

DEE-MACK PRIMARY SCHOOL

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Principal

2009-2010

STUDENT
HANDBOOK

DISTRICT #701 MISSION STATEMENT

Deer Creek-Mackinaw Community Unit School District #701 is dedicated to the social, emotional, and academic growth of all students.

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

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–Mackinaw Primary 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.

REGISTRATION

Parents are required to enroll each student prior to the first day of attendance. A certified birth certificate is required. To complete the registration process, parents must complete a registration form and pay all fees for each student. The information contained on the registration card is for emergency use and should be filled out completely. Parents should provide the school with any pertinent medication information that may impact a student's school performance. Mail-in registration is mailed to currently enrolled students each July, due to the school of attendance by August 1st. Please contact the school office as information needs to be updated throughout the school year. A Consent Check List is enclosed in the registration packet; including permission to identify your child by name and/or the school they attend in any school sponsored material, publication, video tape or DeeMack website. This would include athletic team pictures, newspaper pictures of school activities, etc. (*The "Public Relations Form" is in the Forms section of the handbook.*)

TEXTBOOK RENTAL

Textbooks are the property of Deer Creek–Mackinaw Community Unit School District #701 and are rented to students for use during the school year. The fee for textbook rental for the current school year has been established by the Board of Education at \$55.00 for kindergarten and \$80.00 for first through eighth grades. Students are expected to maintain the books in a reasonable condition and will be charged replacement costs for any textbooks that are lost or damaged/abused. (*The “Application for Fee Waiver” is in “Forms” section of handbook.*)

INTERNET USE FOR STUDENTS

Students sign an “Internet and Computer Use Contract” (*see “Forms” section of handbook*) before the use of computers is allowed. Misuse of the Internet or the computer will result in the loss of privileges for up to one year. Misuse may include, but is not limited to, text messaging sent or received, pornography of any kind, unethical or illegal solicitation, inappropriate language or other disruptive issues.

VISITORS

In order to strengthen relationships between students’ families and the Board and District personnel, and to enable parents/guardians to become active partners in education, we will strive to:

1. Keep parents/guardians informed about their child’s school and education.
2. Encourage involvement in their child’s school and education.
3. Establish effective two-way communication between all families and the Board and District personnel.
4. Seek input from parents/guardians on significant school-related issues.
5. Inform parents/guardians on how they can assist their children’s learning.

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, located on the northwest side of the building next to the school office. 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 Primary 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.

LUNCH PROGRAM

No student will be allowed to leave the school building for lunch. All students are expected to bring a cold lunch or eat a hot lunch offered by the school cafeteria. Students may only charge up to a \$10 deficit before receiving a cheese sandwich for lunch. No charges will be allowed two weeks prior to the end of school.

The cafeteria is operated for the convenience of the students. A nutritious lunch is prepared every day for those parents who desire a hot lunch for their children. Junior high students must purchase their lunch at the beginning of the school day before school starts. One milk is included with each hot lunch purchased. Extra milk may be purchased for twenty-five cents, and any student may buy milk at lunch. A monthly menu will be provided at the beginning of each month. This menu is usually sent home as part of the monthly newsletter. The menu is subject to change without notice.

Meals can be purchased in advance by check, cash or Café Pre-Pay. The online service of Café Pre-Pay can be accessed by going online at deemack.org. (*An “Application for Free and Reduced-Price Meals” is included in the “Forms” section of the handbook.*)

TRANSPORTATION

Transportation is provided to and from school for eligible children. (*See “Transportation Reimbursement Form Information” in “Forms” section of handbook.*) All bus routes will be transported to a central point, Deer Creek–Mackinaw Primary and Junior High School for Mackinaw students and Deer Creek–Mackinaw Intermediate School for Deer Creek students. From that point, students will either enter the school building or board their assigned shuttle bus for transportation to their school.

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

Failure to abide by these expectations may result in the loss of riding privileges, suspension, or expulsion. If a student is suspended from the bus, this suspension will also include any field trip or athletic events that occur during the bus suspension.

Personal music devices with headphones and hand-held games are allowed as long as it is not a disruption or distraction. Bus drivers will use their discretion to prohibit such devices. These devices must be packed away in the child's book bag before the child enters the school building.

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

- **Minor offenses** include being out of your seat while the bus is moving, making extra loud noises, eating or drinking on the bus, and littering. The first offense will be handled by the bus driver and reported to the building principal. The second offense will result in a referral to the building principal and parent contact. The third offense will result in a referral to the building principal, parent contact, and dismissal from the bus for one (1) day. The fourth offense will result in a referral to the building principal, parent contact, and dismissal from the bus for three (3) days. The fifth offense will result in a referral to the building principal, parent contact, and dismissal from the bus for ten (10) days.
- **Major offenses** include damage to the bus, throwing objects, fighting, spitting, and bad language or gestures (including swearing and disrespect to the driver). The first offense will result in a referral to the building principal and parent contact. The second offense will result in a referral to the building principal, parents contact, and dismissal from the bus for one (1) day. The third offense will result in a referral to the building principal, parent contact, and dismissal from the bus for three (3) days. The fourth offense will result in a referral to the building principal, parent contact, and dismissal from the bus for ten (10) days. The fifth offense will result in a recommendation to the Board of Education for permanent removal from the bus. Offenses are cumulative between categories. Damage to school property will require restitution for damages. **Vulgar language or profanity directed toward the bus driver will result in a ten (10) day suspension from the bus.** (See "Forms" section of handbook for sample *Bus Conduct Report*.)

Bus drivers will only stop at the regular bus stops. Students must have parental permission approved by the building principal for any variation in the assigned stops. A "Change in Transportation Request Form" must be turned into the school office at least 5 days prior to a proposed change in daily transportation (*See "Forms" section of handbook for "Change in Transportation Request Form"*). Because of the potential for the Heritage Lake bus to be overloaded in the evening, Deer Creek–Mackinaw Primary and Junior High School students who are not regularly Heritage Lake bus students will not be allowed to ride. No exceptions to this regulation will be granted!

MORNING AND EVENING PROCEDURES

Students need not arrive at school before 7:30 a.m. Primary supervision begins at 7:30 a.m. Students should report to their assigned areas upon arrival. The primary school day begins in the gymnasium at 8:10 a.m. Primary students arriving to school after 8:15 a.m. are marked tardy. The school day ends at 3:00 p.m.

INCLEMENT WEATHER

There are occasions when, due to inclement weather, the school day is cancelled, shortened, or lengthened. Our priority will always be the safety of the students. Parents are encouraged to make prior arrangements for child care in the event of emergency changes in the school day. Local radio stations (WJBC 1230 AM, Bloomington; WXCL 104.9 FM and WMBD 1470 AM, Peoria) and local television stations (WEEK, WHOI, and WMBD) will be contacted to announce cancellation of school and/or bus routes, and changes in the school day.

EARLY DISMISSAL DAYS

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.

ATTENDANCE

Regular attendance is not only required by law, but also necessary for students to achieve their maximum learning potential. Because the District's state funding is based on attendance, parents are encouraged to make every possible effort to schedule appointments to doctors and dentists after school hours. In accordance with state law,

students must be in school for a minimum of 300 minutes of instructional time to be considered attending a full day. It is the responsibility of the students to contact teachers concerning work missed. Generally, to make up assignments, one day is allowed for each day missed. When a student is ill and parents wish to pick up assignments for the ill student, the assignments are due when the student returns to school. In cases of unexcused absences or tardies, the student may not be allowed to make up the work missed and still get credit for the work. Major assignments must be completed regardless of the nature of the absences or tardies. After 3 days of absence due to illness, a doctor's note will be required for re-admittance.

All students are expected to be in the building from 8:15 a.m. until 3:00 p.m. each day. Students who must leave the building are required to obtain permission through the school office.

The law requires phone contact in the event of an absence. The parent or guardian must call Deer Creek–Mackinaw Primary School (359–4321) or the attendance lines (359–3049 for Mackinaw/447–6297 for Deer Creek) before 9:00 a.m. on the day of the absence to report the reason for the absence. If a telephone call is not received, the school office will contact parents to check on the absence. A written note that is signed by the parent or guardian, stating the reason for the absence or tardy, is required in the event that phone contact is not possible.

To protect students and parents, teachers will not release any student directly from the classroom. Parents wishing to pick up a child from school must report to the office and sign a release form. The student will then be called to the school office for dismissal.

Included is a list of excused and unexcused absences or tardies as determined by the Board of Education:

Excused Absences

1. Sickness—personal or in the immediate family of student
2. Medical and dental appointments
3. Death in family and funerals
4. Emergency situation—to be determined by the administration
5. Recognized school–sponsored field trip or other educational trip
6. Religious holidays

Unexcused Absences

1. Failure to bring a note after an absence
2. Shopping
3. Hunting or fishing
4. Haircut or grooming
5. Suspension
6. Truancy
7. Working or babysitting
8. Sleeping
9. Absent from school and attending a school activity that day
10. Unauthorized vacations, trips

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.
2. No more than two (2) requests and a limit of a five (5) day total for the school year.
3. All work sent with the student is due on the day of the return of the student.
4. Tests covering assignments completed during the period of absence must be taken on the first day the student returns.

This is a privilege granted to students in good standing as determined by the administration. (*A "Pre-Arranged Absence Request Form" is in "Forms" section of handbook.*)

TARDINESS

The first 14 minutes of the day are very important; assignments are turned in, attendance and lunch count are taken. 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.

BEHAVIORAL EXPECTATIONS

All teachers at Deer Creek-Mackinaw Primary 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. A parent contact will be made, either by phone or in writing. (*See "Student Behavioral Referral" in 'Forms' section.*)

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

- Positive reinforcement: Students will be encouraged to maintain behavioral expectations through the use of positive reinforcement, such as praise, awards, and tangible reinforcers.
- Natural and logical consequences: At times, students will be exposed to the natural and logical consequences for their behavioral choices. For example, students who do not study for a test may fail (natural consequence). Students who fail may have to spend time after school for extra study time (logical consequence).
- Isolation/exclusion: Various forms of isolation from peers (time out) and exclusion from activities (loss of privileges) 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.
- Physical restraint: This refers to holding a student or otherwise restricting his/her movements and includes only specific, planned techniques for which the staff has been trained.
- Removal from class: If a student is removed from class for repeated classroom disruptions, a writing assignment/behavior contract will be assigned. If a second offense occurs, the student will be sent home for an at-home time out.

RETENTION POLICY

A child may be retained if he/she does not make sufficient academic progress throughout the school year. Parents will be notified by the beginning of the third quarter of the school year. A child may also be retained if he/she has been absent 10% (18 days) of the school year.

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 Primary School students are expected to act in an orderly and safe manner.**

- Students will act in an orderly and safe manner in school, in the gym, on the playground, to and from school, and from bus lines as well as in these lines.
- No form of profanity, verbal aggression or physical aggression will be tolerated.
- Knives and other dangerous weapons are not allowed on the school grounds or in the school building.

- Students not involved in after-school activities are to leave the building immediately after dismissal.
- Chewing gum in school is strictly prohibited.

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.

Respect for Others: Disrespect to any student, staff, or faculty member will not be tolerated. Name calling, threats, inappropriate remarks toward faculty, staff members, and other students will not be tolerated. Public display of affection is not permitted. No form of sexual harassment will be tolerated.

Fighting, Threatening, Disrespect, Vandalism: Physical aggression of any kind will not be tolerated. Students who engage in fighting will be removed from the school setting immediately and placed on an out-of-school suspension for two days. A second offense of physical aggression will be immediate removal from school and an out-of-school suspension for five days.

WEAPONS AT SCHOOL

By Illinois law, any student who is determined to have brought a weapon to school is required to be expelled for a period of not less than one year. The school is also required to refer the student to the criminal justice delinquency system.

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. Midriff tops, halter tops, low-cut tops, or tops which show stomachs may not be worn. Mesh shirts are not permitted. Tank tops and tops with thin straps will not be permitted without an undershirt worn beneath. Jackets and/or coats will not be worn in the classroom.

Appropriate shoes must be worn at all times. No footwear shall be worn that is damaging to the floors or dangerous to student safety, such as 'heelies' or skates.

PHYSICAL EDUCATION

In accordance with the Illinois School Code, all students are required to take physical education unless they have a written excuse from class. A doctor's excuse will be required for any absence from physical education class exceeding one day. Doctors' excuses should specify the limitations and duration of the limitations. Students excused from physical activity will not be allowed to participate in recess or extracurricular activities.

Appropriate shoes are required. These tennis shoes must be kept at school and can only be worn for physical education class.

LIBRARY GUIDELINES

Deer Creek–Mackinaw Primary 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 the classroom teacher. Lost or damaged books will be the responsibility of the person checking them out from the library. Students will be charged current replacement costs for the library materials.

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.

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” (*in “Forms” section of handbook*) 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 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 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.

ILLNESS POLICY

1. 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.
2. A child with diarrhea should be kept home.
3. A child with a heavy cold and hacking cough belongs at home, even if there is no temperature.
4. **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* medications like Tylenol. Medications can mask fevers and other symptoms.**
5. If your child is vomiting, do not send the child to school until food can be kept down.
6. If your child has a sore throat, fever, and white spots can be seen in the back of the throat, call the doctor and keep the child home.
7. Be sure the school secretary has current phone numbers to reach you immediately, should your child become ill while at school.

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

HEALTH REQUIREMENTS

1. All students entering Pre-K, ECE and Kindergarten must present a current (dated Aug. 26, 2008 or later) physical exam form.

2. All students entering Kindergarten must present a vision exam, conducted by a licensed optometrist, which has taken place within one year of the first day of school.
3. All students entering Kindergarten and 2nd grade must present a current dental examination.
4. Following are immunization requirements:
 - DPT – 4 or more does, last dose on or after the 4th birthday.
 - Polio – 3 or more doses, last dose on or after the 4th birthday.
 - MMR – 2 doses after the age of 12 months and before entering school.
 - Lead Screening – evidence of lead screening or physician’s verification that one is not needed.
 - Heb B – series of 3 shots before entering school.
 - Varicella (chicken pox) – 1 dose after the age of 12 months or statement from physician of disease.

AHERA MANAGEMENT PLAN

REINSPECTION PLAN AND PERIODIC SURVEILLANCE ACTIVITIES: The three year re-inspection was completed in August, 2004 by an accredited inspector, Ideal and Associates. Periodic surveillance activities are completed as necessary. All workers and building occupants, or their legal guardians, are informed at least once each school year about inspections, response actions, or post-response actions activities, including periodic re-inspection and surveillance activities that are planned or in progress.

Plans are available at each school office.

PEST MANAGEMENT PLAN

Deer Creek–Mackinaw schools maintain an Integrated Pest Management Plan for all District No. 701 buildings. This plan seeks to maintain a pest free environment by the least invasive means possible, such as preventive and mechanical measures. From time to time, however, it may become necessary to control pests by chemical treatment by competent pest control professionals. District No. 701, in compliance with state law, maintains a list of all parents who wish to be notified prior to any chemical treatment of student areas. If you wish to be included on this list, please provide written notification of your request to your young person’s building principal.

SEXUAL HARASSMENT

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

STATEMENT OF NONDISCRIMINATION

No employee, student, parent, or any other person having affiliation with Deer Creek–Mackinaw Community Unit School District No. 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 No. 701.

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

SEARCH AND SEIZURE

Lockers, desks, and books are the property of Deer Creek–Mackinaw CUSD #701 and are subject to search and seizure. Random locker checks will be conducted by the administration, staff and/or teachers.

CONVICTED CHILD SEX OFFENDER NOTIFICATION LAWS

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

1. A parent/guardian of a student attending the school and the parent/guardian is (a) attending a conference at the school with school personnel to discuss the progress of his or her child academically or socially, (b) participating in child review conferences in which evaluation and placement decisions may be made with respect to his or her children regarding special education services, or (c) attending conferences to discuss other student issues concerning his or her child such as retention or promotion and notifies the Principal of his or her presence at the school, or
2. Has permission to be present from the Board, Superintendent or Superintendent's designee. If permission is granted, the Superintendent or designee shall provide the details of the offender's upcoming visit to the Principal.

In all cases, the Superintendent, or designee who is a certified employee, shall supervise a child sex offender whenever the offender is in a child's vicinity.

STUDENT RECORDS, NOTIFICATION OF PARENTS, AND STUDENT RIGHTS

The student permanent records 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 to 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)]:

- Student's name and address
- Grade level
- Birth date and place
- Parent name and address
- 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.

FAMILY EDUCATIONAL RIGHTS and PRIVACY ACT

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's educational records. These rights are:

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

Parents or eligible students should submit to the Principal a written request that identifies the record(s) they wish to inspect. The Principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

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

Parents or eligible students may ask the Principal to amend a record that they believe is inaccurate. They should write the Principal, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the

request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School 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 person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent 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.

Upon request, Deer Creek–Mackinaw Dist. 701 discloses educational records without consent to officials of another school district in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U. S. Department of Education
400 Maryland Ave., SW
Washington, DC 20202–4605

PROFESSIONAL PERSONNEL – TEACHER QUALIFICATIONS

A teacher, as the term is used in this policy, refers to a District employee who is required to be certified under state law. The following qualifications apply:

1. Each teacher must:
 - a. Have a valid Illinois certificate that legally qualifies the teacher for the duties for which the teacher is employed.
 - b. Provide the District Office with proof of certification by the end of the first week of the school, each school year.

- c. Provide the District Office with a complete transcript of credits earned in institutions of higher education and, annually by July 1, provide the District Office with a transcript of any credits earned since the date the last transcript was filed.
 - d. Notify the Superintendent of any change in the teacher's transcript.
2. The following teachers must be "highly qualified" as defined by state and federal law: (a) teachers receiving their first certificate after July 1, 2002, who will work in a program supported with Title I funds, and (b) by the end of the 2005–2006 school year, all teachers of core academic subjects. Teachers are generally considered to be highly qualified if they: (a) have a bachelor's degree; (b) have full state certification according to criteria adopted by ISBE; and (c) have demonstrated subject-matter competence in the area(s) taught according to criteria adopted by ISBE. "Core academic subjects" means English, reading or language arts, mathematics, science, foreign languages, civics and government, economics, arts, history, and geography.

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.

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

Academic Support

Primary Response to Intervention (RtI)

RtI is part of our standard curriculum in conjunction with State of Illinois mandates. Students in grades Kindergarten thru 3rd are screened three times a year to measure academic and social – emotional development. Students that show a need are then provided additional curriculum and social – emotional support. This support will be provided during normal school hours.

Tutoring– Kdg thr 3rd grade

Students are offered an after-school tutoring program during the school year. Students are suggested by classroom teachers and given additional support for reading and math. This program typically starts in November and continues through the end of April.

PARENTS RIGHT TO KNOW – TITLE I SERVICES

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

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

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

TITLE I PROGRAMS

Our School District pursues funding under Title I to supplement instructional services and activities in order to improve the educational opportunities of educationally disadvantaged or deprived children.

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

Parental Involvement Compact– We have a Parental Involvement Compact according to Title I requirements. This contains (1) a process for continually involving parents/guardians in its development and implementation, (2) how parents/guardians, the entire school staff, and students share the responsibility for improved student academic achievement, (3) the means by which the school and parents/guardians build and develop a partnership to help children achieve the state’s high standards, and (4) other provisions as required by federal law. Each Principal shall ensure that the Compact is distributed to parents/guardians of students receiving services, or enrolled in programs, under Title I.

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 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 shall 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 a disabled student 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 so, and the Superintendent believes that the student's behavior in the current placement poses a continuing physical danger to the student or to others, the Superintendent is authorized to seek a court order to change the placement or to suspend the student for more than 10 school days.

DEE-MACK DIST. 701 FORMS APPENDIX

Public Relations Form

Application for Fee Wavier

Internet and Computer Acceptable Use Contract

Application for Free and Reduced- Price Meals

Transportation Reimbursement Form

Bus Conduct Report- *sample*

Change in Transportation Request Form

Pre-Arranged Absence Request Form

Student Behavior Referral - *sample*

School Medication Authorization Form