_____

Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to discipline.

Investigation Process
Reports and complaints of discrimination or harassment will be confidential to the greatest extent practicable, subject to the District's duty to investigate and maintain an educational environment that is productive, respectful, and free of unlawful discrimination, including harassment.

Enforcement
Any District employee who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to remedial action and/or disciplinary action, up to and including discharge.

Any District student who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to remedial action and/or disciplinary action, including but not limited to, suspension and expulsion, consistent with the student discipline information in this handbook.

Any third party who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be addressed in accordance with the authority of the Board in the context of the relationship of the third party to the District, e.g., vendor, parent, invitee, etc. Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to remedial and/or disciplinary action.

Retaliation Prohibited
Retaliation against any person for bringing complaints, participating in the complaint process, or otherwise providing information about discrimination or harassment based on race, color, or national origin is prohibited.

Individuals should report allegations of retaliation to the Building Principal, an administrator, the

Nondiscrimination Coordinator, and/or a Complaint Manager.

PUNS (PRIORITIZATION OF URGENCY OF NEED FOR SERVICES)

DATABASE INFORMATION FOR STUDENTS AND PARENTS OR GUARDIANS

The Illinois Department of Human Services (IDHS) maintains a statewide database known as the PUNS database (Prioritization of Urgency of Need for Services) that records information about individuals with intellectual disabilities or developmental disabilities who are potentially in need of services.

IDHS uses the data on PUNS to select individuals for services as funding becomes available, to develop proposals and materials for budgeting, and to plan for future needs. The PUNS database is available for children with intellectual disabilities or developmental disabilities with unmet service needs.

Registration to be included on the PUNS database is the first step toward receiving developmental disabilities services in this State. A child who is not on the PUNS database will not be in the queue for State developmental disabilities services.

For more information and to sign up for PUNS, see the Illinois Department of Human Services PUNS information page at https://www.dhs.state.il.us/page.aspx?item=41131.

You may also contact the following District employee for assistance:

Jessica Stollard
Director of Special Services
401 E 5th Street
Mackinaw, IL 61755
Email: jstollard@deemack.org

SEX OFFENDER NOTIFICATION LAW

State law prohibits a convicted child sex offender from being present on school property when children under the age of 18 are present, except for in the following circumstances as they relate to the individual's child(ren):

- To attend a conference at the school with school personnel to discuss the progress of their child.
- To participate in a conference in which evaluation and placement decisions may be made with respect to their child's special education services.
- To attend conferences to discuss issues concerning their child such as retention or promotion.

In all other cases, convicted child sex offenders are prohibited from being present on school property unless they obtain written permission from the superintendent or school board.

Anytime that a convicted child sex offender is present on school property – including the three reasons above - he/she is responsible for notifying the principal's office upon arrival on school property and upon departure from school property. It is the responsibility of the convicted child

sex offender to remain under the direct supervision of a school official at all times he/she is in the presence or vicinity of children.

A violation of this law is a Class 4 felony.

Information about sex offenders or violent offenders against youth is available to the public on the Illinois State Police (ISP) website. The ISP website contains the following:

Illinois Sex Offender Registry, https://isp.illinois.gov/Sor/Disclaimer
Illinois Murderer and Violent Offender Against Youth Registry,
https://isp.illinois.gov/MVOAY/Disclaimer
Frequently Asked Questions Concerning Sex Offenders, https://isp.illinois.gov/Sor/FAQs

ACCELERATED PLACEMENT [7, 8, 9, 10]

The District provides for an Accelerated Placement Program (APP) for qualified students. It provides students with an educational setting with curriculum options that are usually reserved for students who are older or in higher grades than the student. Accelerated placement includes but may not be limited to: early entrance to kindergarten or first grade, accelerating a student in a single subject and grade acceleration. Participation is open to all students who demonstrate high ability and who may benefit from accelerated placement. It is not limited to students who have been identified as gifted or talented.

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DEE-MACK K-6 PRE-ARRANGED ABSENCE REQUEST FORM

Deer Creek-Mackinaw CUSD #701 schools recognize that on occasion students must miss school for extenuating circumstances, other than illness or a death in the immediate family. Students must request an excused absence by submitting this REQUEST FOR PRE-ARRANGED ABSENCE FORM to the building principal two (2) school days in advance of the period of absence. Only pre-arranged absences with family members or legal guardians will be approved. No more than two pre-arranged absences, totaling 5 days, can be approved by the building principal.

It is the student's responsibility to complete assigned tasks during the period of absence. When possible, assignments will be sent with the student. All work sent with the student is due on the first day the student returns to school. Any tests covering the assignments completed during the period of absence must be taken on the first day the student returns to school. There will be a grade reduction for work completed for days not approved by the building principal.

Please complete the information below and return to the office at least two (2) school days prior to the period of absence.

Student Name:_____Teacher:_____Grade:_____

School: [ ] Dee-Mack Primary School (K-3) [ ] Dee-Mack Intermediate School (4-6)

Requested Date(s) of Absence:_____

Reason for Absence:_____

Person with whom absence will be taken:_____

Relationship to student:_____

Parent/Guardian Signature:_____ Date:_____

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DEE–MACK JUNIOR HIGH PRE–EXCUSED ABSENCE FORM

Deer Creek-Mackinaw CUSD #701 schools recognize that on occasion students must miss school for extenuating circumstances, other than illness or a death in the immediate family. Students must request an excused absence by submitting this REQUEST FOR PRE-ARRANGED ABSENCE FORM to the building principal two (2) school days in advance of the period of absence. Only pre-arranged absences with family members or legal guardians will be approved. No more than two pre-arranged absences, totaling 5 days, can be approved by the building principal.

It is the parent's responsibility to:

1. Obtain this form from the office.

2. Sign & return it to the office.

It is the student's responsibility to:

1. Get the principal's signature.

2. Get the assignments & teacher's signatures.

3. ***Return this form to the office the day before your scheduled absence, copies will be made.***

Name of Student:_____Date(s) of Absence_____

Reason for
Absence:_____

Parent/Guardian Signature:_____ Date:_____

HOUR	ASSIGNMENT	TEACHER SIGNATURE
1ST		
2ND		
3RD		
4TH		
5TH		
6TH		
7TH		

It is the student's responsibility to complete these assignments during the period of absence. All work sent with the student is due on the first day the student returns to school. Any work not turned in on that day will have the grade adjusted accordingly. There may be a grade reduction for work completed for days not approved by the building principal.

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DEER CREEK-MACKINAW COMMUNITY UNIT SCHOOL DISTRICT #701 CHANGE IN TRANSPORTATION REQUEST FORM

Please complete the information below completely and return to the school office at least five (5) days prior to the proposed change in transportation to begin. Failure to complete in full will delay processing your request

Student:_____ School: _____ Grade:_____
Student:_____ School:_____ Grade:_____
Student:_____ School:_____ Grade_____

Address:_____ City_____Phone:_____

When would you like the change to begin?_____ For how long?_____

CURRENT:
Pick up point Drop off point
Street_____ _____
City _____ _____
Bus Driver_____ _____

REQUESTED
Pick up point Drop off point
Street _____ _____
City_____ _____
Bus Driver_____ _____

Reason you are requesting a change: _____
_____
_
Parent/Guardian Signature:_____ Date:_____
Principal's Signature:_____ Date:_____

- -(Office Use Only)- -

Will this change result in the student riding a different bus? Yes No
If yes, who is the new driver and bus? _____
Is there sufficient space on the new bus? Yes No
Will this change require the route to be changed in any way? Yes No

[ ] Approved- change the student's transportation [ ] Denied- no change in transportation
Reason:_____
Comments:_____
_____
Superintendent's Signature:_____ Date:_____

cc: Parent/Guardian Bus Driver Principal Student Temporary file District Office