



DMIS STUDENT HANDBOOK 23-24

Welcome

Welcome to the 2023-2024 school year at Dee-Mack Intermediate School. We anticipate an exciting year filled with new challenges, experiences and much success. It is our goal to help each child reach his or her maximum potential. Education is the most important function any society has. The quality of life for all of us depends on the quality of education we provide our children. Working together we can prepare each student for the challenges and responsibilities of life.

This Student Handbook also serves as a Code of Conduct, which will allow for an appropriate educational environment. This handbook is only a summary of Board of Education policies. **Each handbook may be amended during the year without notice, also interpretation of rules, policies, and disciplinary actions are subject to administration discretion.** We expect that each student shall:

- Respect the education process through the display of appropriate language, attitude and physical behavior.
- Respect and honor the rights of other students to learn in an environment free of harassment.
- Maintain satisfactory attendance.
- Report to classes prepared and on time.
- Keep hands, feet, and negative comments to one's self.

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 Dee Creek-Mackinaw CUSD #701 believes in **“doing what’s best for kids!”**

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

Deer Creek-Mackinaw Intermediate School

School Colors –Red and White

School Mascot- Braves

School website- <http://deemack-is.ss18.sharpschool.com/>

Daily Schedule

Dc bus students arrive: 7:45a.m.

Town students arrive: 8:00a.m.

Tardy bell: 8:15a.m.

Classes: 8:15-3:00p.m.

Lunch/Recess: (6th grade) 11:00-11:40

Lunch/Recess (5th grade) 11:40-12:20

Lunch/Recess (4th grade) 12:20-1:00

Frequently Called Telephone Numbers

Dee-Mack Primary & Junior High Office	359-4321
Superintendent's Office	359-8965
Dee-Mack High School Office	359-4421
Dee-Mack Intermediate School	447-6226 fax: 447-5201
Special Education Office	359-5480
Food Service Direct Line	359-3172
Absence Report Lines	447-6226 ext:3200

Letter from the Principal

The tragedies that have occurred in schools throughout the nation have caused all school officials to evaluate the safety of their schools. We at Dee-Mack, like you, want our students to feel and be safe while attending school. After reviewing our current practices, and in an effort to be proactive, we have taken steps to help ensure the safety of our students while they are at school. **We would like to ask for your help in this effort by explaining to your student that comments, actions or drawings suggesting aggressive behavior on his/her part will be taken quite seriously.** We will employ all resources at our disposal to levy strict consequences against students who threaten other students or our staff with physical harm.

We would also ask that you explain to your student the need for other changes which will be occurring, including the locking of exterior doors during the school day, visitor badges, and continued enforcement of the dress code. These practices are not unique among other area schools and are for the safety and protection of the school community. We appreciate your help in communicating to your student the importance of these practices.

In closing, we want to assure you that our interest is in the protection and education of your student. Please feel free to contact the school if you have questions and/or concerns about the safety of our schools. Please be assured that the safety, education, and welfare of the people who attend school every day will continue to be our number one priority, but your assistance is required if this is to be a reality.

If you or your student ever hears of anything, which would jeopardize the safety and welfare of our school, please call the school or the **School Safety Tip Line, at 1-800-477-0024**, to report threats of violence or weapons at school.

Sincerely,

Mr. Lance Hawkins, Principal

Deer Creek-Mackinaw Intermediate School

Registration

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

Fees, Fines & Charges; Waiver of Student Fees

Fines, Fees, and Charges; Waiver of Student Fees¹

Textbooks/chromebooks are the property of Deer Creek-Mackinaw Community Unit School District #701 and are rented to students for use during the school year. Fees for the current school year have been established by the Board of Education at \$125.00 for Intermediate School students. Students are expected to maintain the books/materials/computers in a reasonable condition and will be charged replacement costs for any items that are lost or damaged/abused.

The school establishes fees and charges to fund certain school activities. Students will not be denied the opportunity to participate in curricular and extracurricular programs of the school district due to the inability of their 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. As 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 Mc-Kinney-Vento Homeless Assistance Act.

The building principal will give additional consideration where one or more of the following factors are present:²

- 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.³

Fines for loss or damage to school property are waived for students who meet certain eligibility guidelines.

Participation Fees

The Board of Education has set participation fees for extracurricular activities. The participation fees for the 2023-2024 school year are \$50.00 for athletic participation and \$25.00 for non-athletic participation with a max per student of \$75.00 for sports and clubs. Fee payment is required before beginning the activity. All of the fees may be waived for those students who are eligible and are approved by the building principal for a waiver of fees. It is the parents' responsibility to apply for a waiver by completing the Application for Fee Waiver form.

Communication

Please communicate regularly with school personnel. Our school uses various methods of communication, such as Class Dojo, Email, Telephone calls, the <http://deemack-is.ss18.sharpschool.com/> website, Dee-Mack Facebook page, and our Twitter page, or the district's School Messenger phone service. Should you have a concern, please address it first to the staff member involved, then to the principal Mr. Hawkins. If you are still not pleased with the situation, your next course of action is to bring it to the superintendent's attention, and lastly you may refer the matter to the Board of Education. The Board typically meets monthly on the third Thursday of each month at 6:00 p.m. Parents are always welcome to attend the monthly Board of Education meetings!

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

Telephone Use For Students

Students may use the school's phone to call home **for emergency situations**, and only if permission is obtained from the school office.

Cell Phone Policy

Student cellular phones are to be turned OFF and stored in the student's assigned locker while in the school building. If a student is found to have his or her phone anywhere other than required, the consequences are as follows:

First Offense: Phone will be taken away and the student may pick it up from the office at the end of the day.

Second Offense: Phone will be taken away and a parent must pick it up from the office.

Third Offense: Phone will be taken away, a parent must pick it up from the office and a detention will be issued.

All offenses after this will be up to the administration's discretion

Visitors

All visitors entering the building for whatever reason must register with the school office upon entering the school building. To assure the security of all students and staff, doors will be

secured when students are in the building. Entrance may be gained from the main doors.
Students may not have friends or peers visit with them at school or attend class.

Deliveries To School

It has become increasingly popular for parents to send flowers, gifts, and balloons to their child at school. Local businesses provide this service for a variety of reasons. While we at Deer Creek-Mackinaw Intermediate School agree with the positive messages associated with these deliveries, the delivery to the actual classroom is disruptive to the educational process. We will hold these deliveries in the school office until the end of the day. When ordering, please take into consideration that if your child is a bus student, balloons are not allowed on a school bus.

FOOD SERVICE PROGRAM

Our food service program offers a rotating main entrée choice as well as daily choices of yogurt/cheese or pizza. Each morning students will tell their teachers which they will order. The food service program is based on a system of “offer vs. serve”. The menu is subject to change without notice. Dee-Mack Intermediate School operates as a "closed campus" and, as such, students may not leave the school at lunch unless signed out by a parent. Prices for the food service program this year are as follows...

Full Price

\$3.00

Extra Milk

\$0.30

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

A milk is included with each hot lunch purchased. Any student may buy milk at lunch. Juice will be available for students with allergies. Parents must request juice for their student by notifying the school office in writing. Meals may be purchased in advance by cash, check or Point of Sale (via internet). Meal fees may be waived, or reduced, for those students who are eligible and are approved by the building principal for a waiver of fees. It is the parents' responsibility to apply for a waiver by completing the proper form, which is available through the school office. No student will be denied food. It is the parent's responsibility to check the child's balance on a regular basis to ensure funds are available. Proper nutrition is essential for students to achieve their maximum potential to learn while at school. Each student is expected to eat a proper lunch unless the school office has been notified in writing that the student is under a restricted diet as specified by a physician.

After being dismissed by their teachers for lunch, students will be seated in the cafeteria by homeroom. Cafeteria supervisors will direct students to proceed through the service line. Students should move through the line in an orderly fashion. All food will be eaten in the cafeteria while sitting at

the table. Students are responsible for cleaning their area by depositing all trash in the trash can. Students are encouraged to use the share table for unwanted food. Recycling is encouraged.

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

Cafeteria supervisors will dismiss students for a short recess after students have finished eating their lunches. During cold weather, one guideline used to determine if recess will be outside or inside is the 20 degree Fahrenheit threshold. Generally, when temperatures or wind chills are at or above 20 degrees Fahrenheit, students will go outside for recess. The cold wind is not blocked by anything on our playground and this sometimes will factor into whether or not we go outside. After recess, students will quietly line up by homeroom in preparation for returning to class.

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

Transportation

Transportation is provided to and from school for eligible students. All route students will be transported to a central point, Dee-Mack Primary and Junior High for Mackinaw students and Dee-Mack Intermediate School for Deer Creek students. From that point, students will either enter the school building or board their assigned shuttle bus for transportation to their school. Shuttle buses will depart the PJHS at 7:50 and IS at approximately 7:45 a.m. and return in the afternoon at approximately 3:30 p.m. During student drop off and pick up times, the street just South of the school, Green Street, is one way, heading East. On a typical day of student attendance this would occur between 7:30 and 8:15 AM and 3:00 to 3:30 PM. Any time students are transported via school transportation they are expected to remain in their seats and remain quiet. Any behavior that will jeopardize the safe transportation of students will not be tolerated. Improper actions on a school bus should be reported to the principal. When students are written up for bus misconduct they may be sent home with a form or it will be emailed home explaining the infraction and consequence. Once parents have signed this form, students should return it to the office. Failure to abide by these expectations may result in the loss of riding privileges, suspension, or expulsion.

The District #701 Board has approved the following guidelines to assure safe bus riding:

Minor Offenses include being out of your seat while the bus is moving, making extra loud noises, eating or drinking on the bus, using a cell phone without permission, and littering.

1st offense is handled by the driver and reported to the principal.

2nd offense is referred to the principal, parent contact, and a detention.

3rd offense is referred to the principal, parent contact, and dismissal from the bus for one (1) day.

4th offense is referred to the principal, parent contact, and dismissal from the bus for three (3) days.

5th offense is referred to the principal, parent contact, and dismissal from the bus for ten (10) days.

Major Offenses include damage to the bus, throwing objects, fighting, and bad language (including swearing and disrespect to the driver). Damage to school property will require restitution for damages. Vulgar language directed at the bus driver will result in a 10 day suspension from the bus.

1st offense is referred to the principal, parent contact and a detention.

2nd offense is referred to the principal, parent contact and dismissal from the bus for one (1) day.

3rd offense is referred to the principal, parent contact and dismissal from the bus for three (3) days.

4th offense is referred to the principal, parent contact, and dismissal from the bus for ten (10) days.

5th offense is recommended to the Board for removal from the bus for remainder of the school term.

(Note: Offenses are cumulative between categories.)

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

Inclement Weather

There are occasions when, due to inclement weather, the school day is canceled, shortened, or lengthened. Our priority will always be the safety of the students. Parents are encouraged to make prior arrangements for child care in the event of emergency changes in the school day. Parents will be contacted via School Reach and the Dee-Mack Website "Alert" in regards to the cancellation of school and/or bus routes, and changes in the school day.

Early Dismissal

District #701 will have early dismissal on pre-planned days as marked on the school calendar. The early dismissals are for staff development activities. Buses will run at the time of the early dismissal at 11:30 a.m. 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 11:30 SIP days, however lunches are served on 1:30 dismissal days.

Late Starts

Oftentimes, early morning weather can become an issue. While some weather situations warrant the full closure of school, other situations may allow for a late start to the school day. These decisions are

never easy to make. Please make sure to check the news, the school website, or your phones each morning for updates.

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

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

Attendance

Attendance and Academic Success

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. In the event of any absence, the student's parent/guardian is required to call the school at 309-447-6226 before 8:00 a.m. to explain the reason for the absence. If a call has not been made to the school by 10:00 a.m. on the day of a student's absence, a school official will call the home to inquire why the student is not at school. If the parent/guardian cannot be contacted, the student will be required to submit a signed note from the parent/guardian explaining the reason for the absence. Failure to do so shall result in an unexcused absence. Upon request of the parent/guardian, the reason for an absence will be kept confidential.

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

1. **Student Illness**
2. **Observance of a religious holiday**
3. **Death in the immediate family**
4. **Family emergency**
5. **Other situations determined by the school board**
6. **Other circumstances which cause reasonable concern to the parent for the mental, emotional, or physical health or safety of the student (up to 5 days).**
7. **Deployment or leave of military parent (up to 5 days).**

8. To sound TAPS (grades 6-12).

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.
- **A** 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.
- **X** 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.

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

such things as denied attendance to dances or other social functions, or denied attendance to field trips/field days.

Students will not be permitted to participate in extracurricular and/or special activities if they do not attend school during the day, if they leave before 3:00 p.m. due to illness, or arrive after 11:30 a.m.

All students are expected to be in the building from 8:00 a.m. until 3:00 p.m. each day. Students who must leave the building are required to be **signed out** in the office before leaving. **Students must have a note, a call to school or an email to be allowed to leave with anyone other than their parent.** If a change in transportation is needed please call the school **before 2:30**. We use a transportation document to track changes so it is imperative that changes are made by 2:30. Dismissal is a very busy time and it becomes difficult to deliver messages.

Student Absences Continued

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

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), 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 TAPS¹, attend a civic event², or other reason as approved by the building principal. Students eligible to vote are also excused for up to two hours to vote in a primary, special, or general election.

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.²

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

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

In the event of any absence, the student's parent/guardian is required to call the school at [phone number] before 8:00 a.m. to explain the reason for the absence. If a call has not been made to the school by 10:00 a.m. on the day of a student's absence, a school official will call the home to inquire why the student is not at school. If the parent/guardian cannot be contacted, the student will be required to submit a signed note from the parent/guardian explaining the reason for the absence. Failure to do so shall result in an unexcused absence. Upon request of the parent/guardian, the reason for an absence will be kept confidential.

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.⁴

Supportive services to truant or chronically truant students include: parent conferences, student counseling, family counseling, and information about existing community services.⁵

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

Tardiness

The first 15 minutes of the day are very important; assignments are turned in, attendance and lunch count are taken, and interventions for reading and math take place for many students. When a student arrives late, he/she must sign in at the office before going to class. It is an interruption to the morning routine and disrupts the classroom's morning schedule. Please make **every** effort to see that your child is on time each and every morning. **Students will be counted tardy if they arrive after 8:15 a.m.** Dee-Mack Schools work closely with the Tazewell County Truancy Office to help students become more responsible for getting to school and reinforcing the importance of school. If you are having trouble getting your child to school on time please notify the school.

Acceleration

The Accelerated Placement Act refers to placement of a student in an academically appropriate instructional setting with appropriate level curriculum that may include, but is not limited to, a child entering kindergarten or first grade early, a child accelerating in a single subject, and a child accelerating through grades.

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

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

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, the faculty, staff, administration, and the Board of Education have established expectations for behavior and academics.

Students are expected to arrive at class prepared to learn with all the necessary materials. All students are expected to complete their assignments on time and to the satisfaction of the teacher. Students are expected to write their name on each assignment. 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 by the beginning of school on the following day. Students at Deer Creek-Mackinaw Intermediate School will be given an assignment notebook for the purpose of keeping track of assignments. We ask that parents monitor the assignment notebook on a daily basis, by checking to see that assignments are complete.

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.

Homework Policy

It is the student's responsibility to contact teachers to make up all missed work. Students will be allowed one day for each day missed, plus an additional day to make up assignments (i.e. a student who is absent for two days has three days to complete make up work, a student who is absent three days has four days to complete make up work, etc). This timeline will not be altered even if the parent picks up the make-up work or work is sent home through another means during the period the student is absent. Students who take an excused, prearranged absence do not get additional time to complete homework, but should have the homework turned in before they are absent for the prearranged absence. Assignments must be completed regardless of the nature of the absences or tardy. 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.¹

Students who are absent from school for a valid cause (an excused absence) may make up missed homework in a reasonable timeframe.²

Grade Reports

Grades are now live on skyward for parents to access at anytime. Report cards are issued at the end of each grading period. Weekly, bi-weekly, and/or mid-term progress reports may be sent home depending on the teacher's preference.

MORNING AND EVENING PROCEDURES

Students should not arrive at school before 7:30 a.m. Supervision begins at 7:30 am. Students should report to the gym upon arrival. Intermediate students arriving at school after 8:15 a.m. will be counted tardy.

The school day ends at 3:00 p.m. A staggered dismissal will be used at the end of the day where students who are walking or getting picked up will exit from one of the two front doors only. Buses will load at the back of the school on the blacktop area.

Behavioral Expectations

All teachers at Deer Creek-Mackinaw Intermediate 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 Intermediate School, will include several types of disciplinary actions. No corporal punishment will be administered at Deer Creek-Mackinaw Intermediate 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 reinforcement.
- Natural and logical consequences: At times, students will be exposed to the natural and logical consequences for their behavioral choices. For example, students who do not study for a test may fail (natural consequence). Students who fail may have to spend time after school for extra study time (logical consequence).
- Isolation/exclusion: Various forms of isolation from peers (detention/ISD/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 before or after school, or a lunch/recess detention. The length of time to be served varies in accordance with the nature of the behavioral standard that has been abused. Students will not be excused from detentions for work or extracurricular activities. Parents will be notified by phone, e-mail, or in writing. 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 ISD/SMD. After a student's fifth assignment of detention for disciplinary reasons, or if a student misses a detention two or more times, ISD will be assigned thereafter in lieu of detentions.
- ISD: In School Detention
- OSS: Out of School Suspension
- Expulsion: In cases of severe violations of expected behavior standards, a hearing before the Board of Education could be held for the purpose of expulsion. Offenses which could result in expulsion are:
 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 (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.
7. Sexual Harassment
8. Use of racial or ethnic slurs in any form and/or involvement in any event which can be construed as racial/ethnic 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)

Behavior and Discipline

Each student is entitled to an orderly learning environment. Classroom disruption will not be tolerated. Students removed from class must make up any time missed. **At Deer Creek-Mackinaw Intermediate School students are expected to act in an orderly and safe manner.** The following are school wide discipline rules:

1. Follow directions the first time they are given.
2. Keep hands, feet and objects to self.
3. Come to class prepared with all your materials.
4. Be in your assigned seat ready when the bell rings.
5. Eat at lunch, not in class.
6. Classes are dismissed by the teacher. Remain in your seat until dismissal.
7. Respect the rights, property and opinions of others.

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 Intermediate School, or materials being used inappropriately, will be confiscated. Items that are confiscated will be returned to the parents at a conference. Personal cameras, radios, stereos, CD players, electronic games, trading cards, and other personally valuable items are not appropriate for school. There will be no buying, selling, or trading of personal property on the school grounds. Skateboards and scooters are not allowed on school property and should not be brought to school. The School District will not assume responsibility for any of these items.
- **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, and Vandalism:** Physical aggression of any kind will not be tolerated.
- **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.

Bullying/Cyber Bullying/Respect

PREVENTION OF AND RESPONSE TO BULLYING, INTIMIDATION, AND HARASSMENT

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

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

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.

Cyber bullying 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. Cyber bullying includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of bullying. Cyber bullying also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of bullying.

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

Students are encouraged to immediately report bullying. A report may be made orally or in writing to the building principal, nondiscrimination coordinator, district complaint manager or any staff member with whom the student is comfortable speaking. All school staff members are available for help with a bully or to make a report about bullying. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the district complaint manager or any staff member. Anonymous reports are also accepted by phone call or in writing.

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

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

Student Behavior

Prohibited Student Conduct¹

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

1. Using, possessing, distributing, purchasing, selling or offering 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:
 - Any illegal drug, controlled substance, or cannabis (including marijuana, hashish, and medical cannabis unless the student is authorized to be administered a medical cannabis infused product under Ashley's Law).
 - Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.
 - Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
 - Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's 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.

- Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
- "Look-alike" or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance or other substance that is prohibited by this policy.
- Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.
- Any substance inhaled, injected, smoked, consumed or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in a tablet or powdered form.

Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they have the prohibited substance, as applicable, in their possession.

Substance Abuse Policy

Using, possessing, or being under the influence of behavior-altering substances will not be tolerated. Behavior-altering substances include, but are not limited to, E-Cigs, Vape Pens with THC, alcohol, illegal drugs, controlled substances, look-alike drugs, chemically designed substances that mimic behavior-altering substances, drug paraphernalia, and substances described in the Intoxicating Compounds Act (i.e., inhalants).

Use of tobacco or nicotine products including E-Cig, Vape Pens without THC on school property will result in the confiscation of the materials and severe school discipline (suspension). Parents will be notified immediately. The Villages of Mackinaw and Deer-Creek have an ordinance concerning the use of tobacco by minors.

Drugs, as defined in this policy, are any chemical that modifies the function of living tissues, resulting in physiologic and behavior change or any item that is being passed off as a drug or look-alike drug. Specifically, alcohol, hashish, marijuana, hallucinogens, stimulants, depressants, and opiates are drugs.

- **Selling:** Students who are encouraging, giving, or selling drugs, look-alike drugs, dangerous chemicals, or marijuana to a student in school, on the school bus, or on the school grounds will be suspended. The parents and police will be immediately notified, and the student will be referred for treatment/counseling, and may also result in an appearance before the Board of Education for an expulsion hearing.

- **Possession:** Having drugs or look-alike drugs on your person or on school grounds is considered possession. The first offense may result in an Out of School Suspension, and recommendation for expulsion. The parents and police will be immediately notified and the student will be referred for treatment/counseling. For the purpose 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.

- **Paraphernalia:** Paraphernalia is defined as objects associated with the use of drugs and includes 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. Suspected paraphernalia will be confiscated. The first offense may result in an Out of School Suspension, and recommendation for expulsion. The parents and police will be immediately notified and the student will be referred for treatment/counseling. Note:

Paraphernalia with residue present will fall under the policy regarding possession and the police will be notified.

Substance Abuse Policy - At the Board of Education's discretion, the consequences for violating the Substance Abuse Policy may include a parent/student contract requiring substance abuse treatment with provisions for monitoring behavior, attendance and academic performance as strict conditions for continued enrollment in lieu of expulsion. Should the terms of such a contract be violated, then the terms of the expulsion would be in full force.

Prohibited Student Conduct

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

1. Using, possessing, controlling or transferring a "weapon" or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure.
2. Using or possessing an electronic paging device.
3. Using a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating and sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device or cellular telephone, commonly known as "sexting." Unless otherwise banned under this policy or by the building principal, all cellular phones, smartphones and other electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's individualized education program (IEP); (c) it is used during the student's lunch period; or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals..
4. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.

5. 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.
6. 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.
7. 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.
8. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.
9. Engaging in teen dating violence.
10. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property.
11. Entering school property or a school facility without proper authorization.
12. 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.
13. Being absent without a recognized excuse.
14. Being involved with any public school fraternity, sorority, or secret society.
15. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
16. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and hazing.
17. 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.

18. 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.
19. Operating an unarmed aircraft system (AUS) or drone for any purpose on school grounds or at any school event unless granted permission by the building principal.

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

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

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

When and Where Conduct Rules Apply

The grounds for disciplinary action also apply whenever the student’s conduct is reasonably related to school or school activities, including but not limited to:

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; or (b) endanger the health or safety of students, staff, or school property; or
5. During periods of remote learning.

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 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.

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.

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. The use of prone restraint is prohibited.

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.

Gang & Gang Activity Prohibited

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

Re-Engagement of Returning Students

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

Student Use of Electronic Devices¹

The use of electronic devices and other technology at school is a privilege, not a right. Students are prohibited from using electronic devices, except as provided herein. An electronic device includes, but is not limited to, the following: cell phone, smart phone, audio or video recording device, personal digital assistant (PDA), ipod®, ipad®, laptop computer, tablet computer or other similar electronic device. Pocket pagers and other paging devices are not allowed on school property at any time, except with the express permission of the building principal.

During instructional time, which includes class periods and passing periods, electronic devices must be kept powered-off² and out-of-sight unless: (a) permission is granted by an administrator, teacher or school staff member; (b) use of the device is provided in a student's individualized education program (IEP); or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.

Students are allowed to use electronic devices during non-instructional time, which is defined as before and after school and during the student's lunch period.³

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

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

Students in violation of this procedure are subject to the following consequences:⁴

1. First offense – The device will be confiscated by school personnel. A verbal warning will be assigned. The student will receive the device back at the end of the day in the school office.
2. Second offense – The device will be confiscated. A detention will be assigned. The student's parent/guardian will be notified and required to pick up the device in the school office.
3. Third offense – The device will be confiscated. A detention will be assigned. The student's parent/guardian will be notified and required to pick up the device in the school office. Additionally, the student will be prohibited from bringing the device to school for the next 10 school days. If the student is found in possession of the device during this 10-day period, the student will be prohibited from bringing the device to school for the remainder of the school year. The student will also face consequences for insubordination.

4. Fourth and subsequent offense – The device will be confiscated. The student will be assigned a detention and will be prohibited from bringing the device to school for the remainder of the school year. The student’s parent/guardian will be notified and required to pick up the device in the school office. The student will also face consequences for insubordination.

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.

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 determined 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 material are responsible for cleaning up any materials left on school grounds.
6. Students must not distribute material 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 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,
4. Is reasonably viewed as promoting illegal drug use;
5. Is distributed in kindergarten through eighth grade and is primarily prepared by non-students, unless it is being used for school purposes. However, material from outside sources or the citation to such sources may be allowed, as long as the material to be distributed or accessed is primarily prepared by students;¹ or
6. 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 material at times and places and in a manner that will not cause substantial disruption of the proper and orderly operation and discipline of the school or school activities and in compliance with paragraphs 4, 5, 6, and 7

Access to Non-School Sponsored Publications

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 reasonably viewed as promoting illegal drug use;
5. Is distributed in kindergarten through eighth grade and is primarily prepared by non-students, unless it is being used for school purposes. However, material from outside sources or the citation to such sources may be allowed, as long as the material to be distributed or accessed is primarily prepared by students¹; or
6. 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.

Discipline of Students with Disabilities

Behavioral Interventions

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

Discipline of Special Education Students

The District shall comply with the Individuals With Disabilities Education Improvement Act of 2004 and the Illinois State Board of Education's Special Education rules when disciplining special education students. 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 in effective in stopping it. The School may not use isolated time out, time out, or physical restraint as discipline or punishment, convenience for staff, retaliation, as a substitute for appropriate educational or behavioral support, a routine safety matter, or to prevent property damage in the absence of imminent danger of serious physical harm to the student or others. The use of prone restraint is prohibited.

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 member administers or distributes a survey or evaluation created by a third party to a student, the student's parent/guardian may

inspect the survey or evaluation, upon their request and within a reasonable time of their request. This applies to every survey: (1) that is created by a person or entity other than a district official, staff member, or student, (2) regardless of whether the student answering the questions can be identified, and (3) regardless of the subject matter of the questions.

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

Surveys Requesting Personal Information

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

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 educational curriculum within a reasonable time of their request.

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

Prohibition on Selling or Marketing Students' Personal Information

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

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

1. College or 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 schools 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 programs.

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

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

The school expects to administer the following surveys that request personal student information on the following approximate dates¹:

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.

Expectations for Attire

The dress and grooming of students must not disrupt the educational process, interfere with the maintenance of a positive teaching/learning climate, or compromise reasonable standards of health, safety, and decency.

Personal cleanliness, neatness, and good grooming are conducive to the learning atmosphere, and, therefore, are expected at all times.

Shirts shall be worn at all times. Tank tops (2" straps only), midriff tops, halter tops, low-cut tops, or tops which show stomachs may not be worn.

Outwear such as winter coats, or similar items will not be worn in the classroom.

Any clothing that alludes to or displays materials of a sexual nature is considered a violation of the School District's sexual harassment policy and, therefore, is prohibited.

Any clothing or jewelry or other items that alludes to or displays material that promotes alcohol, drugs, and tobacco is considered a violation of the School District's drug free policy is prohibited. Clothing advertising taverns, bars, cigarettes, cigars, or chewing tobacco will not be allowed.

Any clothing that alludes to or displays material that promotes violence or inappropriate language is considered a violation of the School District's anti-violence policy and, therefore, is prohibited.

Any clothing that alludes to or displays material that promotes gang activity, including the wearing of hats in school, is considered a violation of the School District's anti-gang policy and, therefore, is prohibited.

Short shorts, tight cutoffs, or jeans with excessive holes or patches are not permitted. Students must wear clothing of sufficient length and fit so that articles of undergarments are not visible at any time.

Appropriate shoes must be worn at all times. No footwear shall be worn that is damaging to the floors or dangerous to student safety.

Any jewelry or clothing accessories considered by the faculty and staff of Deer Creek-Intermediate School to be dangerous or distracting to the learning process will not be tolerated.

This Dress Code is a minimum of standard for all students in Deer Creek-Mackinaw Community Unit School District #701. The standards may be modified as needed by administration.

Extracurricular organizations may require more stringent standards. Any teacher or staff member may judge clothing to be inappropriate.

Attire that is immodest or indiscrete will not be permitted. Attire that displays innuendos, inappropriate suggestive messages and/or double meanings is prohibited.

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. Students who disrupt the educational process or compromise standards of health and safety must modify their appearance.

Lockers

All students are assigned lockers for storage of books and personal belongings. It is the student's responsibility to ensure that the locker is properly locked and remains in proper working order.

Two of the biggest reasons for theft are sharing a locker and leaving a locker unlocked. The school is not responsible for items, money etc., stolen from lockers.

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

Students should not share or exchange lockers without authorization from the office and they are responsible for the contents within their lockers.

PHYSICAL EDUCATION

In accordance with the Illinois School Code, all students are required to take physical education unless they have a **written** excuse from class. A doctor's excuse will be required for any absence from P.E. class exceeding one day. Doctor's excuses should specify the limitations and duration of the limitations. Students excused from physical education may not be allowed to participate in recess or athletics. This will be handled on a case by case basis depending on the student's injury. Students will not be required to wear a P.E.-type uniform, but should have appropriate shoes. Grades will be determined by assessing the student's progress in the areas of skills, fitness, attitude/participation, and written work.

Music

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

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

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

Assemblies

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

FIELD TRIPS

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

Students who demonstrate poor grades, discipline problems, or attendance problems may not be eligible to participate in a field trip. Students who have been involved in disciplinary action due to gross misconduct or disrespect may be excluded from participating in field trips by administration. Students with five or more behavioral detentions, 1 or more out-of-school suspensions and/or 2 or more in-school suspensions may not be allowed to attend field trips. Students with 2 or more "1"s on the last report card may not be allowed to attend field trips. For students that move in or are not at Deer Creek-Mackinaw School District #701 the entire year, this number may be prorated.

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

Retention Policy

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

COMPUTER LAB

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

Communication/Electronic Devices

During the school day, students may not have in their possession or use electronic devices except under the specific, detailed exceptions outlined in this section. Prohibited electronic devices include, but are not limited to headphones, CD players, cell phones, pagers, i-pods, mp3 players, and video games. The use of any device to video, audio record on school property is prohibited unless prior approval from a staff member has been granted. Students who are caught with any prohibited electronic and/or communication devices on their possession during the school day will have them confiscated, and may face additional discipline. Students who bring any of these devices to school must store them in their locker once they get to school, and may only remove them after students are dismissed at the end of the school day. The school district is not responsible for electronic devices that are stolen, lost, misplaced, or damaged in any way. Students should bring these devices at their own risk. Students who are in possession or use electronic devices during the school day will have the devices confiscated. Instead of giving the electronic devices back to the children, parents will be required to pick them up. The only exception to this policy is that Kindles, Nooks, or other similar electronic devices may be used under the following conditions: 1) a staff member has pre-approved the particular use and time that the electronic device is being used. 2) The use is for a specific school purpose (i.e. to read an AR book, use a calculator, dictionary, and thesaurus). Students who are caught abusing this right will have their privileges suspended and may face additional consequences.

LIBRARY GUIDELINES

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

Safe and Orderly Climate on the Playground:

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

PARENT – TEACHER CONFERENCES

Conferences with teachers allows for a better understanding of your young person for both the parent and the teacher. Conferences are held formally at least once each school year, but we encourage parents and teachers to meet as necessary to discuss your young person's progress. You may contact the school to

arrange a conference via phone or email at anytime throughout the school year. (see appendix for Staff Directory).

PARENT/TEACHER ORGANIZATION (PTO)

Our PTO is a very active organization that has helped our school and community in numerous ways. We urge everyone to be an active member. General meetings are typically held once a month. The annual Pancake and Sausage Supper is held the second Saturday in November.

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

LOST AND FOUND

All items found and turned into the office will be announced during morning and afternoon announcements. Items lost such as jewelry, glasses, etc., will be kept in the office. Other items will be displayed in the hallway in the lunchroom. At the end of the school term, unclaimed items will be donated to local charities on behalf of the students of Dee-Mack Intermediate School. **We urge parents to clearly label all personal belongings, so that the rightful owner may be located.**

FUNDRAISERS

Dee-Mack Intermediate School students participate in fundraisers throughout the year.

The **P.T.O. Pancake and Sausage Supper** is held annually on the second Saturday in November. This P.T.O. sponsored fundraiser benefits all students, with all proceeds returning to the Intermediate School. Budgets are presented and approved by voting members near the end of the school year. Past budgets have included funding for learning materials, innovative teaching grants, field trips, assembly programs, media center supplies, and much more. The supper is an enormous undertaking and volunteerism is essential for the success of this event.

Our Fine Arts Department helps coordinate a **Wreath Sale** annually during the months of October through December.

Enjoy the City coupon books are sold with proceeds going to school activities. This fundraiser typically occurs in March.

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

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

PARTIES

Birthday treats are permissible. **The Tazewell County Health Department recommends store purchased treats rather than homemade to avoid the spread of infectious disease.**

SNACK POLICY

Any food or drink item sent or brought to school for Prek-8th grade MUST be store-bought and in its original packaging. This procedure will encompass all snacks, parties, events, and activities for students in grades PK-8. In addition to these guidelines, we will continue our allergy-free classroom policies as we have done in the past.

ILLNESS POLICY

ILLNESS POLICY

If a child is sick enough to stay home or goes home ill during the day, *please keep your child home the entire day*. When a child's immune system is already weakened, sending the child back to school where there are many people and germs may cause them to be ill much longer or come down with other illnesses.

- A child with diarrhea should be kept home.
- A child with a heavy cold and hacking cough belongs at home, even if there is no fever. A child can be ill and contagious without a fever.
- A fever is a warning that all is not right with the body. 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 medication such as acetaminophen (Tylenol) or ibuprofen (Advil). Medications can mask fevers and other symptoms. If your child goes home during the day with a fever, they should remain home the following day. Again, fever free for 24 hours.
- If your child is vomiting, do not send the child to school until food can be kept down for 24 hours. If your child goes home during the day with vomiting, they should remain home the following day. Again, symptom free for 24 hours.
- If your child has a sore throat, with or without a fever or white spots can be seen in the back of the throat, call the doctor and keep the child home. The child should remain home for 24 hours after starting the medication. A note from the physical should accompany the child upon returning to school.
- Be sure the school secretary has current phone numbers to reach you immediately, should your child become ill while at school. If your child is exhibiting symptoms of an illness without a fever, it will be up to the parent to determine if the child should be removed from school.
- If your student has allergies to latex, food, medication, dairy or nuts the school must have a note from the doctor listing what allergies the student has and the treatment recommended for the

allergic reaction. If medication is required for the allergic reaction, medication should be supplied by the parent with proper instructions and labeling.

HEAD LICE POLICY

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

Medication Policy

Students should not take medication during school hours or during school-related activities unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent(s)/guardian(s) believe that it is necessary for the student to take a medication during school hours, they must request that the school dispense the medication to their child/ward and otherwise follow the District's procedures on dispensing medication. **Due to new laws: If your child requires Tylenol, Benadryl, Advil, or Aleve on a regular basis the medication must be sent to the school in the original container clearly labeled with the student's name and dosage required. A phone call is required each time this medication is dispensed.**

No school district employee shall administer to any student, or supervise self-administration or, any prescription or non-prescription medication until a completed and signed "School Medication Authorization Form" is submitted by the student's parent(s)/guardian(s). No student shall 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 policy and its implementing procedures. A student may possess medication prescribed for asthma or diabetes for immediate use at the student's discretion, provided the student's parent(s)/guardian(s) have completed and signed a "School Medication Authorization Form". The sharing of medication is strictly prohibited.

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 or the medication's storage by school personnel. Parent(s)/guardian(s) 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 medication or storage of the medication by school personnel.

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

Extracurricular Activities

Any student participating in extracurricular activities shall be subject to the extracurricular code while enrolled in Deer Creek-Mackinaw District #701 schools and all participants must register through 8 to 18.

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 IESA regulations, students must be passing appropriate subjects to participate. A parent meeting will be held to review student expectations for participation.

Sportsmanship

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

Our aim, as a school, is to develop highly competitive interscholastic activities and promote fine school morale. **Parents should be role models when attending these events.** The crowd should show their support to the team/group whether they win or lose. Verbal comments will not be tolerated to coaches/sponsors, referees, and participants. No fan should ever verbally assault others or be obnoxious. Crowd members should respect the decision made by the officials. **Remember: Be a Sport, Be a Fan, Not a Fanatic.**

Attendance at games

School rules apply to all extracurricular activities. Refreshments will be available at most home athletic events. Students will be expected to stay on school grounds during these events.

Transportation

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

Uniforms

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

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

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

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

Weekly Eligibility

All DMIS students that participate on a PJHS IESA sponsored sports team will follow all junior high school weekly eligibility requirements while participating on the team.

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 school year.

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.

Continuum of Educational Services

Special needs services for students found eligible are available from ages three (3) to twenty-one (21). Eligibility is determined through procedures and policies that are compliant with state and federal laws. For additional information contact your school office or the Special Education office at 359-5480.

Section 504 of the Rehabilitation Act

Students who have a mental or physical condition that impacts significantly on caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, and/or learning, in the school setting may be eligible for accommodations or adaptations to assist them. Questions regarding this law should be directed to the District's 504 Coordinator, Maggie Stephens, at the Primary/Junior High School.

STUDENT RECORDS

STUDENT RECORDS, NOTIFICATION OF PARENTS, AND STUDENT RIGHTS

A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction or by a school employee, regardless of how or where the information is stored, except for certain records kept in a staff member's sole possession; records maintained by law enforcement officers working in the school; video and other electronic recordings (including electronic recordings made on school busses) that are created in part for law enforcement, security, or safety reasons or purposes, though such electronic recordings may become a student record if the content is used for disciplinary or special education purposes regarding a particular student.

The Family Educational Rights and Privacy Act (FERPA) and the Illinois Student Records Act afford parents/guardians and students over 18 years of age ("eligible students") certain rights with respect to the student's school records. They are:

1. The right to inspect and copy the student's education records within 10 business days of the day the District receives a request for access.

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 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.

3. The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that the FERPA or Illinois School Student Records Act authorizes disclosure without consent.

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; to another school district that overlaps attendance boundaries with the District, if the District has entered into an intergovernmental agreement that allows for sharing of student records and information with the other district,[2] any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.

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

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

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

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

- Name
- Address

- Grade level
- Birth date and place

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

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

6. The right contained in this statement: No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under State law.

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

The name and address of the Office that administers FERPA is:

U.S. Department of Education

Student Privacy Policy Office

400 Maryland Avenue, SW

Washington DC 20202-852

EDUCATION OF CHILDREN WITH DISABILITIES

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

It is the intent of our School District to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated and provided with appropriate educational services. Students may be disabled within the meaning of Section 504 of the Rehabilitation Act even though they do not require services pursuant to the IDEA. For students eligible for services under IDEA, our School District shall follow procedures for identification, evaluation, placement, and delivery of services to children with disabilities provided by the Illinois State Board of Education. For those students who are not eligible for services under IDEA, but because of disability as defined by Section 504, need or are believed to need delivery of services to children with disabilities provided by the Illinois State Board of Education. For those students who are not eligible for services under IDEA, but because of disability as defined by Section 504, need or are believed to need special instruction or related services, we shall establish and implement a system of procedural safeguards. The safeguards shall cover students’ identification, evaluation, and educational placement. This system shall include notice, an opportunity for the student’s parents/guardians to examine relevant records, an impartial hearing with opportunity for participation by the student’s parents/guardians, and representation by counsel, and a review procedure.

Our School District may maintain membership in one or more cooperative associations of school districts that shall assist in fulfilling its obligation to our disabled students. If necessary, students may also be placed in nonpublic special education programs or education facilities.

ACCOMMODATING INDIVIDUAL WITH DISABILITIES

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

MISCONDUCT BY STUDENTS WITH DISABILITIES

Behavioral Interventions: In compliance with laws, behavioral interventions shall be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate

behaviors. We will establish and maintain a committee to develop, implement, and monitor the use of behavioral interventions for students with disabilities. These procedures shall be furnished to the parents/guardians of all students with individual education plans (IEP) within 15 days after their adoption or at the time an IEP is first implemented for a student. All involved shall be informed annually of the existence of this IEP and its progress.

Suspension and Expulsion: The following procedure shall be used when a student with a disability is alleged to have engaged in misconduct:

1. Suspension for a cumulative period not to exceed 10 school days in any school year.
2. Suspension Beyond 10 Days, or Expulsion- we shall promptly notify the student's parents/guardians of the disobedience or misconduct. All procedures contained in Dist. 701's discipline policy shall be followed. This information shall be confirmed in writing, parents/guardians shall be advised as follows:
 - a.) The multidisciplinary conference (MDC) team shall meet as soon as possible, but at least 10 days after this notice was sent, unless such 10-day notice is waived by the parents/guardians, to determine whether a casual relationship exists between the student's disabling condition and the student's alleged misconduct.
 - b.) The student's parents/guardians must attend the multidisciplinary team meeting on the date, time and location as specified for the meeting.

Chronic or habitual truant- this is a student who is subject to compulsory school attendance and who is absent without valid cause from school for 10 percent or more of the previous 180 regular attendance days. If the MDC team determines the cause of the student's absences is not related to the student's disabling condition, the student may be disciplined under District 701's discipline policy up to and including expulsion. If the Board of Education imposes expulsion or disciplinary measures altering the student's special education plan, an IEP meeting shall be convened to determine appropriate alternative means of service delivery.

The Board of Education may not expel, if the MDC team determines that the student's gross misconduct or truancy is related to the student's disability. The MDC team is responsible to address placement changes which may be appropriate in light of misconduct found to be disability-related.

Parents/guardians may object to a proposed change in their student's educational placement. If the school district believes that maintaining your student in their current placement is substantially likely to result in injury to your child or others, the school may request an expedited due process hearing to change your child's placement. This may result in an interim alternative educational setting. The hearing officer may order the placement even if your child's behavior is a manifestation of his or her disability.

Ahera Management Plan

Asbestos Hazard Emergency Response Act (AHERA) Management Plans are available at the office of each Building Principal. The three-year re-inspection was completed in August 2001 by an accredited

inspector, Ideal and Associates. Periodic surveillance activities are completed as necessary. All workers and building occupants, or their legal guardians, are informed at least once each school year about inspections, response actions, or post-response action activities, including periodic re-inspection and surveillance activities, that are planned or in progress.

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.

EDUCATION OF HOMELESS CHILDREN

Each child of a homeless individual and each homeless youth have equal access to the same free, appropriate public education, as provided to other children and youth, including a public pre-school education. A “homeless child” is defined as provided in the McKinney Homeless Assistance act and state law. The Superintendent shall act as or appoint a Liaison for Homeless Children to coordinate this policy’s implementation.

A homeless child may attend the District school that the child attended when permanently housed or in which the child was last enrolled. A homeless child living in any District school’s attendance area may attend that school. Please contact the Dee Mack District #701 Homeless Coordinator.

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.

INTERNET USE FOR STUDENTS

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

Students sign an “Internet and Computer Use Contract” (*see Forms section of handbook*) before the use of computers is allowed. All use of electronic network use must be consistent with the school’s goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These rules do not attempt to state all required or proscribed behavior by users. However, some specific examples are provided. **The failure of any user to follow these rules will result in the loss of privileges, disciplinary action, and/or appropriate legal action.** **Unacceptable Use:** The user is responsible for his or her actions and activities involving the network. Some examples of unacceptable uses include but are not limited to:

1. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any State or federal law;
2. Using the network for any illegal activity, including violation of transmitting any material in violation of any State or federal law; Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any State or federal law;
3. Unauthorized downloading of software;
4. Downloading copyrighted material for other than personal use;
5. Using the network for private financial or commercial gain;
6. Wastefully using resources, such as file space;
7. Hacking or gaining unauthorized access to files, resources, or entities;
8. Invading the privacy of individuals, that includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature including a photograph;
9. Using another user’s account or password;
10. Posting material authored or created by another without his/her consent;
11. Posting anonymous messages;
12. Using the network for commercial or private advertising;
13. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
14. Using the network while access privileges are suspended or revoked.
15. Accessing blocked websites such as Facebook, MySpace, and other social networks sites.

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

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

7. Do not use email, Google Platform or the school network in any way for private chats, messaging, or personal messages.

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

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

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

Vandalism: Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.

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

1. For each re-publication (on a Web site or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the Web address of the original source.
2. Students engaged in producing Web pages must provide library media specialists with e-mail or hard copy permissions before the Web pages are published. Printed evidence of the status of "public domain" documents must be provided.
3. For each re-publication (on a Web site or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the Web address of the original source.
4. Students engaged in producing Web pages must provide library media specialists with e-mail or hard copy permissions before the Web pages are published. Printed evidence of the status of "public domain" documents must be provided.
5. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the Web site displaying the material may not be considered a source of permission.

6. The “fair use” rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.
7. Student work may only be published if there is written permission from both the parent/guardian and student.
8. Plagiarism is defined as copying, citing or quoting a source of information without properly citing or giving credit to the author. This is a form of cheating; students will be given the opportunity to correct the plagiarism to learn the process. If no correction is made, then a detention will be issued.

Also see district policy 7:140, 7:190,7:190-AP5

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.

Search And Seizure

Lockers, desks, and books are the property of Deer Creek-Mackinaw CUSD #701 are subject to search and seizure. Vehicles parked on school property are also subject to search by school officials or police agencies.

Student Records, Notification Of Parents, And Student Rights

The student permanent record consists of basic identifying information, academic transcript, attendance record, accident reports and health record, record of release of permanent information, and other basic information.

The student temporary record consists of all information not required to be in the student record, including family background information, test scores, psychological evaluation, special education files, teacher anecdotal records, and disciplinary information.

Local, state, and federal education officials have access to student records for educational and administrative purposes without parental consent. Student records shall also be released without parental consent pursuant to a court order subpoena or in connection with an emergency where the records are needed by law enforcement or medical officials to meet a threat to the health and safety of the student or other persons.

The following is designated as public information and shall be released to the general public unless the parent designates otherwise [20 U.S.C. 1232g(b)(1)]:

Ø Student's name and address

Ø Grade level

Ø Birth date and place

Ø Parent name and address

Ø Period of attendance at school

A parent or student may not be forced by any person or agency to release information from the temporary record to secure any right, privilege or benefit, including employment, credit, or insurance.

Full and complete copies of the laws, rules, and regulations of the student records are on file with the Superintendent of the District.

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.

Statement of Non-Discrimination

No employee, student, parent, or any other person having affiliation with Deer Creek-Mackinaw CUSD #701 shall on the basis of age, color, gender, race, national origin, religion, or disability be excluded from participation in, be denied the benefits of, or be subjected to discrimination in any program or activity under the jurisdiction of Deer Creek-Mackinaw CUSD #701.

A grievance procedure is on file in the Superintendent's office. Please contact the Superintendent at 359-8965 for full details if you feel that your rights have been violated.

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 following model:

WHAT IF MY CHILD IS REFERRED TO THE SCHOOL'S "PROBLEM-SOLVING TEAM"?

- 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!

Goals For Attending Students

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. The major task of the educational program is to facilitate the students to become self-sufficient. To this end, the Board of Education and the faculty/staff of Deer Creek-Intermediate School shall work together to establish an environment conducive to the maximum development of each student through commitment to the following goals:

1. Provide a learning program for the students which considers their various backgrounds, capabilities, learning styles, interests, and aspirations;
2. Protect and observe the legal rights of the students;
3. Enhance the self-image of each student by helping him/her to feel respected and worthy, and create a school environment which provides encouragement through frequent success;

4. Provide the opportunity for students to learn personal and civic responsibility for their actions through meaningful experiences as school citizens;
5. Provide for the handling of discipline matters with students in a just and constructive manner;
6. Provide for the safety, health, and welfare of students;
7. Provide the opportunity for the development of self-motivation and pride of accomplishments within each student.

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

Warning Signs of Child Sexual Abuse

Warning signs of child sexual abuse include the following. Physical signs:

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

Behavioral signs:

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

Emotional signs:

- Change in eating habits or unhealthy eating patterns, like loss of appetite or excessive eating

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

Warning Signs of Grooming Behaviors

School and District employees are expected to maintain professional and appropriate relationships with students based upon students’ ages, grade levels, and developmental levels.

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

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

- Restricting a student's access to other adults

Warning Signs of Boundary Violations

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

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

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

Faith's Law Notifications¹

Employee Conduct Standards

School districts are required to include in their student handbook the District's Employee Code of Professional Conduct. These standards, in part, define appropriate conduct between school employees and students. A copy of these standards can be found on the District's website or requested from the Superintendent's office.²

Prevention of Anaphylaxis

While it is not possible for the School or District to completely eliminate the risks of an anaphylactic emergency, the District maintains a comprehensive policy on anaphylaxis prevention, response, and management in order to reduce these risks and provide accommodations and proper treatment for anaphylactic reactions.

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

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 Intermediate School is a participant. These guidelines also apply to students who are passengers on school transportation vehicles. Obviously, no student handbook can contain every conceivable offense which may be committed. The administration reserves the right to determine appropriate disciplinary action for offenses which are not contained in the following list. Similarly, the administration reserves the right on a case-by-case basis to deviate from the specified disciplinary actions when such deviation is determined to be necessary for the proper and efficient operation of the school. With each offense discipline will progress as determined by the administration. **Any situation not covered by the guidelines will be left to the building principal's discretion. The building principal will make the final decision on discipline.**

Discipline Handbook Reference Section:

Offense	Disciplinary Action(s)
Academic Integrity	
a. Cheating	<ul style="list-style-type: none">· Academic referral by teacher· Parent contact· Possible grade reduction· Detentions to ISD depending on seriousness of the offense
b. Plagiarism is strictly prohibited including copying, "cut & paste" or representing student work, ideas, graphs, or ideas that are not original without crediting the source.	<ul style="list-style-type: none">· Academic referral by teacher· Parent contact· Severe grade reduction

Affection

- | | |
|--------------------------|--|
| a. Inappropriate display | <ul style="list-style-type: none">· 1st offense: warning· 2nd offense: detention· Subsequent offenses: ISD |
|--------------------------|--|

Alcohol and/or substance related problems while at school, on school grounds, on school conveyances, or while attending/participating in any school sponsored activity

- | | |
|--|--|
| a. Prohibited activities, possession, consumption, or being under the influence of alcohol, controlled substances; drug paraphernalia or "look alike" substance, chemically designed substances, E-Cig, vape pen with THC, or inhalants. | <ul style="list-style-type: none">· Suspension to expulsion proceedings, and police referral |
|--|--|

- | | |
|--|--|
| b. Students who encourage, sell, or provide alcohol/drugs/ inhalants/look-alike chemically designed substances, E-Cig, vape pen with THC, or | <ul style="list-style-type: none">· Suspension to expulsion proceeding & police referral |
|--|--|

inhalants to other students.

c. Possession of empty alcohol or empty controlled substance related containers.

· Detentions to ISD based upon seriousness of the situation

Attire

a. Wearing of inappropriate clothing or apparel to school

· 1st offense – parent contact, change of clothes, and warning.

· Further offense – change of clothes, one (1) detention, parent contact

· Wearing of apparel or jewelry depicting alcohol, drugs, tobacco, sexual connotations, obscenities, violence, ethnic or racial slurs.

1st offense – parent contact, change of clothes, and a warning

Further offense – change of clothes, one (1)

detention, parent contact

Battery

a. Toward a student

· Possible External suspension; and or expulsion proceedings

based upon investigation; police referral

b. Toward staff/school board member.

Possible External suspension; and or expulsion proceedings

based upon investigation; police referral

Bomb Threats

· Possible External suspension and/or expulsion proceedings

based upon investigation; police referral.

Book bags, backpacks, oversized purses-must be kept in locker

· Send to office, detentions-ISD

Bullying/Harassment

a. Verbal or written bullying/teasing or harassment to another student

· Detention, ISD, or suspension to expulsion based on the seriousness of the offense.

· Racial, ethnic, harassment; including derogatory

1st offense – ISD-External Suspension

Slurs or satanic writing or gestures

2nd offense –ISD- External Suspension

b. Physical or sexual/sexuality harassment; including intimidation, threats of harm, or lewd gestures/displays or assault.

· 1st offense – ISD-External Suspension

· 2nd offense – ISD-External Suspension

Cell Phone. Cell Phone violation for having a phone on your person during the school day, or taking photos or videos with your phone during the school day. If photos or videos are deemed inappropriate for school additional consequences can be applied. broadcasting is also not allowed

- 1st offense– Warning phone confiscated- given back end of day
- 2nd Offense –Detention, phone confiscated-parents must come get phone
- Subsequent offenses- ISD

Computer/ Internet Policy

a. Academic Integrity Violation the copyright laws.

- Academic referral by teacher, parent contact; grade reduction;
- 1st offense – ISD
- 2nd offense – ISD & loss of internet privileges for remainder of semester.

b. Forgery – Misrepresenting themselves or others.
.1st offense – (1-3)detentions-subsequent offenses ISD

<p>c. Intimidation / Harassing other users</p>	<ul style="list-style-type: none"> · Detention, ISD, or -suspension to expulsion based on the seriousness of the offense.
<p>d. Misuse</p>	
<p>1. Using the account of another student.</p>	<ul style="list-style-type: none"> · 1st offense – detention to external suspension based on the seriousness of offense.
<p>2. Violation of the rights of others or their privacy.</p>	<ul style="list-style-type: none"> · 1st offense – discipline plus loss of internet privileges for remainder of semester.
<p>3. Accessing, downloading, and/or creating pornography.</p>	<ul style="list-style-type: none"> · 1st offense – Detention, or ISD, or external suspension depending on severity and loss of internet privileges.
<p>4. Using or conspiring to use the network for illegal activities such</p>	<ul style="list-style-type: none"> · 1st offense – external suspension and loss of internet privileges for the year.

as “crashing
data bases.”

e. Vandalism or
conspiring to
vandalize

- ISD or external suspension to expulsion proceeding based upon the seriousness of the incident, referral to police, restitution, and loss of internet privileges for the remainder of year.

f. Vulgarity

1. Using
obscenities or
inflammatory
speech.

- 1st offense – detention
- 2nd offense – ISD

Defiance/ Disrespect/
Insubordination – refusing
to comply with a reasonable
request by a staff member.

- 1st -5th offense – 1 detention.
- 6th offense – ISD to OSS

a. Displaying “the
finger” to another
student

- 1st offense – Detention
- 2nd offense – ISD

Disruptive Behavior

a. Classroom – non-compliant with classroom rules.

- 1st -5th offense – 1 detention.
- 6th offense – ISD to OSS

· Possession of items brought on campus

1st offense – one (1) detention and confiscation

for non-academic purpose.

2nd offense – three (3) detentions; parent contact and

confiscation.

b. Students engaged in disruptive behavior at lockers or in hallways.

- The penalty may range from detention to external suspension the seriousness of the offense

c. Students engaged in disruptive behavior in the Cafeteria

- Detentions to suspension based upon seriousness of offense.

<p>d. Students engaged in disruptive behavior in the Assemblies</p>	<ul style="list-style-type: none"> · Detentions to suspension based upon seriousness of offense. Suspended from further assemblies.
<p>e. Inappropriate comments</p> <p>Ex. "This sucks..."</p>	<ul style="list-style-type: none"> · 1st offense – detention · 2nd offense – detention · 3rd offense – ISD · 4th offense – tbd by administration
<p>Failure to Complete Homework</p>	<ul style="list-style-type: none"> · HOMEWORK INTERVENTION
<p>Fighting – Physical Contact</p>	
<p>a. Fighting</p>	<ul style="list-style-type: none"> · Detention, ISD or OSS for the student who is the aggressor or provoker.

b. Physical Contact

- Detention, ISD or external suspension for non-provoker or the students who defended themselves.
- When provoker cannot be determined, each person will be externally suspended.

Gang-related or cult activity - use of apparel, symbols, drawings, graffiti, jewelry, etc. which are gang related while at school, on school grounds, on school conveyances, or while attending/participating in any school sponsored activity.

- 1st offense – ISD, parent notification; police liaison referral.
- Subsequent offenses – external suspension, possible expulsion recommendation.

Gang-related or cult activity – 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.

- ISD, external suspension; police liaison referral.
- 2nd offense –expulsion proceedings

Graffiti

a. Any drawing/sketch involving physical violence or damage to property.

- Conferences to external suspension based upon the seriousness of the situation.

Horseplay – Aggressive

- 1st offense – detention.
- 2nd offense – 2 detentions
- Subsequent offenses – ISD - external suspension

Leaving

a. Classroom or other assigned area.

- 1st offense – 1 detention
- 2nd offense – 3 detentions
- Subsequent offenses – ISD to external suspension

Lockers – abuse of, kicking, vandalizing

· Detention to suspension based on seriousness of offense

Misuse of school equipment or property

· Detentions to suspension based on seriousness of offense.

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

· 1st offense –external suspension and/or expulsion proceedings, and/or police referral.

Tobacco

a. Possession of tobacco or nicotine products, E-Cig, vape pens, matches, &

· Detention, ISD to external suspension

lighters on school grounds or school.

b. Use of tobacco or nicotine products – smoking in the school or on school grounds.

- 1st offense – 1-3 days OSS
- 2nd offense – TBD by administration

Vandalism of school property or private property on school premises.

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

Verbal or written threats directed toward a student.

- Penalties will vary from student conference, detentions, to external suspension depending upon the seriousness of the situation; police referral.

Verbal or written threats directed toward a staff

- Penalties will range from external suspension to expulsion proceedings depending upon seriousness of situation; police referral.

Vulgar or obscene language/ gestures directed toward staff

- Detention- ISD- OSS

Weapons/Explosive Devices

Possession of firearms or explosives, or intent to use explosives or the use of any object with the intention to inflict bodily harm while at school, on school grounds, or while attending/ participating in any school sponsored activity.

- External Suspension, Expulsion proceedings, police referral

Weapons – possession of objects intended to be used as weapons or could be used as weapons while at school, on school grounds, on school conveyances, in a building/facility, or while attending/participating in any school sponsored activity.

- External suspension depending upon the seriousness of the situation; police referral; expulsion may be considered.
- 2nd offense – expulsion proceedings; police referral

Stealing- taking something from the school or another

person in the school that does not belong to you.

Detention, ISD, or suspension to expulsion proceedings based upon the seriousness of the incident; referral to police; Restitution if necessary.

NOTICE FOR DIRECTORY INFORMATION

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Deer Creek-Mackinaw Community Unit School 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 information from your child's education records in certain school publications Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Website pics and recognition lists.
- Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, 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
- Dates of attendance
- Grade level
- Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc. (A student's SSN, in whole or in part, cannot be used for this purpose.) **Footnotes:** 1. These laws are: Section 9528 of the Elementary and Secondary Education Act (20 U.S.C. § 7908), as amended, and 10 U.S.C. § 503(c), as amended.