2026 - 2027
STUDENT HANDBOOK

School Colors: Red & White

Mascot: Chief

School Song

To “Northwestern Fight Song”
We’re with you Dee-Mack, men of courage true,
We’ve got the might, we’ve got the fight
To win this game tonight. Rah! Rah! Rah!
Raise high our colors, Dee-Mack’s red and white.
Now let us pledge our loyalty
And cheer the team to victory.
Go! Dee-Mack Go! Fight! Dee-Mack Fight!

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Welcome

Welcome to the 2026-2027 school year at Dee-Mack High School. We anticipate an exciting year filled with new challenges, experiences and much success. It is our goal to help each child develop the confidence and skills to navigate a 21st century world. We continually strive to provide a safe, supportive, and challenging environment for learning with clear goals and high expectations for student achievement.

General School Information

This handbook is a **summary** of the school's rules and expectations, and is **not** a comprehensive statement of school procedures. The Board's comprehensive policy manual is available for public inspection through the District's website **(www.deemack.org)** or at the Board office, located at:

Deer Creek-Mackinaw CUSD #701
401 E. 5th Street
Mackinaw, IL 61755

The School Board governs the school district, and is elected by the community. Current School Board members are:

President	Ashley Dixon
Vice President	Josh Gillespie
Secretary	Julie Burr
Member	Steve Yarnall
Member	Brett Kaiser
Member	Mark Chilton
Member	Abby Boyd

The School Board has hired the following administrative staff to operate the school:

Brian Maloy, Superintendent
Mitch Holmgren, Principal
Brandon Stokes, Assistant Principal/Athletic Director
Jessica Stollard, Director of Special Services

District #701 Mission

Students are the first concern of the Deer Creek-Mackinaw School District. 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 who they are, and to become their best self. To this end, the Board of Education and the faculty/staff of Deer Creek-Mackinaw High School shall work together to:

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

District #701 Vision Statement

The Deer Creek-Mackinaw CUSD #701 believes in “Doing What’s Best for Kids!”

Frequently Called Telephone Numbers

Dee-Mack High Office	(309) 359-4421
Superintendent’s Office	(309) 359-8965
Dee-Mack Primary – Junior High	(309) 359-4321
Dee-Mack Intermediate School	(309) 447-6226
Special Education Office	(309) 359-5480
Food Service Direct Line	(309) 359-3172

Academic Expectations

The purpose of the schools of Deer Creek-Mackinaw District #701 is to assure that students achieve at their maximum potential. In order to assure that this standard is met, expectations for behavior and academics have been established by the faculty, staff, administration, and the Board of Education. 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. Any incomplete, late, or unacceptable assignments could result in the student receiving a failing grade on that assignment. To receive credit for the missing assignment(s) due to excused absences, the student is responsible for bringing in the work completed to the satisfaction of the teacher. For those students who desire additional help, teachers will be available in the morning before school beginning at 7:45 a.m., and after school. Students should make prior arrangements with the teacher. Students who fail semester classes will put their graduation in jeopardy.

Academic Placement

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. 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.

Academic Promotion

Students who do not pass two semesters of required English and Math courses each year or those who do not earn a minimum of 6.5 credits per year will not be promoted to the next grade. Example: A sophomore who fails 2nd semester English will remain a sophomore until the course is successfully passed. Consequences could include social restrictions (inability to attend Junior Prom or enjoy parking privileges) or graduation delays.

Access to Non-School Sponsored Publications

Non-School Sponsored Publications Accessed or Distributed On Campus
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:

1. Will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities;
2. 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;
3. 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;
4. Is reasonable viewed as promoting illegal drug use;
5. Encourages 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.

Accommodating Breastfeeding Students

Students who choose to breastfeed an infant after returning to school are provided reasonable accommodations. A student who is a nursing mother may take reasonable breaks during the school day to express breast milk or breastfeed her infant. Reasonable accommodations include, but are not limited to:

1. Access to a private and secure room, other than a bathroom, to express breast milk or breastfeed an infant.
2. Permission to bring onto school campus a breast pump or other equipment used to express breast milk.
3. Access to a power source for a breast pump or any other equipment used to express breast milk.
4. Access to a place to store expressed breast milk safely.
5. Reasonable breaks to accommodate the student's need to express breast milk or breastfeed an infant child, or attend to health needs associated with breastfeeding (including eating, drinking, or using the restroom).

6. The opportunity to make up work missed due to the student's use of reasonable accommodations for breastfeeding.

Complaints regarding violations of this procedure should be made to the District's Complaint Manager or Non-Discrimination Coordinator.

Ahera Management Plan

Re-inspection Plan And Periodic Surveillance Activities

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.

Arrival and Dismissal Procedures

The High School will open at 7:30 a.m. Until 8:00 a.m., students may only be in the assigned supervision area. Hallways are off limits until the 8:00 a.m. bell rings unless participating in an approved activity.

Students should report to their assigned areas upon arrival. First period begins at 8:10 a.m. Students arriving after 8:10 must check in at the high school office and receive a pass to their 1st period class. Students arriving to school between 8:10 - 8:15 will be marked tardy, students arriving to school between 8:16 - 9:00 will be marked as late to school/unexcused unless they have an excused reason. The school day ends at 3:10 p.m. *Any students leaving before the end of the school day must have parental permission and sign out in the high school office.*

Artificial Intelligence (AI) and Academic Integrity

"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.

Attendance and Student Absences

At Deer Creek-Mackinaw CUSD 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.

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, (6) Agricultural Career Events, and (7) any child 16 years of age or older who is employed and is enrolled in a graduation incentives program.

For students who are required to attend school, there are two types of absences: excused and unexcused. Excused absences include: illness (including up to 5 days per school year for mental or behavioral health of the student), attendance at a verified medical or therapeutic appointment (including a victim services provider), observance of a religious holiday or event, death in the immediate family, family emergency, situations beyond the control of the student as determined by the school board, circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical health or safety, attending a military honors funeral to sound TAPS, attend a civic event (one school day-long absence per school year for the student to engage in a civic event - an event sponsored by a non-profit organization or governmental entity that is open to the public; this includes, but is not limited to, an artistic or cultural performance or educational gathering that support the mission of the sponsoring non-profit organization), or other reason as approved by the building principal. For students who are parents, expectant parents, or victims of domestic or sexual violence, an

excused absence includes the fulfillment of a parenting responsibility and addressing circumstances resulting from domestic or sexual violence. Students eligible to vote are also excused for up to two hours to vote in a primary, special, or general election.

Mental Health Days - students that need to miss school due to a mental health concern are allowed to do so if the student is called in by a parent/guardian. After a student uses his/her second Mental Health Day, they may be required to meet with the school counselor or social worker to discuss their mental health and parents will be contacted. Students that are absent due to a Mental Health Day are not allowed to participate in extracurricular activities that day.

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.

Students who are excused from school will be given a reasonable timeframe to make up missed homework and classwork assignments.

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

Once a student has accumulated 5 days of absence (full or partial) in a semester, the Administration may request a doctor's verification before the absences are excused.

When a doctor's verification is requested, the student's parent or legal guardian will have five school days to provide the school with the documentation. The verification document will need to include the diagnosis, any type of restrictions that the illness/medical condition places on the student, and the anticipated duration of those restrictions. If the verification is not received within the five day period, the absences may be considered unexcused/truant.

In the event of any absence, the student's parent/guardian is required to call the school at (309) 359-4421 before 8:00 AM to explain the reason for the absence. If a call has not been made to the school by 10:00 AM 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.

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

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 student's chronic absenteeism total, but will also result in referral to the Tazewell County Truancy Officer.

Diagnostic Procedures for Identifying Student Absences and Support Services to Truant or Chronically Truant Students
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 absence" means absences that total 10% or more of school days of the most recent academic school year, including absences with and without valid cause, and out-of-school suspensions.

The School and District use the following diagnostic procedures for identifying the causes of unexcused student absences: Interviews with the student, his or her parent/guardian and any school officials who may have information about the reasons for the student's attendance problems.

Supportive services to truant or chronically truant students include: parent conferences, student counseling, family counseling, and information about existing community services.

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, denied attendance to field trips/field days, or removal from the Fast Friday List.

Pre-Arranged Absences
Deer Creek-Mackinaw CUSD #701 Schools recognize that on occasion students may miss school for extenuating circumstances, other than illness or a death in the immediate family. Pre-arranged absences will be granted under the following guidelines:

1. The **REQUEST FOR PRE-ARRANGED ABSENCE** form is completed and returned to the office at least 2 days prior to the absence.
2. Five (5) total days may be requested for the school year. Previously assigned work that is due on the day of the absence is due to the teacher on or before the day of the absence.
3. Requests may not be approved if a student's total number of absences meets or exceeds the chronically absent threshold (15 days of absence).
4. All work sent with the student is due on the day of the return of the student.
5. Tests covering assignments completed during the period of absence must be scheduled with their teacher upon their return.

Pre-arranged absences are other absences approved by the principal. Examples include vacations, college days, field trips, or school sponsored activities.

College Day Visits
Juniors and seniors are allowed 3 college day visits each year. Forms are available in the counselor's office. The college will be required to sign off on the college visit form provided by the counselor's office. All college days must be pre-arranged and have the form submitted two full days prior to the visit.

Other Attendance Procedures
A student must be in attendance for at least 4 periods during the second half of the school day (periods 5-8) to be allowed to participate in extracurricular activities that day. Mental Health Days will have different attendance requirements (see page 12).

Attendance at Athletic / Extracurricular Events

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.

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

<u>Warning Signs of Grooming Behaviors</u>

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 is 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)

Behavioral Expectations

All teachers at Deer Creek-Mackinaw High 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.

In order to maintain safety, order, & discipline, the standards for appropriate behavior at Deer Creek-Mackinaw High School, will include several types of disciplinary actions. No corporal punishment will be administered at Deer Creek-Mackinaw High School. 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 reinforcers.
- 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/In School Suspension (ISS)/Saturday Morning Detention (SMD)/Out of School Suspension (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.
- Detentions: Students who fail to maintain behavioral standards may be assigned staff-supervised detentions after school for one hour (3:15 - 4:15) on each Tuesday/Thursday of every week. Students will not be excused from detentions for work or extracurricular activities. It is the responsibility of the parents to provide transportation for their child who is being detained. 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/SMD. After a student's fifth assignment of detention for disciplinary reasons, or if a student misses a detention two or more times, ISS/SMD could be assigned thereafter in lieu of detentions.
- ISS/SMD: In cases of severe or repeated violations of expected behavioral standards, offending students will be assigned staff-supervised ISS/SMD. Parents will be notified by phone or in writing. Students will be given credit for any work completed in ISS. After the fifth assignment of ISS/SMD for the year, Out of School Suspension (OSS) will be assigned. Students who are not fully prepared for ISS/SMD, including gathering all classroom assignments for the day, will be suspended out-of-school.
- 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 for 100% credit. These assignments are due immediately upon the students' return to school. Special/Major assignments that have a due date during the OSS should be submitted promptly, either by parent, friend, or via email, and it is the responsibility of the student for submission of this work. Students will not be allowed to attend school functions on the same day(s) as the Out of School Suspension. In addition, students are also not allowed on school property during their suspension. Assignments not turned in upon return will be graded for partial credit.

- 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:
    1. The fifth Out of School Suspension
    2. Physical/verbal aggression against staff or students
    3. Major acts of vandalism (costing more than one hundred dollars)
    4. Immoral or indecent acts
    5. Gang-related activity, including but not limited to talking, clothing, writing/graffiti, etc.
    6. Possession of a weapon or an object used as a weapon
    7. Sexual Harassment
    8. Use of racial or ethnic slurs in any form and/or involvement in any event which can be construed as racially/ethnically motivated
    9. Using, possessing, 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).

Bell Schedules

Regular Schedule

Period 1	8:10 - 9:00	(50)
Period 2	9:04 - 9:49	(45)
Period 3	9:53 - 10:38	(45)
Period 4	10:42 - 11:27	(45)
Period 5		
A Lunch	11:27 - 11:53	
Class	11:57 - 12:43	(45)
Class	11:31 - 12:17	(45)
B Lunch	12:17 - 12:43	
Period 6	12:47 - 1:32	(45)
Period 7	1:36 - 2:21	(45)
Period 8	2:25 - 3:10	(45)

1:30 Dismissal Schedule

(Fast Friday / Assembly)

Period 1	8:10 - 8:44	(34)
Period 2	8:48 - 9:20	(32)
Period 3	9:24 - 9:56	(32)
Period 4	10:00 - 10:32	(32)
Period 6*	10:36 - 11:08	(32)
Period 5		
A Lunch	11:08 - 11:34	
Class	11:38 - 12:18	(40)
Class	11:12 - 11:52	(40)
B Lunch	11:52 - 12:18	
Period 7	12:22 - 12:54	(32)
Period 8	12:58 - 1:30	(32)
Assembly/Dismissal	1:35 - 3:10 *or*	
1st Intervention	1:44 - 2:25	
2nd Intervention	2:29 - 3:10	

11:30 Dismissal Schedule

(No lunches served; buses run at 11:30)

Period 1	8:10 - 8:33	(23)
Period 2	8:37 - 8:58	(21)
Period 3	9:02 - 9:23	(21)
Period 4	9:27 - 9:48	(21)
Period 5	9:52 - 10:13	(21)
Period 6	10:17 - 10:38	(21)
Period 7	10:42 - 11:03	(21)
Period 8	11:07 - 11:30	(22)

2:30 Assembly Schedule

Period 1	8:10 - 8:50	(40)
Period 2	8:54 - 9:34	(40)
Period 3	9:38 - 10:18	(40)
Period 4	10:22 - 11:02	(40)
Period 5		
A Lunch	11:02 - 11:28	
Class	11:32 - 12:17	(45)
Class	11:06 - 11:51	(45)
B Lunch	11:51 - 12:17	
Period 6	12:21 - 1:01	(40)
Period 7	1:05 - 1:45	(40)
Period 8	1:49 - 2:30	(40)
Assembly	2:30 - 3:10	

Bus Transportation/Conduct

The district provides bus transportation to and from school for all students living 1.5 miles or more from the school. A list of bus stops will be published at the beginning of the school year before student registration. Parents must, at the beginning of the school year, select one bus stop at which a student is to be picked up, and one stop at which a student is to be dropped off. Students are not permitted to ride a bus other than the bus to which they are assigned. Exceptions must be approved in advance by the building principal.

While students are on the bus, they are under the supervision of the bus driver. In most cases, bus discipline problems can be handled by the bus driver. In the case of a written disciplinary referral, student bus problems will be investigated and handled by the building principal.

Students are expected to follow all school rules while on the bus. Students may be suspended from riding the school bus for up to 10 consecutive school days for violating school rules or for engaging in other gross disobedience or misconduct. The School Board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons. The district's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus.

A student who is suspended from riding the school bus and who does not have alternative transportation to school shall be allowed the opportunity to make up all missed work for equivalent academic credit. It is the responsibility of the student's parent or guardian to notify the school that the student does not have alternative transportation to school.

In the interest of the student's safety and in compliance with State law, students are also expected to observe the following:

1. 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.
2. Arrive on time at the bus stop, and stay away from the street while waiting for the bus.
3. Stay away from the bus until it stops completely and the driver signals you to board. Enter in a single-file line without pushing. Always use the handrail.
4. Take a seat right away and remain seated facing forward. Keep your hands, arms, and head inside the bus.
5. Talk quietly on the bus. No shouting or creating loud noises that may distract the driver. Tablets, iPods®, iPads®, smart phones, and other electronic devices must be silenced on the bus unless a student uses headphones.
6. Help keep the bus neat and clean. Keep belongings out of the aisle and away from emergency exits. Eating and drinking are not allowed on the bus. Always listen to the driver's instructions. Be courteous to the driver and other students. Sit with your hands

to yourself and avoid making noises that would distract the driver or bother other passengers. Remain seated, keeping your hands, arms, and head inside the bus at all times.
7. Wait until the bus pulls to a complete stop before standing up. Use the handrail when exiting the bus.
8. Stay out of the danger zone next to the bus where the driver may have difficulty seeing you. Take five giant steps 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.
9. 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.
10. Never run back to the bus, even if you dropped or forgot something.

Video and audio cameras may be active on buses to record student conduct and may be used for the purposes of investigation into misconduct or accidents on the bus.

For questions regarding school transportation issues, contact the Superintendent's Office.

Cafeteria Procedures

Students must remain in designated areas during lunch-time (cafeteria or specified classrooms). Students are not allowed to be in the hallways, locker rooms, or leave campus.

A hot lunch and A-La-Carte program is available and may be purchased in the cafeteria. All food is to be consumed in the cafeteria.

This is a school community where we all need to work together to be successful. Students may be asked to help to clean up a lunch area that they have visited. Students may also be asked to have their area clean before the end of the lunch period.

Students are expected to leave their eating area in a neat and orderly fashion.

No food or drink is to be purchased during the school day from the cafeteria except during your own lunch period. No food or soft drinks are allowed in the halls or lockers at any time during the day. No food/drinks are allowed in the gym.

College and Career Credit Opportunities

Dee-Mack High School offers a variety of college and/or career credit options. These classes are offered as Senior student exclusives. Underclassmen may request advanced placement classes but must meet all prerequisites, and be approved by staff teaching the course, as well as administration.

Advanced Placement Courses and Exams
DMHS offers four AP courses. Students have the potential to earn college credit by taking AP exam(s) and showing college level proficiency, typically a 3-5 score on the AP exam.

AP courses offered include:

- AP Bio
- AP Computer Science
- AP English Language
- AP English Literature

Bloomington Career Academy (BCA)
Sophomores and juniors interested in attending the Bloomington Career Academy (BCA) are encouraged to visit the center with their parents. Currently, only juniors and seniors are eligible to attend BCA from Dee-Mack High School.

Students can apply for BCA programs through the high school counselor's office. Enrollment in a BCA program will be based on various factors including, but not limited to the following: the student's credit status, availability of openings in the program, and flexibility in the student's schedule.

Preference for enrollment in BCA courses will be given to students who have successfully completed all prior semesters' courses. Students that have failed one or more prior semesters' courses must discuss their potential BCA enrollment with the principal. In order to enroll at BCA, students must meet the following criteria:

- **Grade Level:** Be a Junior or Senior (according to their credits)
- **Attendance:** No more than 9 absences (excused or unexcused) per semester.
- **Academic Standing:** Must maintain a **2** or higher in all Dee-Mack High School courses.
- **Behavior:** Must be in good behavioral status with no significant disciplinary infractions.
- **Citizenship:** Students must exhibit appropriate study habits and citizenship traits.

Final approval for admission is granted by the Dee-Mack Principal, Guidance Counselor, and the BCA Administration. **These parties reserve the discretion to make exceptions.**

Note: BCA is scheduled as 2 periods per day to accommodate transportation time. Students earn two credits per year.

Probation and Removal: Failure to meet any of the criteria listed above will result in the denial of admission for new applicants or the removal of a student currently attending BCA. **Any student currently attending BCA that is removed from the program will be charged the full tuition fee.**

BCA Programming/Offerings

- Automotive Technology

- Certified Nurse Assistant
- CNA Leadership
- Computer Technology and Networking
- Construction Trades
- Criminal Justice & Law Enforcement
- Culinary Arts
- Cybersecurity
- EMT—Basic
- Fire Science
- Foundations of Teaching
- Graphic Design and Video Production
- Health Careers & Medical Terminology
- Heavy Equipment Repair & Operation
- Mechatronics
- Welding

Illinois Central College (ICC)

Early College/Dual Credit - ICC Online Courses

Dee-Mack High School and Illinois Central College have an agreement to extend access to affordable higher education to high school juniors and seniors, giving them a jump-start in their pursuit of a college degree and/or a living wage career. Through the **Early College Program**, students can earn college credit before graduating from high school. Dee-Mack offers this dual credit through ICC online courses and several work-based learning programs.

In order for Senior students to be considered for dual credit, they must request and be approved through the HS guidance office during the Spring registration process of their Junior year.

Students must also meet ICC admissions and enrollment standards.

Dual credit courses are transferable to many other colleges and universities. However, due to differing admission standards, students and parents are responsible for ensuring their dual credit classes will transfer from ICC to another school.

Students will be charged for online ICC courses at a reduced rate based on the ICC rate and overall enrollment in the course. Fees will be paid to Dee-Mack High School and must be paid prior to receiving the dual credit on their transcript.

Tuition for the Work-Based Learning Programs will be paid by DCMHS if the student receives a grade of “C” or better. If they do not receive at least a “C”, the student will be charged for the cost of the course payable to DCMHS. Also note that a grade of “D” or below may not count as college credit according to college standards.

DCMHS and ICC are in a contractual agreement to offer certain online classes as dual credit courses. The courses must be taken during school hours, in the building, on a computer.

Students cannot drop a dual credit course after the 1st week of the ICC start date. If ICC drops a student from a class at any point during the semester, the student will be immediately enrolled in an APEX course that must be completed by the end of that semester or student will receive a failing grade.

Online ICC courses included:

- English 110
- English 111
- PSY 110
- SOC 110
- Art 110
- BUS 110
- Comm 110
- HLTH 121

Students who sign up for ICC courses outside of the contracted agreed classes, or outside of DCMHS open hours may still take classes for college credit, but will not be awarded high school credit.

ICC's Work-Based Learning/Dual Credit Health Occupations Program

This is a one-semester program completed during either the Fall or Spring semester senior year. It will meet from 7am - 10am, Monday through Friday. Students will be taking 7.5 credit hours including HLTH 112 (CNA), HLTH 116 (Alzheimer's), HLTH 041 (CPR), and ICC 104 (Health Careers Exploration). ICC hosts Dee-Mack Students at the ICC South Campus in Pekin.

Students will exit the program with eligibility to sit for the Nursing Assistant State Exam, CPR Certification, and 7.5 college credits.

Interested students should request an application through the HS guidance office in November/December of their junior year. ICC staff screens these applications and students may then be scheduled for an interview. Selection for this program is based on availability, attendance records, grades, work ethic, and discipline reports.

ICC's Work-Based Learning/Dual Credit EMS Program

The Emergency Services Program at ICC – Pekin Campus is a joint effort between the EMS program at ICC, local fire departments/EMS Services, as well as a number of local high schools. The goal of this program is to give high school seniors the opportunity to learn about emergency services in general, and to gain valuable skills and knowledge to aid them in their careers after high school.

Students will earn both high school and college credit for their coursework, and will also earn the opportunity to test for licensure through the Illinois Department of Public Health (IDPH) as an Emergency Medical Responder (EMR) at the end of the fall semester and to test for licensure as an Emergency Medical Technician (EMT) at the end of the academic year.

Students will be in "class" for this program Monday through Friday mornings, but their time will be split between classroom/simulations and field/clinical time. Students will participate in three different programs/courses during the academic year. First, students will complete the American Heart Association BLS Provider HLTH 041 (CPR) course and will receive their AHA CPR certification (required for EMT's) at the end of that course. Next, students will complete the Emergency Medical Responder (EMS 112 EMR) course, which upon successful completion will earn them the opportunity to challenge the Illinois Department of Public Health Emergency Medical Responder licensure exam. Lastly, students will complete the Emergency Medical Technician (EMS 114 EMT) course, earning them the opportunity to challenge either the Illinois Department of Health EMT licensing exam or the National Registry of Emergency Medical Technician EMT certification exam (upon turning 18 and after completion of high school graduation requirements).

Interested students should request an application through the high school Guidance Office in November/December of their junior year. ICC staff screens these applications and students may then be scheduled for an interview. Selection for this program is based on availability, attendance records, grades, work ethic, and discipline reports.

ICC Work-Based Learning/Dual Credit Welding Program

The mission of the Production Welder certificate program is to prepare students with the knowledge and skills pertaining to gas metal arc welding processes for employment as an entry-level welder. This certification program provides minimum coursework and laboratory practice for individuals gaining MIG (GMAW) welding skills required by local employers for entry-level production welding skills. Students focus on the theory and practice associated with production welding in a manufacturing setting. Required program courses include: Blueprint Reading (WELD 111), Theory (WELD 113), Semi-Automatic ARC (WELD 131), Advanced Industrial GMAW (WELD 135), and Certification Preparation and Testing (WELD 150). Students will be required to provide their own personal safety equipment and welding hood.

Interested students should request an application through the high school Guidance Office during November/December of their junior year. ICC staff screens these applications and students may then be scheduled for an interview. Selection for this program is based on availability, attendance records, grades, work ethic, and discipline reports.

Additional Career and Work Based Learning Option - (Not for College Credit)

Work Based Learning/Construction Trades
This competency-based Construction program exposes students to a variety of high-skill, high-wage construction industry careers. Students participate in specialized hands-on training, classroom instruction and internships at various locations, including apprenticeship schools and local construction job sites. Instruction includes a focus on safety and the skills necessary to succeed in various construction careers, from skilled trades to project management.

Dee-Mack High School is fortunate to be able to offer this program to our students through Peoria Educational Region For Employment and Career Training (P.E.R.F.E.C.T). Because the program is out of our local region, space is limited and we cannot be guaranteed spots for every student that may apply.

The program lasts for one academic year and students attend Monday through Friday at various apprenticeship schools and local union businesses. No college credit is received.

Interested students should request an application through the high school Guidance Office during November/December of their junior year. P.E.R.F.E.C.T. staff screens these applications and students may then be scheduled for an interview. Selection for this program is based on availability, attendance records, grades, work ethic, and discipline reports.

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.1

Complaints About Curriculum, Instructional Materials, and Programs; Ability to Opt-Out of Certain Course Content 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 participating in certain course content or programs by completing a Curriculum Objection Form.

Exempting a child from using instructional materials 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.

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.

Correspondence Classes And Summer School Classes

The main purpose of correspondence courses and summer school is credit recovery.

- The school must approve all correspondence courses prior to enrollment in the course.
- A maximum of three correspondence courses will be approved towards graduation. (Exceptions will be considered for extenuating circumstances such as illness, accident.)
- Any course required for graduation may not be taken unless the student has failed the course previously. (4 unit class = 1/2 credit, 8 unit class = 1 credit) A course cannot be taken which earns less than 4 units. ICC online classes may be counted towards graduation credits, and may be on the student's daily on-campus schedule, if approved.
- All expenses relating to correspondence courses and summer school will be the responsibility of the student. The school assumes no form of liability for these courses.
- For any course to be considered for credit the final grade for the course must be received at least two weeks prior to graduation practice.
- Please consult the counselor for information.

Credit for Proficiency, Non-District Experiences, Course Substitutions, and Accelerated Placement

Credit for Non-District Experiences

A student may receive high school credit for successfully completing any of the listed courses or experiences even when it is not offered in or sponsored by the District:

1. Distance learning course, including a correspondence, virtual, or online course.
2. Courses in an accredited foreign exchange program.
3. Summer school or community college courses.
4. College or high school courses offering dual credit at both the college and high school level.
5. Foreign language courses taken in an ethnic school program approved by the Illinois State Board of Education.
6. Work-related training at manufacturing facilities or agencies in a Tech Prep Program.
7. Credit earned in a Vocational Academy.

Students must receive a pre-approval from the building principal or designee to receive credit for any non-District course or experience. The building principal or designee will determine the amount of credit and whether a proficiency examination is required before the credit is awarded. Students assume the responsibility for any fees, tuition, supplies, and other expenses. Students are responsible for (1) providing documents or transcripts that demonstrate successful completion of the experience, and (2) taking a proficiency examination, if requested. The building principal or designee shall determine which, if any, non-District courses or experiences will count toward a student's grade point average, class rank, and eligibility for athletic and extracurricular activities.

Students who do not otherwise meet a community college's academic eligibility to enroll in a dual credit course taken at the high school may enroll in the dual credit course, but only for high school credit.

Substitutions for Required Courses

Vocational or technical education - A student in grades 9-12 may satisfy one or more high school courses (including physical education) or graduation requirements by successfully completing related vocational or technical education courses if:

1. The building principal approves the substitution and the vocational or technical education course is completely described in curriculum material along with its relationship to the required course; and
2. The student's parent/guardian requests and approves the substitution in writing on forms provided by the District.

Accelerated Placement

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, accelerated 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.

For each student who exceeds State standards in English language arts, mathematics, or science on a State assessment, the school district is required by State law to automatically enroll the student in the following school year in the next most rigorous level of advanced coursework offered by the high school as follows:

1. A student who exceeds State standards in English language arts shall be automatically enrolled into the next most rigorous level of advanced coursework in English, social studies, humanities, or related subjects.
2. A student who exceeds State standards in mathematics shall be automatically enrolled into the next most rigorous level of advanced coursework in mathematics.
3. A student who exceeds State standards in science shall be automatically enrolled into the next most rigorous level of advanced coursework in science.

Dance Rules

- **Dance Behavior:** When buying tickets students are aware that he/she is aware of the rules and may need to provide parent contact information.
- **Inappropriate Behavior:** Failure to follow school rules or engaging in lewd or inappropriate behavior: First warning - student will leave the dance floor for a conference. Second warning - the parent will be called, the student will be sent home, and the student will have a social suspension from the next dance, with possible school discipline, also.
- School behavior rules still apply at dances.
- Students must enter the dance within an hour of the start time unless they have prior approval from administration for late entry.
- **Music:** DJ will be under contract to play appropriate songs and to stop the music if inappropriate dancing/behavior is observed.
- **Lights:** Inappropriate behavior will result in lights being turned on.
- **Non-School Guests:** Must be approved, in writing, prior to the dance, including providing a photo ID with the application.
- **Junior High Students:** Are strictly prohibited from attending high school dances.
- **Prom:** The Prom dance and activities are provided for Dee-Mack junior and senior students who are in good academic and behavioral standing. Any individual that is not a junior or senior Dee-Mack student wanting to attend the prom activities must get

approval from the Dee-Mack administration. Each request for approval will be reviewed by the school administration, school resource officer, and local police departments to determine if the guest is in good standing in their school and/or community.

Dee-Mack High School's Media Center Policies

Availability: The media center is located next to the front office in room 137 and is open from 7:45 - 3:45 Monday through Friday when school is in session. The library is closed during B lunch.

Media Center Resources:

- Dee-Mack staff and students may search the Media Center's collection of over 4,000 books using RSA Cat, the online "card catalog". **http://rsacat.alsrsa.org/**
- Students may **fill out a hold request at the front desk for books not available in the DCMHS library. The requested book will be sent from another library (usually delivered by the following Thursday) and the student will be notified when the book has arrived.**
- The media center also offers electronic magazines, newspapers, Chromebooks, and eight student computers.
- Teachers can use the 30-computer lab, loft area, conference room, or library space for their classes.
- Students and staff are encouraged to recommend or donate used books to add to the collection.
- E Books are available for student circulation. See the media specialist to create an account.

Library Use Guidelines:

- All students should consider the use of the library as a privilege and, in doing so, their conduct and activities should reflect its purpose and objectives. **Students can lose their privileges if the rules are not followed.**
- Students are only permitted in the media center when a staff member is present. Students must be accompanied by a staff member when going into the lab or up to the loft.
- Passes: All students must present a pass when entering the Media Center during the school day. Students should ask for their pass to be signed before returning to class.
- All library users are asked to keep the media center a quiet and orderly place.
- All library visitors must sign in and out of the media center.

Computers and Printing Guidelines for Students:

The media center has eight desktop computers available for student use before, during, and after school. During the school day computers are for educational use only (no computer games, social networking, etc.). Before and after school students may use computers for

personal use, however, students with school work get first priority if computers are all being used. 3-D printers are available to use with teacher permission.

- Printing Guidelines:
  (1) For educational purposes only
  (2) Reduce pages to as few as possible
- Internet access requires a signed "Internet Agreement Form" on file. Students who do not follow the Internet appropriate use policy will lose internet privileges.

Online Resources: Contact the Media Specialist for additional information and links.

Circulation Policies

- Students may have three books checked out at the same time for two weeks.
- Students may renew items for an additional two weeks on or before the due date.

Overdue Item Policy:

- All fines collected for overdue or lost items will go towards buying new library books.
- Students are responsible for returning or renewing books by the due date.
- Students with a lost or damaged book will be expected to pay the replacement cost before the end of the semester. A payment plan may be set up if needed.
- Students may lose library privileges while having an overdue book.

Disciplinary Measures

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:

1. Notifying parents/guardians.
2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen or damaged property.
6. In-school suspension.
7. After-school study or Saturday 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.)
8. Community service.
9. Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules.
10. Suspension of bus riding privileges.

11. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.
12. 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.
13. Transfer to an alternative program if the student is expelled or otherwise qualifies for transfer under State law.
14. 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.

Discipline - Offenses / Actions

Offense	Disciplinary Action(s)
Academic Integrity	
A. Cheating	● Academic referral by teacher ● Parent contact ● Possible grade reduction ● Detentions to ISS depending on seriousness of the offense
B. Plagiarism is strictly prohibited including copying, “cut & paste” or representing student work, ideas, graphs, or ideas that are not original without crediting the source.	● Academic referral by teacher ● Parent contact ● Severe grade reduction ● 1st offense: 1 detention, loss of credit ● 2nd offense: 3 detentions, loss of credit
Affection	
A. Inappropriate display	● 1st offense: warning ● 2nd offense: 2 detentions, parental notification ● Subsequent offenses: ISS/SMD

Attendance

A. Chronic Absences	• Must Stay for Fast Friday • May not attend Social Events • Reduced Exam Exemptions • Denied attendance to field trip/field days
B. Unexcused Absence **Unexcused Absences will result in a loss of cell phone privileges during the school day until the disciplinary consequence has been satisfied.*	• 1st offense – Warning • 2nd offense – 2 HR SMD • 3rd offense – 4 HR SMD • 4th offense - ISS and possible truancy referral
C. Truancy (No Call No Show)	• Truancy Referral to ROE
D. Class Cut / Leaving Class or School Without Permission	• 1st offense - 2 HR SMD for each offense

Attire

A. Wearing of inappropriate clothing or apparel to school	• 1st offense – parent contact, change of clothes, unexcused admit to class. Warning. • 2nd offense – change of clothes, one (1) detention, parent contact • 3rd offense – Saturday School • 4th offense - OSS

	• Students who refuse to modify attire may face immediate ISS/SMD • Subsequent offenses – In School Class
B. Wearing of apparel or jewelry depicting alcohol, drugs, tobacco, sexual connotations, obscenities, violence, ethnic or racial slurs.	• 1st offense – warning, phone call home, change article of clothing • 2nd offense – 1 detention, phone call home, change article of clothing • 3rd offense - 3 detentions, phone call home, change article of clothing • 4th & subsequent offenses - SMD, phone call home, change article of clothing
Battery	
A. Toward a student	• Ten (10) days external suspension; police referral.
B. Toward staff/School oard member.	• Ten (10) days external suspension and expulsion proceedings; Police referral
Bomb Threats	
	• External suspension and/or expulsion proceedings based upon investigation; police referral.

Book bags, backpacks, oversized purses

A. Must be kept in locker	● 1st offense - one (1) detention. ● 2nd offense – three (3) detentions ● Subsequent offenses – ISS/SMD

Bullying/Harassment

A. Verbal or written bullying, teasing, threatening, or harassment to another student. This includes cyberbullying and/or air dropping of materials to the detriment of other student(s).	● Detentions, SMD, ISS, OSS or possible expulsion based on the severity of the offense and any prior such incidents, and may include possible police referral.
B. Racial, ethnic, harassment; including derogatory slurs or satanic writings or gestures.	● Detentions, SMD, ISS, OSS or possible expulsion based on the severity of the offense and any prior such incidents, and may include possible police referral.
C. Physical or sexual/sexuality harassment; including intimidation, threats of harm, or lewd gestures/displays or assault.	● Detentions, SMD, ISS, OSS or possible expulsion based on the severity of the offense and any prior such incident, and may include possible police referral.

Bus Disturbances

- 1st Offense - warning, assigned seating, contact parents.
- 2nd Offense – Sent to Principal, one (1) detention, parent contact.
- 3rd Offense - suspension from riding the bus for one school day.
- 4th Offense - suspension from riding the bus for (3) three (3) days.
- 5th Offense - suspension from riding the bus for the remainder of the school year.

Cafeteria Procedures

A. Refusing to comply with supervisor's requests	● The penalty may range from detention to suspension based on the seriousness of the offense.
B. No food or beverages are to be taken out of the cafeteria or commons area	● 1st offense - one (1) detention ● Subsequent offenses - three (3) detentions
C. Vandalism of Cafeteria Trays and/or Utensils	● 1st offense – 1 detention ● 2nd offense – 3 detentions ● 3rd offense – SMD/ISS ● Subsequent offense TBD by Administration
D. Throwing of food	● Clean up area; detentions to suspension based upon the seriousness of the situation.
E. Taking food or drink without paying	● 1st offense – 3 detentions and remit payment for items ● 2nd offense – 2 hour SMD and remit payment for items ● 3rd office – ISS and remit payment for items ● Subsequent Offenses – TBD by Administration

Cell Phone/Electronic Devices

(Including but not limited to: Earbuds, Smart Watches, Tablets)

A. Cell Phone violation, use without permission and taking photos or videos during school hours. * *All infractions will result in a loss of cell phone privileges during the school day to be determined by frequency and severity of offenses.*	● 1st offense– 1 Detention/loss of cell phone privileges ● 2nd offense – 2 Detentions/loss of cell phone privileges/parents must pick up phone from the office ● 3rd offense - 2 Hr SMD/loss of cell phone privileges for one week/parents must pick up phone from the office ● 4th offense - 2 Hr SMD/loss of cell phone privileges for one week/parents must pick up phone from the office ● 5th & subsequent offenses - 4 Hr SMD/loss of cell phone privileges/parents must pick up phone from office (length of cell phone privilege loss will be determined by the administration on a case by case basis
B. Inappropriate Cell Phone Use/Locker Room/Bathroom	● Detentions-OSS depending on severity of the action
C. Any Use of Cell Phone that disrupts/impedes the learning environment.	● Detentions-OSS depending on the severity of the offense and any prior such incidents.

Computer/Internet Policy

A. Academic Integrity Violation-the copyright laws.	● Academic referral by teacher, parent contact; grade reduction; ● 1st offense - ISS/SMD. ● 2nd offense - ISS/SMD & loss of internet privileges for remainder of semester.
B. Forgery - Misrepresenting themselves or others.	● 1st offense - Three (3) detentions ● Subsequent offenses- ISS/SMD
C. Intimidation / Harassing other users	● ISS/SMD, suspension to expulsion based on the seriousness of the offense
D. Misuse	
1. Using the account of another student	● 1st offense - detention to external suspension based on the seriousness of offense
2. Violation of the rights of others or their privacy	● 1st offense - discipline plus loss of internet privileges for remainder of semester
3. Using the network for personal business or financial	
4. Degrading or disrupting systems and/or equipment	
5. Gaining unauthorized access to resources or entities	
6. Using unauthorized databases	
7. Accessing, downloading, and/or creating pornography or other inappropriate material/content	● 1st offense - ISS/SMD, or external suspension depending on severity and loss of internet privileges

8. Using or conspiring to use the network for illegal activities such as "crashing databases.	● 1st offense - 5 days external suspension and loss of internet privileges for the year
9. Using a school device and/or school account to harass, threaten, intimidate, and/or bully another student or staff member.	● Detentions - OSS and possible expulsion depending on the severity of the consequence and any prior such incidents.
E. Vandalism or conspiring to vandalize	● ISS/SMD 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
1. Vandalizing data, programs and/or networks	
2. Damaging technology hardware and/or software	
3. Spreading computer viruses	
4. Possessing programs, files or other tools used to gain, or attempt to gain, unauthorized access to other computers, files or program	
F. Vulgarity	● 1st offense - ISS/SMD
1. Using obscenities or inflammatory speech	● 2nd offense - ISS/SMD and loss of internet privileges for the remainder of the semester or equivalent time

Defiance/Disrespect/Insubordination

A. Refusing to comply with a reasonable request by a staff member.	● 1st offense - 1 detentions ● 2nd offense – 2 detentions ● 3rd offense – 3 detentions ● 4th & subsequent offenses – SMD/ISS and possible alternate/ removal from class. With each offense discipline will progress as determined by the administrator.
B. Inappropriate comments and/or gestures towards staff or peers	● All offenses - detentions to OSS depending on the severity of the actions. With each offense discipline will progress as determined by the administration.
B. Providing false, misleading testimony or evidence	● 1st offense – SMD ● 2nd offense – SMD or ISS
C. Removal from class	● 1st offense – Loss of Phone Privilege and 1 detention ● 2nd offense – Loss of Phone Privilege and 3 detentions ● 3rd offense – Loss of Phone Privilege and SMD/ISS

Disruptive Behavior

A. Classroom: Non-compliance with classroom rules	● 1st offense - 1 detention ● 2nd offense - 2 detentions ● 3rd offense - 3 detentions ● 4th offense and subsequent offenses - SMD/ISS and possible alternate / removal from class. With each offense, discipline will progress as determined by the administrator
B. Possession of items brought on campus for non-academic purpose	● 1st offense - one (1) detention and confiscation ● 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 the offense
D. Cafeteria	● Detentions to ISS based upon seriousness of offense
E. Assemblies	● Detentions to ISS based upon seriousness of offense. Suspended from further assemblies
F. Inappropriate comments (Ex. "This sucks...")	● All offenses - detentions to OSS depending on the severity of the actions. With each offense discipline will progress as determined by the administration.

Extortion

A. Demanding or accepting money, property or services by threat or intimidation	• 1st offense - ISS/SMD to OSS; depending upon severity of the situation; police referral • 2nd offense – OSS to expulsion; police referral

Failure to Serve

A. Teacher Detention	• SMD-ISS
B. Office Detention	• 1st offense - ISS/SMD • 2nd offense - ISS/SMD • Subsequent Offenses - Two (2)days ISS/SMD
C. ISS/SMD	• 1st offense – Extra 2HR SMD • 2nd offense – Extra 4HR SMD • 3rd offense – Extra SMD/ISS

False Fire Alarms or 9-1-1 calls or Theft or Vandalism of A.E.D./Life Safety Equipment

	• 1st Offense-ten (10) days external suspension; final warning; police referral • 2nd Offense-expulsion hearing

Fighting - Physical Contact

A. Fighting	• 1st offense – ISS-OSS • 2nd offense - ISS-OSS
B. Physical Contact	• 1st offense – Detention-OSS. • ISS/SMD or OSS - zero (0) - five (5) days for non-provoker or the students who defend themselves. When the provoker cannot be determined, each person will be externally suspended. • 2nd offense - five (5) days external suspension • 3rd offense - ten (10) days external suspension. • With each offense, discipline will progress as determined by the administration.

Fireworks, Smoke Bombs, Stink Bombs or Similar Devices

A. Possession of Fireworks (including smoke bombs)	• ISS-OSS • External suspension pending parent conference
B. Use of Fireworks (including smoke bombs)	• External suspension to expulsion proceedings based upon seriousness of situation
C. Stink Bombs	• 1st offense – 3 detentions • 2nd offense – 3 SMD-ISS • 3rd Offense- ISS to possible OSS

Forgery of passes and/or documents (including fake attendance phone calls)	
	• 1st offense - 3 detentions or ISS/SMD • Subsequent offenses – ISS/SMD
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 – ISS-OSS; police liaison referral • 2nd offense ISS-OSS
B. Coercion of others to join groups or participate in gang activities while at school, on school grounds, on school conveyances, or while attending/participating in any school sponsored activity	• 1st offense -ten (10) days external suspension; final warning; police liaison referral • 2nd offense –expulsion proceedings
Graffiti	
A. Non-academic writing/drawings in notebooks, texts, or on school property	• 1st offense - one (1) detention; clean area • 2nd offense - three (3) detentions; clean area • Subsequent offenses -ISS/SMD; clean area • Conferences to external suspension based upon the seriousness of the situation

B. Any drawing/sketch involving physical violence or damage to property	
Hall Passes	
A. Unauthorized area and students without hall passes	• 1st offense - conference and warning • 2nd offense - 2 HR SMD for each offense
B. Misuse of pass	• 1st offense - 1 detention • 2nd offense - no pass list; ISS/SMD • Subsequent offenses - ISS/SMD
Horseplay – Aggressive	
	• All offenses - detentions to OSS depending on severity of actions. With each offense discipline will progress as determined by the administration

Illegal (Controlled) Substances: Possession, Consumption, or Distribution -

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, "look-alike" substances, chemically designed substances, vape pens with THC, or inhalants.	1. 1-10 days OSS 2. Police referral 3. Possible Expulsion
B. Students who encourage, sell, or provide alcohol/drugs/ inhalants/look-alike chemically designed substances, vape pens with THC, or inhalants to other students.	● 1st offense – ten (10) days external suspension & expulsion proceeding & police referral
C. Possession of cough, cold, flu medication, diet pills, caffeine pills, or other over-the-counter non-analgesics is STRICTLY FORBIDDEN.	● Conferences to ISS/SMD based on the seriousness of the situation
D. It is not permissible for a student to sell or provide over-the-counter medications listed in Item C to other students.	● Conferences, ISS/SMD to suspension based upon seriousness of the situation
E. Possession of empty alcohol or empty controlled substance related containers.	● Detentions to OSS based upon seriousness of the situation and nature of the substance in the container.
F. E-Cigarettes/Vaping Devices/Tobacco 1. Possession / Consumption	● 1st offense - 2 days OSS ● 2nd offense - 4 days OSS ● 3rd offense - 5 days OSS

	• Subsequent offenses - OSS and possible expulsion
2. Possession / Consumption / Distribution	• 1st offense - 4 days OSS • 2nd offense - 5 days OSS • 3rd offense - 7 days OSS • Subsequent offenses - OSS and possible expulsion
Late to School	
A. Arriving to school after 8:15 AM	• **LOSS OF PHONE PRIVILEGES FOR THE DAY <u>AND</u>** • 1st offense - warning • 2nd offense - 2 detentions • 3rd offense - 3 detentions • 4th offense - 2 hour SMD • Subsequent Offenses - ISS/SMD
Littering / School Building	
	• 1st offense - one (1) detention, clean up grounds • 2nd offense - three (3) detentions, clean up • Subsequent offenses - ISS/SMD and clean up

Loitering in the Halls, on School Grounds, or Adjacent Property

- 1st offense - two (2) detentions
- 2nd offense -Three (3) detentions or ISS/SMD
- Subsequent offenses - ISS/SMD

Misuse of School Equipment or Property

- Detentions to external suspension based on seriousness of offense.

Mob Action

A. While at school, on school grounds, on school conveyances, or while attending/ participating in any school sponsored activity.

- 1st offense - ten (10) days of external suspension and/or expulsion proceedings, and/or police referral.

Parking

A. Blocking vehicles or entrances

- 1st offense - move car, unexcused admit to class; one (1) detention
- 2nd offense - move car, three (3) detentions, unexcused admit to class
- Subsequent offenses - tow of vehicle at owner's expense. Denial of parking privileges

B. Parking in teacher's area or unauthorized areas	• 1st offense – 1 warning & move • 2nd offense – 1 detention & move car • 3rd offense - ISS/SMD, Denial of parking privileges • Subsequent offenses – Denial of parking and tow at owner's expense
C. Reckless Driving	• 1st offense - ISS/SMD and removal from parking areas until further notice & Police Referral. • 2nd offense - ISS/SMD • Subsequent Offenses - external suspension and police referral
Participating in Prohibited Student Conduct	
A. As defined in detail on pages 69-74 of this Handbook.	• All offenses - detentions to OSS and possible expulsion, depending on the severity of the actions. With each offense, discipline will progress and be determined by the administration.
Pranks	
A. Any action disrupting and/or damaging school facilities	• Detentions, suspension to expulsion proceedings based upon the seriousness of the situation. Restitution for damages.

Safety Rules

A. Violation of shop, laboratory, gymnasium, safety rules.	• Detentions to OSS depending on the severity of the actions. With each offense, discipline will progress as determined by the administrator.

Tardy

A. To class/school * *Excessive tardies may result in loss of cell phone privileges during the school day.*	• 1st & 2nd offense - teacher warning • 3rd & 4th offenses - 1 detention/loss of cell phone privileges the following day. (must serve within 24 hours) • 5th & subsequent offenses - 2 detentions/loss of cell phone privileges the following day.

Theft and/or Possession of Stolen Property

	• Suspension to expulsion proceedings based upon seriousness of situation; restitution.

Throwing of Objects

- All offenses - detentions - OSS depending on the severity of the actions. With each offense discipline will progress as determined by the administration.

Unauthorized Use of School Equipment or Property, or Unauthorized Entry into the Building of Classroom

- ISS/SMD to expulsion proceedings based on seriousness of offense.

Vandalism of School Property (or Private Property on School Premises)

- ISS/SMD; or suspension to expulsion proceedings based upon the seriousness of the incident; referral to police; Restitution.

Verbal or Written Threats Directed Toward a Staff or School Board Members

- All offenses - detentions to OSS depending on severity of actions. With each offense discipline will progress as determined by the administration. Possible police referral.

Vulgar or Obscene Language / Indecent Exposure

A. Of the body, or engaging in acts of sexual nature. Also gestures including belching, passing gas, spitting, etc.

- All offenses - detentions to OSS depending on severity of actions. With each offense discipline will progress as determined by the administration.

Vulgar or Obscene Language / Gestures Directed Toward a Staff Member or School Board Member

- All offenses - detentions to OSS depending on severity of actions. With each offense discipline will progress as determined by the administration.

Weapons / Explosive Devices

A. Possession of firearms, explosives, “look-alike” weapons, or intent to use/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.	● 1 - 10 days external suspension depending upon the seriousness of the situation, police referral; expulsion may be considered ● Expulsion proceedings, police referral

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 Student
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. No special education student shall be expelled if the student's particular act of gross disobedience or misconduct is a manifestation of his or her disability.

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.

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 incidents 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:

1. Reduce or remove, to the extent practicable, barriers to reporting discrimination, harassment, and retaliation;

2. 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;

3. Permit anonymous reporting, except that an anonymous report may not be the sole basis of any disciplinary action;

4. Offer remedial interventions or take such disciplinary action as may be appropriate on a case-by-case basis;

5. 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

6. 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.

Dress Code

The administration, faculty, and staff expect the students of Deer Creek-Mackinaw High School to display good taste in individually determining their approaches to school dress. Students are expected to wear clothing in a neat, clean, and well-fitting manner while on school property and/or in attendance at school sponsored activities. Students are to use discretion in their dress and are not permitted to wear apparel that causes a substantial disruption in the school environment.

Furthermore, 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.

Students found to be in violation of these expectations will be given the opportunity to make the necessary changes to comply with this expectation. Students who refuse to comply with this expectation will be subject to disciplinary measures as deemed necessary by the administration. Student dress or appearance that causes severe or substantial disruption to the orderly process of school functions or endangers the health or safety of the student, other students, staff or others will be subject to discipline.

Guidelines:

- *Clothing which is revealing, fails to adequately cover the body, or is torn/altered in a sexually suggestive manner will not be permitted.*
- *Clothing which is obscene, offensive, vulgar, defamatory, or that references (words or pictures) tobacco, drugs, alcohol, or sexual innuendo will not be permitted.*
- *Clothing that displays gang-related words or symbols or gang paraphernalia will not be permitted.*
- *Hats, caps, hoods, head coverings, and sunglasses should not be worn upon entering the classroom* ***unless a teacher grants specific privilege or exception****.*
- *If you have any questions regarding acceptability of a particular item of clothing, check with the Principal before you wear the item to school.*

Dance Dress Code

A. The Homecoming Dance is considered a Semi-Formal event. The following dress guidelines should be followed:
    1. Nice pants, including jeans/denim. No shorts are permitted.
    2. Dresses and skirts should be of an appropriate length.
    3. NO printed t-shirts or tanks.
    4. NO immodest attire permitted.

B. Prom is considered a Formal event. No informal attire is permitted.

After-game dances or similar events may be designated as ‘informal”, thus allowing jeans or shorts.

Driver Education Fees and Requirements

Driver Education is not a required course at Dee-Mack High School. It is offered to students who are 15 years of age by the designated cut-off date. All eligible sophomores will receive priority placement into Driver Education during the first semester they are eligible. Once all eligible sophomores are placed, any remaining spots are filled with eligible freshmen in chronological order. There is a fee of $250.00 to register for this course and an additional $20 fee for the Illinois Secretary of State to issue a driving permit at the beginning of the class. By

State law, students enrolling in driver's education must have passed at least eight academic classes during the previous two semesters to be eligible. Physical Education and any non-academic assignments may not be counted towards the eight classes. State law also requires all students in driver's education must have 30 hours of "seat" time in the classroom setting in order to pass the course. If a student has not met this requirement for any reason, including illness, they will have to retake the course.

Students that are not in good standing academically or behaviorally during the semester may lose behind the wheel driving privileges until those issues are resolved.

Driving/Parking

Students are encouraged to drive safely at all times, but especially around the three buildings in the district. Students who drive in a manner considered unsafe could lose their driving and parking privileges for a period of 10 days on the first offense and for the remainder of the year on the second offense. Serious first offenses may result in loss of driving privileges for the entire year.

Students who use the high school parking areas during the school day must register their vehicle(s) in the high school office and must display their registration tag. Parking registration tags are available from the office for a $20 fee per year ($10 for 2nd semester only). There will be no refunds of parking registration fees.

The parking lot is well marked to allow for proper parking. Parking in restricted zones, or improperly parking will result in the loss of parking privileges for ten days on the first offense and for the remainder of the school year on the second offense. Disregard of the parking and driving policy could result in a student's car being towed, at their expense. Your help in keeping the parking lot clean, neat, and orderly will be greatly appreciated.

The school is not responsible for students' vehicles, any possessions left in them, or anything attached to the vehicles. STUDENTS PARK THEIR VEHICLES ON OR NEAR SCHOOL PROPERTY AT THEIR OWN RISK. Students should be aware their vehicles are not protected in any way while in the parking lot, and items of value should not be left in or near the vehicle while unattended.

Students have no reasonable expectation of privacy in cars parked on school grounds. School lots are regularly searched by contraband dogs, administration, and police officers. Students should be aware that items and spaces on school grounds are subject to search and view by others, and that prohibited items discovered during the course of a search may result in discipline, including, but not limited to expulsion from school.

Video cameras may be active in parking lots and may be used for the purposes of investigation into student misconduct. Discipline for misconduct includes all disciplinary measures and/or withdrawal of parking privileges.

Early Dismissal Days

District #701 will have early dismissal days and pre-planned school improvement (SIP) 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 or 1:30. No students will be allowed on school property after bus routes have left. Teachers are in meetings, and there will be no supervision after the buses have left. No lunches are served on the early dismissal days when students are released at 11:30. Lunch is provided on SIP days when students are dismissed at 1:30.

Early Graduation

Dee-Mack High School Board Policy permits students to graduate after completion of seven semesters of school attendance if all graduation requirements are met. Students interested in early graduation are required to submit a completed Early Graduation Request Form which can be obtained from the school counselor. Early Graduation will not be approved without a signed consent on the form from the student's parent(s) or guardian(s). Students are required to present their request to the school board personally at a scheduled meeting **no later than December of junior year.**. Students are reminded that many colleges and universities maintain core course requirements for admission beyond the minimum requirements needed to graduate from Dee-Mack High School. Students and parents should check with the school counselor or the particular college about college requirements before application for early graduation.

Early graduates:

- Will not be allowed to hold a position of office in any extra-curricular activity for the entire year, if graduating mid-term. Students may still receive awards they have earned on their own merit, including Summa Cum Laude or Cum Laude.
- Relinquish all rights and privileges to attend all school activities and functions as a Dee-Mack student once they graduate or leave school. (Games, dances, parties, etc.) This rule does not apply to the graduation ceremony.
- May use no more than 1 ½ credits from summer school, ICC, correspondence classes, etc., towards early graduation. All classes taken outside of Dee-Mack H.S. must have prior approval to be counted towards graduation, and cannot be used until the junior year has been completed.
    - ICC credits are counted as follows:
      1 hr. class = 1/8 credit, 2 hr. class = ¼ credit, 3 hr. class = ½ credit, 4 hr. class = ¾ credit, 5 hr. class = 1 credit

- Early Graduates can still perform with the band and choir at Baccalaureate and Graduation with permission from their teacher.

Early Release

Students enrolled in Co-op work training or BCA classes are eligible for early release. Students leaving must leave the building immediately. They may not remain at school to socialize.

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. Mrs. Shelley Patterson shall act as 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 child was last enrolled. A homeless child living in any District school’s attendance area may attend that school. 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.

Eligibility

All students at Deer Creek-Mackinaw High School are subject to eligibility for participation in any Illinois High School Association (IHSA) extracurricular or special activity. These activities include competitive athletics, Scholastic Bowl, Student Council, and Band/Vocal solo and ensemble contests, and other clubs. In accordance with the IHSA guidelines, student achievement will be monitored weekly by the school office. Each week, sponsors will be notified of students who are failing any subject. Students who are not passing the required amount of courses per the IHSA eligibility requirements, will be ineligible for participation in extracurricular activities for the following week as described in the Activities Handbook. Failing is defined as any grade lower than a 1 for a course. Refer to page 6 of the Dee-Mack Activities High School Activities Code for a complete explanation of the IHSA Eligibility requirements.

School activities that are subject to eligibility may include attendance and/or participation in athletic events, parties, field trips, and any similar activity as determined by the faculty.

Equal Educational Opportunities and Sex Equity

Equal educational and extracurricular opportunities are available to all students without regard to race, color, national origin, sex, sexual orientation, gender identity, ancestry, age, religious beliefs, physical or mental disability, status as homeless, immigration status, order of protection status, military status, unfavorable military discharge, reproductive health decisions, or actual or potential marital or parental status, including pregnancy.

No student shall, based on sex, sexual orientation, or gender identity be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities.

Any student or parent/guardian with a sex equity or equal opportunity concern should contact: Mitch Holmgren, Principal.

Any student may file a sex discrimination complaint under the District's Title IX Grievance Procedure.

Any student may file a sex equity complaint under the District's Uniform Grievance Procedure. A student may appeal the Board's decision to the Regional Superintendent and, thereafter, to the State Superintendent of Education.

Extracurricular Activities

Any student participating in extracurricular activities shall be subject to the extracurricular code while enrolled in Deer Creek-Mackinaw District #701 schools.

Prior to participation in interscholastic athletics, all students are required to have a physical examination completed within the year of participation and have a birth certificate on file in the school office.

In accordance with IHSA regulations, students must be passing appropriate subjects to participate.

A parent meeting will be held to review student expectations for participation.

Extracurricular Experiences Offered at Dee-Mack

ACES
Art Club

Band
Baseball
Bass Fishing
Book Club
Boys Basketball
Cheerleading
Choir
Class Officers
Cross Country
Dance Team
Drama
FBLA
FCA
FCCLA
Football
Golf
Girls Basketball
National Honor Society
Scholastic Bowl
Softball
Student Council
Technology Club
Track
Volleyball
Wrestling

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, parties, etc.)

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. This code will be in force starting with the graduation from eighth grade and continues throughout the school year and summer.

There are some activities restricted to only High School age students and above (i.e. Prom & Homecoming and other dances.) Please contact the high school office concerning these restrictions.

Selection of members or participants is at the discretion of the teachers, sponsors, or coaches, provided that the selection criteria conform to the District's policies. Participation in extracurricular activities is dependent upon course selection and successful progress in those courses.

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

Faith's Law Notifications

In compliance with Faith's Law, a copy of Deer Creek-Mackinaw's Employee Code of Professional Conduct can be found on the District's website or requested from the Superintendent's office.

Fines, Fees, and Charges; Waiver of Student Fees

The school establishes fees and charges to fund certain school activities. Students will not be denied educational services due to the inability of their parent 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:

1. 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;

2. The student's parent is a veteran or active-duty military personnel with income at or below 200% of the federal poverty line;

3. The student is homeless, as defined by the McKinney-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.

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. 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 IL 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.

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;
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. Incite other students to act with physical violence upon any other person.

General Discipline Guidelines & Consequences

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 High 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.**

Students who present repeated disciplinary/distracting behaviors in the classroom may face removal from the class.

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 High School, or materials being used inappropriately, will be confiscated. Items that are confiscated may be returned to the parents at a conference. There will be no buying, selling, or trading of personal property on the school grounds. Skateboards and scooters are not allowed to be used on school property. The School District will not assume responsibility for any of these items.
- **Respect for Others:** Disrespect to any student, staff, or faculty member will not be tolerated. Name calling, threats, inappropriate remarks toward faculty, staff members, and other students will not be tolerated. Public display of affection is not permitted. No form of sexual harassment will be tolerated.
- **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.

Grade Reporting

Grades will be reported as a cumulative grade earned over the entire semester. Questions regarding grades should be referred to the classroom teacher. Parents may also check grades in the Skyward parent access link found on the district web site at: www.deemack.org.

Dee-Mack High School courses will be graded on a Standards Based System. Course grades of 4, 3, 2, 1, and 0 are described below:

4	Extended Mastery: Meets course outcomes *and* transfers learning objectives to other contexts.
3	Mastery: Meeting learning objectives for course outcomes.
2	Partial Mastery: Less than expected progress toward meeting course objectives of outcomes.
1	Minimal Mastery: Little to no meeting of course outcomes with extensive support.
0	No Evidence: Insufficient evidence from a student that allows for assessment of the objective or outcome.

The following grading scale will be used for ICC dual credit and APEX credit recovery courses: grades:

100-90% = A
89-80% = B
79-70% = C
69-60% = D
59-0% = F

Graduation Recognition/Procedures

- Top Honors of the graduating class will not be announced until the 8th semester.
- Top Honors will be recognized by Cum Laude (GPA of 3.5-3.799) and Summa Cum Laude (GPA of 3.80+). Individual rankings will not be published.
- In order to participate in the Graduation Ceremony, senior students must have fulfilled **ALL** requirements prior to the date of graduation. Seniors who need to finish their requirements through summer school may **NOT** participate in the current year's graduation ceremony. However, they may participate in the ceremonies the following year once all requirements have been met.

Graduation Requirements

To graduate from high school, unless otherwise exempted, each student is responsible for:

1. Completing all State mandated graduation requirements listed below.
2. Completing all District graduation requirements that are in addition to State graduation requirements. All students will need a total of 26 credits for graduation. More detailed information can be found in the course description guide found on the school's website. (Students that transfer to Dee-Mack during their High School career will have their total

number of required credits reduced by 0.5 credits for each semester they were not enrolled at Dee-Mack.)

3. Passing an examination on patriotism, principles of representative government, and proper use and display of the American flag..
4. Participating in the ACT testing required for graduation.

State Mandated Graduation Requirements

a) Four years of language arts.
b) Two years of writing intensive courses, one of which must be English and the other of which may be English or any other subject. When applicable, writing-intensive courses may be counted towards the fulfillment of other graduation requirements.
c) Three years of mathematics, one of which must be Algebra I and one of which must include geometry content and one of which may be an Advanced Placement computer science course.
d) For students entering high school through the 2023-2024 school year, two years of science. For students entering high school beginning with the 2024-25 school year, two years of laboratory science..
e) Two years of social studies, of which at least one year must be history of the United States or a combination of history of the United States and American government. Within the two years of social studies requirement, one semester of civics is required.
f) One year chosen from (A) music, (B) art, (C) foreign language, which shall be deemed to include American Sign Language, or (D) career and technical education, or (E) forensic speech (speech and debate). A forensic speech course used to satisfy the course requirement for language arts may not be used to satisfy the course requirement under this subdivision (f).
g) One semester of health education.
h) Physical education classes.
i) A course covering American patriotism (Civics) and the principles of Representative government, as enunciated in the American Declaration of Independence, the Constitution of the United States of America and the Constitution of the State of Illinois, and the proper use and display of the American flag.
j) One semester-long consumer education class.
k) One year of a course that includes intensive instruction in computer literacy, which may be English, social studies, or any other subject and which may be counted toward the fulfillment of other graduation requirements.
i) One semester of Computer Concepts

The above requirements do not apply students with disabilities whose course of study is

participation in certain courses in accordance with State law.

Free Application for Federal Student Aid (FAFSA) Graduation Requirement
As a prerequisite to receiving a high school diploma, the parent or guardian of each student or, if a student is at least 18 years of age or legally emancipated, the student must comply with either of the following:

1. File a FAFSA with the United States Department of Education or, if applicable, an application for State financial aid.
2. File a waiver indicating that the parent or guardian or, if applicable, the student understands what the FAFSA and application for State financial aid are and has chosen not to file an application.

Upon request, the school will provide a student and his or her parent or guardian any support or assistance necessary to comply with this requirement.

A school district must award a high school diploma to a student who is unable to meet this requirement due to extenuating circumstances, as determined by the school district, if (i) the student has met all other graduation requirements, and (ii) the principal attests that the school district has made a good faith effort to assist the student or, if applicable, his or her parent or guardian in filing an application or a waiver.

Assistance with FAFSA Application

The following individual has been designated by the school to assist senior students with questions related to the Free Application for Federal Student Aid (FAFSA) or to refer senior students to other appropriate resources.

The school offers a variety of services aimed at helping senior students complete FAFSA paperwork, including the opportunity to receive help during the school day in completing the student's portion of the FAFSA application.

FAFSA Contact Person:

Name: Natalie Putney
Email: nputney@deemack.org
Address: 401 E. Fifth St., Mackinaw, IL
Phone: (309) 359-4421

Guidance and Counseling

Dee-Mack High School provides a guidance and counseling program for students. The school's counselor is available to those students who require additional assistance. Under Illinois law, any student 12 years of age or older may receive counseling services without consent of the

student's parent/guardian. However, until the consent of the student's parent/guardian has been obtained, counseling services provided to the student under the age of 17 are generally limited to not more than eight 90-minute sessions.

Students are urged to make extensive use of the school counseling services available at the high school through the HS counselors office. Some of these services include:

- planning of the high school academic program to meet post-high school educational needs
- assisting with scheduling of classes
- help in adjusting to the school environment
- interpreting standardized test scores
- developing personal characteristics that contribute to success in a variety of settings
- choosing a tentative field of occupational interest
- choosing a school to continue education beyond high school
- obtaining scholarships and financial aid
- obtaining information about employment
- counseling on any personal problem

In accordance with federal law, Dee-Mack High School must provide directory information to military recruiters and post-secondary educational institutions when requested. Parents/ guardians who do not wish to have their student's information released must notify the school in writing. The school will provide a form for this purpose, and make it available during the start of the school.

Students should make an appointment in the HS Office or email the counselor directly in order to obtain services. In an emergency, the counselor is available at any time!

Guidelines for School-Sponsored Publications, Productions, and Websites

School-sponsored publications, productions, and websites are governed by the Speech Rights of Student Journalists Act, school board policies, and the student/parent handbook. Student journalists are responsible for determining the news, opinion, feature, and advertising content of those publications, productions, and websites.

Student journalists must:

1. Make decisions based upon news value and guided by the Code of Ethics provided by the Society of Professional Journalists, National Scholastic Press Association, Journalism Education Association, and other relevant group;

2. Produce media based upon professional standards of accuracy, objectivity, and fairness;
3. Review material to improve sentence structure, grammar, spelling, and punctuation;
4. Check and verify all facts and verify the accuracy of all quotations;
5. In the use of personal opinions, editorial statements, and/or letters to the editor, provide opportunity and space for the expression of differing opinions within the same media to align with the District's media literacy curriculum mandate; and
6. Include an author's name with any personal opinions and editorial statements, if appropriate.

Student journalists may not create, produce, or distribute school-sponsored media that:

1. Is libelous, slanderous, or obscene;
2. Constitutes an unwarranted invasion of privacy;
3. Violates Federal or State law, including the constitutional rights of third parties; or
4. Incites students to (a) commit an unlawful act; (b) violate any school district policy or student handbook procedure; or (c) materially and substantially disrupt the orderly operations of the school.

The District will not engage in prior restraint of material prepared by student journalists.

No expression made by students in the exercise of freedom of speech or freedom of the press under this policy shall be deemed to be an expression of the School District or an expression of Board policy.

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:

1. 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.
2. The material may be distributed at times and locations selected by the Building Principal, e.g., before the beginning or ending of classes at a central location inside the building.
3. The Building Principal may impose additional requirements whenever necessary to prevent disruption, congestion, or the perception that the material is school-endorsed.
4. Distribution must be done in an orderly and peaceful manner, and may not be coercive.
5. The distribution must be conducted in a manner that does not cause additional work for school personnel. Students who distribute materials are responsible for cleaning up any materials left on school grounds.

6. Student must not distribute materials that:
    a. Will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities;
    b. 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.
    c. 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;
    d. Is reasonably viewed as promoting illegal drug use;
    e. Incites students to violate any Board policy.

7. A student may use the School District's Uniform Grievance Procedure to resolve a complaint.
8. 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 materials 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.

Harassment and Teen Dating Violence Prohibited

Harassment Prohibited

No person, including a school or school district employee or 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 identity; 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; 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)

Sexual harassment as defined in Title IX (Title IX Sexual Harassment) is prohibited. Any person, including a District employee or agent, or student, engages in Title IX Sexual Harassment when that person engages in conduct on the basis of an individual's sex that satisfies one or more of the following:

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.

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, Title IX Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any employee with whom the student is comfortable speaking.

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.

Nondiscrimination Coordinator:

Name:	**Mitch Holmgren**
Address:	401 E. 5th Street
Phone:	(309) 359-4421
Email:	mholmgren@deemack.org

Title IX Coordinator:

Name:	**Jessica Stollard**
Address:	401 E. 5th Street
Phone:	(309) 359-4421
Email:	jstollard@deemack.org

Complaint Managers:

Name:	**Mitch Holmgren**	**Natalie Putney**
E-mail:	mholmgren@deemack.org	nputney@deemack.org
Address:	401 E 5th Street	401 E 5th Street
Phone:	(309) 359-4421	(309) 359-4421

Investigation Process
All complaints will be investigated by the District in accordance with state and federal law and corresponding District policies.

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/guardian, 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.

High School Registration/Technology Fees

The Board of Education has established a fee of $200.00 for students in grades 9-12 to cover the expenses of all materials and technology use. Students are expected to maintain school materials and technology in a reasonable condition and will be charged replacement costs as determined necessary. A full list of fees will be available at the time of student registration.

Home and Hospital Instruction

A student who is absent from school, or whose physician, physician assistant or licensed advanced practice registered nurse anticipates his or her absence from school, because of a medical condition may be eligible for instruction in the student's home or hospital.

Appropriate educational services from qualified staff will begin no later than five school days after receiving a written statement from a physician, physician assistant, or licensed advanced practice registered nurse. Instructional or related services for a student receiving special education services will be determined by the student's individualized education program.

A student who is unable to attend school because of pregnancy or pregnancy-related conditions, the fulfillment of parenting obligations related to the health of the child, or health and safety concerns arising from domestic or sexual violence will be provided home instruction under the following circumstances:

1. Before the birth of the child when the student's physician, physician assistant, or advanced practice registered nurse indicates, in writing, that she is medically unable to attend regular classroom instruction.
2. For up to three months after the child's birth or a miscarriage.
3. When a student must care for his or her ill child if:
    a. The child's physician, physician assistant, or advanced practice registered nurse informs the school, in writing, that the child has a serious health condition that would require the student to be absent from school for two or more consecutive weeks, and
    b. The student or the student's parent/guardian informs the school, in writing, that the student needs to care for the child during this period.
4. The student must treat physical or mental health complications or address safety concerns arising from domestic or sexual violence when a health care provider or an employee of the student's domestic or sexual violence organization informs the school in

writing that the care is needed by the student and will cause the student's absence from school for two or more consecutive weeks.

The school may reassess home instruction provided to a student under No. 3 or No. 4 every two months to determine the student's continuing need for home instruction.

Periodic conferences will be held between appropriate school personnel, parent(s)/guardians(s), and hospital staff to coordinate course work and facilitate a student's return to school.

For information on home or hospital instruction, contact the building principal.

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.

Honors Classes

Honors classes will carry extra credit for successful completion. For example, a "4" in a class would normally result in four grade points, but a "4" in an Honors class will result in five grade points, a "3" will result in four grade points. Failure in an Honors class will result in no credit for the class. The following courses qualify as Honors Classes:

- Accounting
- AP Biology
- AP Computer Science
- AP English Language 11
- AP English Literature 12
- Chemistry 2
- Pre-Calculus and Dual-Credit Calculus
- Spanish 3
- Spanish 4
- Trigonometry
- All Pre-Approved Transferable ICC Coursework
- The following BCA programs because they award college credit: Automotive Technology, Certified Nursing Assistant, Construction Trades, Culinary Arts, Computer Technology and Networking, EMT, Fire Science, Health Careers and Medical Terminology, Mechatronics, Foundations of Teaching, Graphic Design and Video Production, and Welding

IEP

For a child with an individualized education program (IEP), the school district must create related service logs that record the type of related services administered under the child's IEP and the minutes of each type of related service that has been administered. The school will provide a child's parent/guardian a copy of the related service log at the annual review of the child's IEP and at any other time upon request.

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 or 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.

Local Scholarships (For Seniors)

Dee-Mack High School awards a number of local scholarships, all of which are donated by local business, civic organizations, and individuals. A student could be awarded more than one of these scholarships.This list is subject to change during the year and is available on the district website (www.deemack.org). Applications are posted after the start of the second semester.

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 items, money etc., 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.

Lunch Program

No student will be allowed to leave the school building for lunch. All students are expected to bring a cold lunch or eat a hot lunch offered by the school cafeteria. The cafeteria is operated for the convenience of the students. A nutritious lunch is prepared every day for those parents who desire a hot lunch for their children. A monthly menu can be found on the HS website. The menu is subject to change without notice.

Medical Authorization Form

See Exhibit 1 at the end of the Student Handbook.

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 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” (Exhibit 1 at the end of the Student Handbook).

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.

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/or self-administer diabetic testing supplies, equipment, 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/or 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.

Administration of Medical Cannabis

In accordance with the Compassionate Use of Medical Cannabis Program, qualifying students are allowed to utilize medical cannabis infused products while at school and school events. Please contact the building principal for additional information. Discipline of a student for being administered a product by a designated caregiver pursuant to this procedure is prohibited. The District may not deny a student attendance at a school solely because he or she requires administration of the product during school hours.

Undesignated Medications

The school may maintain 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).

Emergency Aid to Students

Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including administering medication.

Music Performances

Choir and Band are subject to extracurricular codes and rules, but since they meet during the school day and academic credit is given, Choir and Band are considered academic classes. The Band and Choir groups participate in such activities as local and state contests, music festivals, and winter and spring concerts. Students are expected to perform in these events if they participate in either Band or Choir. An unexcused absence from required performances could result in a grade reduction. Solo and Ensemble Contest is optional, but strongly recommended. In accordance with IHSA regulations, students must be passing appropriate subjects to participate in Solo and Ensemble Contests. If a student commits to such a performance but does not participate, they may be responsible to reimburse the school for any fees, depending on circumstances.

Notice for Directory Information

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Deer Creek-Mackinaw Community Unit School District No. 701 (District 701), with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, District 701 may disclose appropriately designated "directory information" without written consent, unless you have advised District 701 to the contrary in accordance with district procedures. The primary purpose of directory information is to allow District 701 to include this type of 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;
- Recognition lists;
- Graduation programs; and

- Sports activity sheets, such as for wrestling, showing weight and height of team members.

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. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. 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 Community Unit School District No. 701 to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing annually by September 1st. District 701 has designated the following information as directory information:

- Student's name
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- The most recent educational agency or institution attended
- 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.)

Participation Fees

Students wishing to participate in extracurricular school activities are required to pay participation fees. The Board of Education has set participation fees for the next school-year are $65.00 for athletic participation and $35.00 for non-athletic participation with a max per student of $100.00 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.

Pest Management Plan

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

Physical Education

In accordance with the Illinois School Code, all students are required to take physical education unless they have a written medical 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 extracurricular activities.

To ensure safety and full participation, students are required to dress daily in their physical education attire, which consists of a shirt and shorts in school colors (red, white, gray, or black). All apparel must be in good repair, and any torn clothing must be repaired or replaced before wearing. For safety reasons, proper athletic shoes must be worn with socks; casual footwear such as "Hey Dudes", Crocs, slides, slippers, or similar shoes are not permitted. It is the student's responsibility to bring their proper PE clothes and be dressed for class each day. If a student does not have their regulation uniform, they may be offered loaner clothes, if available. However, if loaner clothes are unavailable or the student refuses to wear them, they will not be permitted to participate in class and may receive a grade reduction.

Physical education is required three days per five-day week. A child may be excused from PE when an appropriate excuse is submitted by a doctor, parent, or guardian.

Grades will be determined by assessing students skill/fitness, attitude /participation, and written tests.

Physical Education Exemption

Students in all grades may be exempted from physical education for medical or religious reasons. All medical reasons must be confirmed in a letter from a licensed medical doctor. Section 27-6 of the School Code provides circumstances by which school districts can authorize student exemption from the physical education program. In this regard exemptions from physical education at the 11th and 12th grade levels may be granted for those students in the following situations:

1. Any 11th or 12th grade student who, in order to be granted admission to a specific institution of higher learning, must complete a specific academic course not included in existing state or local graduation standards.
    a. Under this exemption, the student must provide official documentation from the college/university indicating the specific course work required for admission (letter, catalog, etc.)
    b. Exemptions cannot be given for college prep course work, honors courses, etc.
    c. Note: An exemption for #1 will be granted only when physical education cannot be scheduled by dropping elective classes, which are not required for college entrance or graduation.
2. Any 11th or 12th grade student who lacks sufficient course credit or lacks one or more specific courses in order to meet state and/or local graduation requirements.
    a. Note: An exemption for #2 will be granted only when a student is not behind in physical education credits due to failure, and/or when the student is scheduling for classes beyond the eighth semester.

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 school goals.

Bullying on the basis of actual or perceived race, color, national origin, immigration status, military status, unfavorable discharge from military service, sex, sexual orientation, gender orientation, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, homelessness, marital status, parenting status, 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:

1. During any school-sponsored education program or activity.
2. 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.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. 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:

1. Placing the student or students in reasonable fear of harm to the student's or students' person or property;
2. Causing a substantially detrimental effect on the student's or students' physical or mental health;
3. Substantially interfering with the student's or students' academic performance; or
4. 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: (1) 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; (2) 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; and (3) the posting or distribution of an unauthorized digital replica by electronic means if the posting or distribution 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, posting or distributing sexually explicit images, 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.

1. Link To Bullying Report: Bullying Report Form

Nondiscrimination Coordinator:

Name:	**Mitch Holmgren**
Address:	401 E. 5th Street
Phone:	(309) 359-4421
Email:	mholmgren@deemack.org

Complaint Managers:

Name:	**Mitch Holmgren**	**Natalie Putney**
E-mail:	mholmgren@deemack.org	nputney@deemack.org
Address:	401 E 5th Street	401 E 5th Street
Phone:	(309) 359-4421	(309) 359-4421

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 :180, *Prevention of and Response to Bullying, Intimidation and Harassment*.[2]

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 a 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.

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. Parents(s)/guardians(s) and students who desire more information or who want a copy of the District's policy may contact the Building Principal.

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 Illinois Department of Human Services: PUNS

You may also contact the following District employee for assistance:
Jessica Stollard
jstollard@deemack.org
(309) 359-5480

Registration

Parents are required to enroll each student prior to the first day of attendance. To complete the registration process, parents must complete online registration forms and pay all fees for each student. The information contained on the pupil information form is for emergency use and should be filled out completely. Parents should provide the school with any pertinent medication information that may impact a student's school performance. Please contact the school office, as information needs to be updated throughout the school year.

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 hold 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?

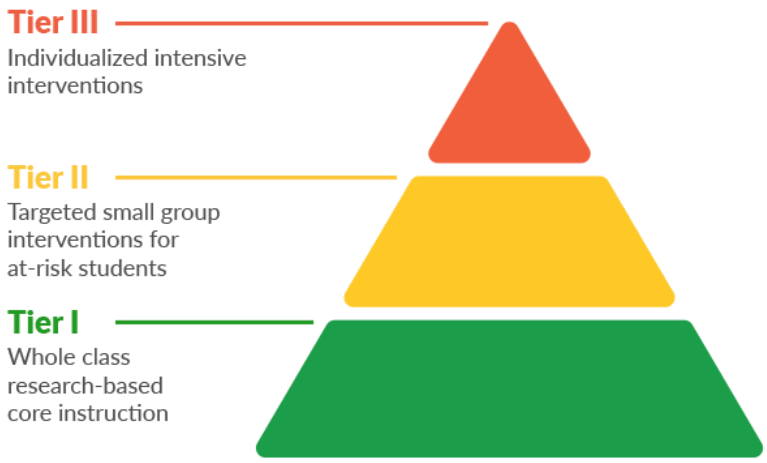
RtI is a process designed to help schools focus on high quality interventions that are matched to student needs and monitored on a frequent basis. The information gained from an RtI process is used by school personnel and parents to adapt instruction and to make decisions regarding the student's educational 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 monitors 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 to identify and provide early intervention to struggling students. Each tier provides additional support beyond the core curriculum. Tier 3 is a high intensity intervention, Tier 2 is a moderate intensity intervention, and Tier 1 is low intensity, monitored in the classroom. The tiered approach is illustrated in the model below :



- The Dee-Mack High School RTI department monitors the academic progress of all students. They coordinate a variety of interventions including, but not limited to: Win It Wednesday (modified version of Fast Friday), directed study halls, before and after school support, etc.

School Closures/Revised Length of School Day

There are occasions when, due to inclement weather, unforeseen emergencies, and or other student safety concerns, the school day may need to be cancelled, lengthened, or shortened. In these situations, student safety is always our top priority. In the event of a school closure or late start, parents will be notified via school reach, website, and local news outlets. 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. Bus pick-up 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.

School Operations During a Pandemic or Other Health Emergency

A pandemic is a global outbreak of disease. Pandemics happen when a new virus emerges to infect individuals and, because there is little to no pre-existing immunity against the new virus, it spreads sustainably. Your child's school and district play an essential role, along with the local health department and emergency management agencies, in protecting the public's health and safety during a pandemic or other health emergency.

During a pandemic or other health emergency, you will be notified in a timely manner of all changes to the school environment and schedule that impact your child. Please be assured that

even if school is not physically in session, it is the goal of the school and district to provide your child with the best educational opportunities possible.

Additionally, please note the following:

1. All decisions regarding changes to the school environment and schedule, including a possible interruption on in-person learning, will be made by the superintendent in consultation with and, if necessary, at the direction of the Governor, Illinois Department of Public Health, local health department, emergency management agencies, and/or Regional Office of Education.

2. Available learning opportunities may include remote and/or blended learning. Blended learning may require your child to attend school on a modified schedule.

3. Students will be expected to participate in blended and remote instruction as required by the school and district. Parents are responsible for assuring the participation of their child. Students who do not participate in blended or remote learning will be considered truant.

4. All school disciplinary rules remain in effect during the interruption of in-person learning. Students are subject to discipline for disrupting the remote learning environment to the same extent that discipline would be imposed for disruption of the traditional classroom.

5. Students and parents will be required to observe all public health and safety measures implemented by the school and district in conjunction with state and local requirements.

6. During a pandemic or other health emergency, the school and district will ensure that educational opportunities are available to all students.

7. School personnel will work closely with students with disabilities and other vulnerable student populations to minimize the impact of any educational disruption.

8. Students who have a compromised immune system, live with an individual with a compromised immune system, or have a medical condition that may impact their ability to attend school during a pandemic or other public health emergency should contact school officials.

9. During a pandemic or other health emergency, teachers and school staff will receive additional training on health and safety measures.

10. In accordance with school district or state mandates, the school may need to conduct a daily health assessment of your child. Parents and students will be notified of the exact assessment procedures if this becomes necessary.

11. Parents should not send their child to school if their child exhibits any symptoms consistent with the pandemic or other health emergency.

12. Please do not hesitate to contact school or district officials if you have any concerns regarding your child's education, health or safety.

School Visitation for Parents

The School Visitation Rights Act permits employed parents/guardians, who are unable to meet with educators because of a work conflict, the right to time off from work under certain conditions to attend necessary school functions such as parent-teacher conferences, academic meetings and behavioral meetings. Letters verifying participation in this program are available from the school upon request.

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 There 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 there 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 there.

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, book bags, 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.

School officials may 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 the school's disciplinary rules or school district policy. In the course of the investigation, the student may be required to share the content that is reported in order for the school to make a factual determination. School officials may not request or require a student or his or her parent/guardian to provide a password or other related account information to gain access to the student's account or profile on a social networking website.

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.

Questions of Students Suspected of Committing Criminal Activity
Before a law enforcement officer, school resource officer, or other school security person detains and questions on school grounds a student under 18 years of age who is suspected of committing a criminal act, the building principal or designee will: (a) Notify or attempt to notify the student's parent/guardian and document the time and manner in writing; (b) Make reasonable efforts to ensure the student's parent/guardian is present during questioning or, if they are not present, ensure that a school employee (including, but not limited to, a social worker, psychologist, nurse, guidance counselor, or any other mental health professional) is present during the questioning; and (c) If practicable, make reasonable efforts to ensure that a law enforcement officer trained in promoting safe interactions and communications with youth is present during the questioning.

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):

1. To attend a conference at the school with school personnel to discuss the progress of their child.

2. To participate in a conference in which evaluation and placement decisions may be made with respect to their child's special education services.

3. 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

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 student, 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 or sexual harassment may also be subject to disciplinary action.

Sportsmanship

Schools exist for educational purposes, and interscholastic activities should be administered based on educational values. At Deer Creek-Mackinaw 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 a 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. **Remember: Be a Sport, Be a Fan, Not a Fanatic.**

Student Behavior

Prohibited Student Conduct

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

1. Using, possessing, distributing, purchasing, selling or offering for sale tobacco or nicotine materials, including electronic cigarettes, e-cigarettes, vapes, vape pens or other vaping related products.
2. 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.
3. Using, possessing, distributing, purchasing, selling or offering for sale:
    a. 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*).
    b. Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.
    c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician or licensed practitioner's prescription.
    d. 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's 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*.
    e. 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.

f. "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.
g. 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.
h. 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.

4. Using, possessing, controlling or transferring a "weapon" or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure.
5. Using or possessing an electronic paging device.
6. 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. 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..
7. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
8. 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.

9. 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.
10. 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.
11. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.
12. Engaging in teen dating violence.
13. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property.
14. Entering school property or a school facility without proper authorization.
15. 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.
16. Being absent without a recognized excuse.
17. Being involved with any public school fraternity, sorority, or secret society.
18. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
19. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and hazing.
20. 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.
21. 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.
22. 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.
23. Sexting, which, for purposes of this prcedure, is the act of creating, sending, sharing, viewing, receiving, or possessing sexually explicit message, images, or videos electronically, regardless of whether they are authentic or computer-generated, through

the use of a computer, electronic communication device, or cellular phone. Sexting also includes creating, sending, sharing, viewing, receiving, or possessing indecent visual depictions, non-consensual dissemination of private sexual images, and non-consensual dissemination of sexually explicit digitized depictions, as defined in State law.

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:

1. On, or within sight of, school grounds before, during, or after school hours or at any time;
2. Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function, or event;
4. 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
5. During periods of remote learning.

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.

Copies of all School District policies on student behavior are available online through the School District's website or in the district office.

Student Online Personal Protection Act (SOPPA)

School districts throughout the State of Illinois contract with different educational technology vendors for beneficial K-12 purposes such as providing personalized learning and innovative educational technologies, and increasing efficiency in school operations.

Under Illinois' Student Online Personal Protection Act, or SOPPA (105 ILCS 85/), educational technology vendors and other entities that operate Internet websites, online services, online applications, or mobile applications that are designed, marketed, and primarily used for K-12 school purposes are referred to in SOPPA as operators. SOPPA is intended to ensure that student data collected by operators is protected, and it requires those vendors, as well as school districts and the IL State Board of Education, to take a number of actions to protect online student data.

Depending upon the particular educational technology being used, our District may need to collect different types of student data, which is then shared with educational technology vendors through their online sites, services, and/or applications. Under SOPPA, educational technology vendors are prohibited from selling or renting a student's information or from engaging in targeted advertising using a student's information. Such vendors may only disclose student data for K-12 school purposes and other limited purposes permitted under the law.

In general terms, the types of student data that may be collected and shared include personally identifiable information (PII) about students or information that can be linked to PII about students, such as:

- Basic identifying information, including student or parent/guardian name and
- student or parent/guardian contact information, username/password, student ID
- number
- Demographic information
- Enrollment information
- Assessment data, grades, and transcripts
- Attendance and class schedule
- Academic/extracurricular activities
- Special indicators (e.g., disability information, English language learner,
- free/reduced meals or homeless/foster care status)
- Conduct/behavioral data
- Health information
- Food purchases

- Transportation information
- In-application performance data
- Student-generated work
- Online communications
- Application metadata and application use statistics
- Permanent and temporary school student record information

Operators may collect and use student data only for K-12 purposes, which are purposes that aid in the administration of school activities, such as:

- Instruction in the classroom or at home (including remote learning)
- Administrative activities
- Collaboration between students, school personnel, and/or parents/guardians
- Other activities that are for the use and benefit of the school district

Student Privacy Protections

Surveys
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 members 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.

Survey 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:

1. Political affiliations or beliefs of the student or the student's parent/guardian.
2. Mental or psychological problems of the student or the student's family.
3. Behavior or attitudes about sex.

4. Illegal, anti-social, self-incriminating, or demeaning behavior.
5. Critical appraisals of other individuals with whom students have close family relationships.
6. Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers.
7. Religious practices, affiliations, or beliefs of the student or the student's parent/guardian.
8. 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 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:

1. College of other postsecondary education recruitment, or military recruitment.
2. Book clubs, magazines, and programs providing access to low-cost literary products.
3. Curriculum and instructional materials used by elementary and secondary schools.

4. 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.

5. The sale by students of products or services to raise funds for school-related or education-related activities.
6. Student recognition program.

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.

The school expects to administer the following surveys that request personal student information of the following approximate dates:

_____

_____

_____

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.

Student Records

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.**

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. 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.

These rights are denied to any person against whom an order of protection has been entered concerning the student.

2). The right to have one or more scores received on college entrance examinations included on the student's academic transcript. [1]

Parents/guardians or eligible students may have one or more scores on college entrance examinations included on the student's academic transcript. The District will include scores on college entrance examinations upon the written request of the parent/guardian or eligible student stating the name of each college entrance examination that is the subject of the request and the dates of the scores that are to be included.

3). 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 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.

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.

4). 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.

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.

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.

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.

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; 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; to the Illinois Department of Human Services (DHS) for the sole purpose of assessing or evaluating the student's eligibility for Medicaid waiver benefits consistent with the rules adopted by the DHS; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.

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

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.

6). The right to prohibit the release of directory information.

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

- Name
- Address
- Grade level
- Birth date
- 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.

7). The right to request that military recruiters or institutions of higher learning not be granted access to your student's information without your prior written consent.[2]

Federal law requires a secondary school to grant military recruiters and institutions of higher learning, upon their request, access to secondary school students' names, addresses, and telephone numbers, unless the student's parent/guardian, or student who is 18 years of age or older, submits a written request that the information not be released without the prior written consent of the parent/guardian or eligible student. If you wish to exercise this option, notify the building principal.

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.

9). 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.

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 20202-8520

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[1] This section is only applicable to high schools. The board, by policy, may allow scores received on college entrance examinations to be included on a student's academic transcript, if a request is made in writing by an eligible student or student's parent/guardian. If your district has a board policy on point, include this language in your handbook procedure.

[2] This section is only applicable to high schools.

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, ipod, ipad, laptop computer, tablet computer, Meta Glasses, headphones/earbuds, smart watches or other similar electronic device, except with the express written permission of the building principal.

During instructional time, all electronic devices are not permitted to be on a student's person (must be kept in their school locker or in a designated area of the classroom, determined by the teacher) unless: (a) permission is granted by an administrator or teacher w/ admin approval; (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.

Students are allowed to use electronic devices during non-instructional time, which is defined as before and after school, during passing periods at their lockers, and during the student's lunch period.

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.

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.

Students Who Are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence

Domestic and sexual violence affect a student's ability to learn. Students who are parents or expectant parents have unique needs. Providing support services that enable students who are parents, expectant parents, or victims of domestic or sexual violence (Article 26A Students) to succeed in school are important school and district goals and are required by law.

Requesting Support Services
To facilitate the full participation of Article 26A Students, the school district provides in-school support services and information regarding non-school-based support services. Article 26A Students are also able to make up work missed on account of circumstances related to their status as a parent, expectant parent, or victim of domestic or sexual violence.

In-school support services include, but are not limited to, enabling a student to meet with counselors or others service providers, excusing the student from class as necessary for circumstances consistent with their Article 26A status, and assisting students with the development of a student success plan.

An Article 26A Student and/or their parent/guardian may request a complete copy of the District's policies related to Article 26A Students and information on support services by contacting the Article 26A Resource Person listed below.

Filing a Complaint
An Article 26A Student and/or their parent/guardian may file a complaint for violations of this procedure with the Nondiscrimination Coordinator, Title IX Coordinator, Building Principal, Assistant Building Principal, Complaint Manager, or any employee with whom the person is comfortable speaking.

Nondiscrimination Coordinator:

Name:	**Mitch Holmgren**
Address:	401 E. 5th Street
Phone:	(309) 359-4421
Email:	mholmgren@deemack.org

Title IX Coordinator:

Name:	**Jessica Stollard**
Address:	401 E. 5th Street
Phone:	(309) 359-4421
Email:	jstollard@deemack.org

Complaint Managers:

Name:	**Mitch Holmgren**	**Natalie Putney**
E-mail:	mholmgren@deemack.org	nputney@deemack.org
Address:	401 E 5th Street	401 E 5th Street
Phone:	(309) 359-4421	(309) 359-4421

Retaliation Prohibited
Retaliation against an Article 26A Student or their parent/guardian for exercising or attempting to exercise their rights under this procedure is prohibited. Individuals should report allegations of retaliation to the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager.

Suicide and Depression Awareness and Prevention

Youth suicide impacts the safety of the school environment. It also affects the school community, diminishing the ability of surviving students to learn and the school's ability to educate. Suicide and depression awareness and prevention are important goals of the school district.

The school district maintains student and parent resources on suicide and depression awareness and prevention. Much of this information, including a copy of school district's policy, is posted on the school district website. Information can also be obtained from the school office.

National Suicide Prevention Lifeline
Hours: Available 24 hours
Phone: 800-273-8255

Credit Text Line - Free, 24/7 confidential mental health texting service
Text HOME to 741741

Tardiness

High School 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.

- Tardies to each class per semester will result in discipline. See Discipline section.
- A student who is tardy to 1st hour more than 10 minutes is considered “Late to School” and will be assigned discipline. See Discipline section.

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. District #701 provides the transportation to and from the program. There is no cost to the parents while attending this school.

The Tazewell County Academy

The Tazewell County Academy is an alternative education program available to all Dee-Mack students who need a different structure than the typical high school setting. Classes are taken at the Academy with the goal of graduating from high school. The Academy and Dee-Mack work together with the student to develop an appropriate individual education program. Students receive a Dee-Mack diploma upon successful completion of the program. Please contact the counselor at the high school for full details.

Vandalism

The school district will seek restitution from students and their parents/guardians for vandalism or other student acts that cause damage to school property. The Parental Responsibility Law makes parents/guardians of unemancipated minors who are 11 through 18 years of age liable for actual damages. Parents/guardians may be liable up to $20,000 for the first act or occurrence of a willful or malicious act. If a pattern or practice of willful or malicious acts by a minor is found by a court to exist for another separate act or occurrence, parents/guardians may be liable up to $30,000.

Violations Of Extracurricular Code

All violations involving alcohol, tobacco/nicotine, drugs, and the Illinois Criminal Code shall result in a suspension from all activities. See the Activity Code for details. Students who violate the extracurricular policy of behavior will not be eligible to serve in a position of leadership for the remainder of the year. This would include, but not be limited to Homecoming and Prom courts, elected positions in clubs and activities, or positions where they are representing Dee-Mack High School outside of the school setting the remainder of the school year.

Suspensions in this area will carry over into next semester if there are no resulting consequences during the semester the infraction occurs. For the specific areas of prom and homecoming courts, a student will be suspended for no more or less than one of those two activities for a single infraction. (Example: a student who violates the extracurricular code in the spring of their junior year would not be eligible to be on the Homecoming Court their senior year.)

Visitors

All visitors, including parents and siblings, are required to enter through the front door of the building and proceed immediately to the main office. Visitors should identify themselves and inform office personnel of their reason for being at school.

Visitors must sign in, identifying their name, the date and time of arrival, and the classroom or location they are visiting. Approved visitors must take a tag identifying themselves as a guest and place the tag on their outer clothing in a clearly visible location. Visitors are required to proceed immediately to their location in a quiet manner. All visitors must return to the main office and sign out before leaving the school.

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 trespass and/or disruptive behavior.

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

1. Strike, injure, threaten, harass, or intimidate a staff member, board member, sports official or coach, or any other person.
2. Behave in an unsportsmanlike manner or use vulgar or obscene language.
3. 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.
4. Damage or threaten to damage another's property.
5. Damage or deface school property.
6. Violate any Illinois law or municipal, local or county ordinance.
7. Smoke or otherwise use tobacco products.
8. Distribute, consume, use, possess, or be impaired by or under the influence of an alcoholic beverage, cannabis, other lawful product, or illegal drug.
9. 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.

10. Use or possess medical cannabis, unless he or she has complied Illinois' Compassionate Use of Medical Cannabis Act and district policies.
11. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner).
12. Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the board.
13. 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.
14. Engage in any risky behavior, including roller-blading, roller-skating, or skateboarding.
15. Violate other district policies or regulations, or a directive from an authorized security officer or district employee.
16. 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.

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:

1. 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.
2. 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-alikes" 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.

What If My Child Is Referred To The School's "Problem-Solving Team"?

- Attend team meetings. Remember, you are the expert of your child!

- Ask what interventions are being used for academic and/or behavioral problems.
- Ask what techniques are being used to monitor student progress and the effectiveness of the implemented interventions.
- Ask your school to 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!

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:

1. On, or within sight of, school grounds before, during, or after school hours or at any time;
2. Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function, or event; or
4. 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;
    b. endanger the health or safety of students, staff, or school property.

Exhibit 1 - Medical Authorization Form

DEE-MACK CUSD #701

Medication Authorization Form

School: Dee-Mack High School

Phone: (309) 359-4421 Fax: (309) 359-3125

Child Name: _____ **Date of Birth:** _____ **Grade:** _____

Physician: _____

Address: _____

Telephone: _____

As the parent/guardian I understand that it is the policy of the district that as a regular and normal practice, medication should not be administered to a student at school or when a student is involved in school activities. However, in order to provide for the critical health and well-being of students, under certain circumstances, medication may be administered during school hours by administrative personnel, administrative designee, or self-administered by the student. I further release Deer Creek-Mackinaw CUSD, its Board of Education, and members thereof, and its employees shall be indemnified and held harmless from any claims arising from the administration of said medication.

Medication must be brought to school in the original container, labeled by the pharmacist or licensed prescriber.

I request that my child be assisted in taking medication(s) described below at school by authorized persons or be permitted to medicate herself/himself as also authorized by me or my physician. I further consent to the sharing of relevant medical information between the school and the physician's office.

Date Parent/Guardian Signature Phone

The following section must be completed by the **PHYSICIAN.**
All items must be completed before the school can approve the administration of medication.

Medication:	
Purpose of medication / diagnosis:	
Dose / Frequency:	
Other medications the child receives:	
Can child medicate themselves?	
Side effects:	
Length of time treatment is recommended:	
Must this medication be administered at school in order to allow the child to attend school or to address the student's medical condition that may arise at school?	

Date Physician's Signature

Technology Acceptable Use Policy

Deer Creek-Mackinaw CUSD 701

From this point forward **technology** refers to and/or includes current and future personally-owned or district-owned devices which may include, but is not limited to cell phones, tablets, chromebooks, laptops, desktops, internet use, applications, school email, and social media.

Deer Creek-Mackinaw CUSD 701 supports the use of technology as a means to learn and thrive in the 21st century and prepare our students for success toward their goals in the competitive global, electronic age. We feel that access to the tools and resources of a world-wide network and understanding when and how these tools are appropriately and effectively used are imperative in each student's education. Deer Creek-Mackinaw CUSD 701 supports technology for the purpose of enhancing and supporting learning. The district recognizes the value that technology can provide students in preparing for college and career readiness.

Deer Creek-Mackinaw CUSD 701 supports the use of technology to contribute positively to the learning environment both at school and in the community. However, negative use of technology inside or outside of our schools that degrades or defames other Users, or members of our community is unacceptable. CUSD 701 also recognizes that Users have widespread access to both technology and the Internet; therefore, use of personal devices and connectivity is considered to be included in this Technology Acceptable Use Policy.

Access to Deer Creek-Mackinaw CUSD 701's network—both wired and wireless—is a privilege, not a right. The use of technology whether owned by CUSD 701 or User-owned entails personal responsibility. All Users will comply with CUSD 701 Technology Acceptable Use Policy (AUP) guidelines. In addition, district-wide rules, as well as individual school/student handbook rules apply. Users will act in a responsible manner, and will honor the terms and conditions set by the classroom teacher, the school, other persons of authority, and CUSD 701. Failure to comply with such terms and conditions may result in temporary or permanent loss of Technology access as well as other disciplinary or legal action as necessary. Students will be held accountable in and out of school when using technology related to Deer Creek-Mackinaw CUSD 701.

Definitions

- *User* includes anyone, including employees, students, and guests, using Deer-Creek Mackinaw CUSD 701 technology, including, but not limited to, computers, networks, Internet, email, chat rooms and other forms of technology services and products.
- *Network* is wired and wireless technology networks including school and district networks, cellular networks, commercial, community or home-based wireless networks accessible to Users.
- *Equipment* may include cellular and smart phones, and portable computers such as chromebooks, laptops, iPads, desktops, tablets and netbooks, as well as other portable storage devices.

Access and Support

- When using technology, Users will have access to the filtered internet that is consistent with district-owned devices. The user will have access as determined by the guidelines and person of authority. Technology access is for educational purposes only unless permission is granted otherwise by a person in authority (i.e. during "free time", recess,

before or after school). Use of Technology personal mobile learning devices is prohibited in locker rooms, dressing rooms, bathrooms, or other private locations.

- Personal mobile learning devices will have access to CUSD 701's wireless network. Bypassing or attempting to bypass this network through proxies, cellular network cards, tethering, or other means is not allowed. Those devices with a data plan through their cellular provider will need to turn off this mobile network when on school premises.
- Technical support will not be provided for personal devices. The User/family must take full responsibility for setting up and maintaining the personal device. The User/family is responsible for ensuring a mobile learning device has virus protection and is free of any viruses if necessary.
- CUSD 701 staff may search a User's personal device if school rules have been violated or if there is suspicion that rules have been violated. This may include, but are not limited to, audio and video recording, photographs that violate the privacy of others, or other issues regarding bullying related to the CUSD 701 Users.
- Users may not use an audio recording device, video camera, or camera (or any device with one of these, e.g. cell phone, laptop, tablet, etc.) to record media or take photos unless part of a class project authorized by the office and the party/parties whom they are recording at school or during school or district-sponsored activities.

Expectations

Possession or use of a mobile learning device may not, in any way:

- Disrupt the educational process of the school district. Persons of authority including teachers and staff have authority over use of personal devices.
- Endanger the health or safety of the User or anyone else.
- Invade the rights and privacy of others at school or related to CUSD 701.
- Involve illegal or prohibited conduct of any kind.

Any violation of the expectations may result in disciplinary action and/or possibly legal action based on severity of violation.

Responsibilities

Core Statement: As a student, I am responsible for the choices I make when I use personally-owned or district-provided technology. I will use all electronic devices responsibly. When my choices hurt the ability of others to be successful, hurt others or cause me to be put in harm's way, I have broken this agreement and there may be consequences to the choices I have made. I understand that using technology effectively is a skill that is essential to my success as a student.

Deer Creek-Mackinaw CUSD 701 has the following responsibility expectations for all Users and in the case of a minor, the parent/guardian:

1. **I am responsible for keeping individually-owned and district-owned personal computing devices secure on Deer Creek-Mackinaw School District 701 property.**
    - **a.** I will not hold Deer Creek-Mackinaw CUSD 701 responsible for the safety, security, loss, or damage of personal mobile device.
    - **b.** Deer Creek-Mackinaw CUSD 701 does not provide personal property insurance for any personally owned wireless communication devices. Such insurance can be obtained by an independent carrier at the expense of the User and/or the family.

c. I may be held responsible if I am neglectful while in possession of a district-owned device. (e.g. leaving the device unattended, damaging a device)

2. **I am responsible for my activity when using technology on Deer Creek-Mackinaw School District 701 property.**

    a. I will keep all digital accounts secure. I agree to keep usernames, passwords, and online accounts secure and private.
    b. I agree to follow all expectations and rules set forth in the Technology Acceptable Use Policy whether I am using my own or district-provided devices and whether I am using the district network or a mobile/cellular network.
    c. I agree to use technology in ways that do not disrupt others.
    d. I understand that loss of access to a personal mobile learning device individually owned or school-district own can occur if the district becomes concerned about its appropriate use. Examples of concerns may include but are not limited to: safety, potential for disruption to educational processes, and security issues related to connecting a personal device to the district network.
    e. I understand that when electronic devices are used on CUSD 701 property, the district may examine the personal electronic devices or district-owned devices and search its contents if there is reason to believe that school policies, rules or regulations have been violated. The building administration may involve law enforcement if the device is used for an illegal purpose. I understand that I must provide passwords to the devices, network, email account, and/or social media account in question by the building administration.

3. **I will have permission to use technology after the Technology Acceptable Use Policy is signed by me and a parent/guardian.**

4. **I will only use my school email account and address for school purposes.**

5. **I understand that my parent(s)/guardian(s) and I should be aware that the CUSD 701 does not have control of the information on the Internet, but takes all measures possible to protect our children through Internet filtering and education of ethical and appropriate use as required by law**. Some sites accessible via the Internet may contain material that is illegal, defamatory, inaccurate, or potentially offensive. I must take responsibility for my Internet use and make every effort to avoid inappropriate sites and content. I will report security or network problems to a person of authority (i.e. teacher) or district technologist.

6. **I may be held accountable for information posted on sites if the information detrimentally affects the welfare of individual Users or the governance, climate, or effectiveness of the Deer Creek-Mackinaw CUSD 701.**

7. **I understand staff may recommend and use public interactive sites that, to the best of knowledge, are legitimate and safe.** As web sites are often "public," the staff and CUSD 701 are not in control of it. All Users must use discretion when accessing information, storing, and displaying work on public sites. All terms and conditions provisions in the Technology Acceptable Use Policy also apply.

8. **I understand that if technology changes ownership (e.g. a device is given permanently to another person), it is my responsibility to notify the district.**

9. **I understand violations of these expectations and responsibilities may result in disciplinary action, including the loss of my privileges to use the school's technology**

resources. Further discipline may be imposed in accordance with the individual school's Student Handbook and/or the Technology Acceptable Use Policy ranging from loss of technology privileges up to and including suspension or expulsion depending on the degree and severity of the violation.

The Technology Acceptable Use Policy is in effect while the User is on school premises or participating in school-sponsored activities. School premises include, but are not limited to, any place which is owned, rented, or under the control of the Deer Creek-Mackinaw CUSD 701. In addition, this policy will be in effect regarding use of, or content that is related to, or content which impacts Deer Creek-Mackinaw CUSD 701 or its Users. Possession or use of technology is a privilege, which may be forfeited by anyone who fails to abide by the terms of this policy.

Deer Creek-Mackinaw CUSD 701

Technology Acceptable Use Policy

By signing this agreement, User and parent(s)/guardian(s) agree to abide by the guidelines outlined in the policy. The User and his/her parent(s)/guardian(s) of minors are responsible for understanding, communicating, and implementing the standards that the User should follow. In addition, the Technology Acceptable Use Policy (AUP) and the district/school rules and handbooks are also in effect as stated in the guidelines.

Failure to sign the Technology Acceptable Use Policy by both the user and parent/guardian will result in denial of use of technology within the Deer Creek-Mackinaw CUSD 701 network.

I have read and understand the terms of the Deer Creek-Mackinaw CUSD 701 Technology Acceptable Use Policy and agree to the terms by signing below. I hereby give my permission to my child to use technology within the Deer Creek-Mackinaw CUSD 701 network. I verify that the information contained on this form is accurate.

Date _____

Student (User) Name (please print)

_____

Student (User) Signature

_____

Parent/Guardian Name (please print)

_____

Parent/Guardian Signature

_____