

Dee-Mack Junior High

Student Handbook

Mrs. Teri Justus, Principal

2023-2024

DISTRICT #701 VISION STATEMENT

“Doing what’s best for kids!”

Quick Reference Guide

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Junior High Phone: 359-4321 **Junior High Absences:** 359-3049 **Junior High Fax** 359-4015

Dee-Mack Special Education Phone (309) 359-5480 **Fax:** (309)359-5603

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WELCOME

Welcome to the 2023-2024 school year at Dee-Mack Junior High 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. **Interpretation of rules, policies, and disciplinary actions are subject to administration discretion.** We expect that each student shall:

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

Frequently Called Telephone Numbers

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

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 that 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 hear anything which would jeopardize the safety and welfare of our school, such as the use of violence or weapons, please call the school. "See something, Say something!"

Sincerely,

Mrs. Teri Justus, Principal
Deer Creek-Mackinaw Primary and Junior High School

DEER CREEK - MACKINAW MISSION STATEMENT

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

REGISTRATION

Parents are required to enroll each student online prior to the first day of attendance. To complete the registration process, parents must complete online registration and pay all fees for each student. The information contained on the registration screen 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.** Online registration is emailed to currently enrolled students each July, and payment is due to the school by August 1st. **Please contact the school office, as information needs to be updated throughout the school year.** *A consent checklist includes permission to identify your child by name and/or the school they attend in any school sponsored material, publication, videotape or Deer Creek-Mackinaw School District #701 website. This would include athletic team pictures, newspaper pictures of school activities, etc. (the "public relations form" is in the forms section of online registration.)*

REGISTRATION FEE- \$150.00

TEXTBOOK/SUPPLIES/MATERIALS/CHROMEBOOKS

Textbooks/chromebooks are the property of Deer Creek-Mackinaw School District #701 and are rented to students for use during the school year. The fee for textbook rental and technology fee for the current school year has been established by the board of education for junior high 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, and parents will be notified. More information regarding our 1:1 technology program and technology usage policies will be handed out at the beginning of the school year. A fee waiver does not exempt a student from charges for lost and damaged books, locks, materials, supplies, and/or equipment.

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

PARTICIPATION FEES

The Board of Education has set participation fees for extracurricular activities. The participation fees for the 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.

FINES, FEES, and CHARGES; WAIVER OF STUDENT FEES

The school establishes fees and charges to fund certain school activities. Students will not be denied the opportunity to participate in curricular and extracurricular programs of the school district due to the inability of their 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.

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

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

VISITORS

All visitors entering the building for any reason must register with the school office. Upon entering the school building before, during, or after school, every visitor will be screened through the Raptor Visitor Management System. Visitors must provide a driver's license or state identification card. 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, under the red awning. A badge, indicating that they are a visitor, shall be supplied and must be worn during the time they are present in the building. Please do not attempt to enter the building at the beginning or ending of the school day without checking in at the office first. 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. While we at Deer Creek-Mackinaw Junior High 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. Please understand that it is our job to limit the number of disruptions while students are learning.

TELEPHONE USE FOR STUDENTS

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

COMMUNICATION

Our school uses various methods of communication, such as email, telephone calls, the Dee-Mack app, the deemack.org website, or the district's School Messenger service. **Please be sure your contact information is always up to date.** School Messenger phone calls will be used to alert you of early dismissals, bus irregularities and other district and school wide notifications. **It is very important that your email is up to date at all times, teachers use this source of communication heavily to relay information.**

Please communicate regularly with school personnel. Should you have a concern, please address it first to the staff member involved, then to the principal, Mrs. Teri Justus, or assistant principal. If you are still not pleased with the situation, your next course of action is to bring it to the superintendent, Mr. Damon Hackett'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., in the District Office in Mackinaw. Parents are always welcome to attend the monthly Board of Education meetings.

MORNING AND EVENING PROCEDURES

Students may arrive at school no earlier than 7:30 a.m. Junior High students are dismissed from the cafeteria into Advisories at 8:00 a.m. Advisory period runs from 8:00-8:12 a.m., with first hour beginning at 8:15 a.m. Students arriving to school and/or class after 8:15 a.m. will be marked tardy. Students who need extra help and/or are identified through the RTI program will go upstairs in the morning to “check-in” with their respective teachers. The school day ends at 3:00 p.m. A staggered dismissal will be used at the end of each day.

Deer Creek Shuttle Bus Students & Eastside Van (students who attend Eastside Educational Center for childcare)
Car riders, Walkers

Route Bus Students – Primary students to their designated areas, Junior High students to the gym, where they are supervised while they wait for their bus to arrive.

INCLEMENT WEATHER

There are occasions when, due to inclement weather, the school day is canceled, shortened, or lengthened. Our priority will always be the safety of the students. Parents are encouraged to make prior arrangements for child care in the event of emergency changes in the school day. Local radio stations (WJBC 1230 am, Bloomington; WXCL 104.9 FM and WMBD 1470 am, Peoria) and local television stations (WEEK, WHOI, and WMBD) will be contacted to announce cancellation of school and/or bus routes, and changes in the school day. You will also receive a School Messenger telephone call and text, so please be sure the office has current phone numbers. There are also “alerts” on the Deer Creek-Mackinaw School District #701 website.

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 a.m. All buses would run exactly one hour after they normally would. For example, if your normal pick-up time is 6:47 a.m., your bus would come at 7:47 a.m. For Pre-K students there will be no morning Pre-K class. The afternoon Pre-K class will still run as normal. Bus pick-ups for out of district schools will run one hour late as well.

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

E-LEARNING DAYS

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

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

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

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

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

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

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

EARLY DISMISSAL DAYS

Deer Creek-Mackinaw School District #701 will have early dismissal on pre-planned days as marked on the school calendar. The early dismissals are for staff development activities. Buses will run at the time of the early dismissal at 11:30 a.m. and 1:30 p.m. No students will be allowed on school property after buses have left. Teachers are in meetings and there is no supervision. These days are important to our staff, allowing them to become the best instructional leaders they can be. Depending on the athletics coaching personnel and their duty requirements on early dismissal days, some athletic programs may have practices scheduled immediately following dismissal at 11:30 or 1:30 on these days.

ATTENDANCE

Attendance and Academic Success

At Deer Creek-Mackinaw District #701, we believe attendance is crucial to student achievement and success. A missed school day is a lost opportunity for students to learn. Research shows that students are more successful when in attendance and that every day of attendance matters for every student and their families. If absences become a pattern, the negative impacts quickly add up and those days of lost learning can lead to years of academic struggles, as well as challenges beyond the classroom. In the event of any absence, the student’s parent/guardian is required to call the school at 309-359-4321 before 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.

Subject to specific requirements in State law, the following children are not required to attend public school: (1) any child attending a private school (including a home school) or parochial school, (2) any child who is physically or

mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), (3) any child lawfully and necessarily employed, (4) any child over 12 and under 14 years of age while in confirmation classes, (5) any child absent because of religious reasons, including to observe a religious holiday, for religious instruction, or because his or her religion forbids secular activity on a particular day(s) or time of day, and (6) any child 16 years of age or older who is employed and is enrolled in a graduation incentives program.

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

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/guardian for the mental, emotional, or physical health or safety or health of the student (up to five days).**
7. **Deployment or leave of military parent (up to 5 days)**
8. **To sound TAPS (grades 6-12)**

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

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

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

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

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

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

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

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

Truancy and Chronic Truancy: A student is considered truant if they are absent from school without valid cause (listed above) for more than 1% but less than 5% of the prior 180 school days (2 - 9 days). After 5% or 10 days a student will be labeled as chronically truant. Days missed without valid cause will count towards a 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.

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, or message the classroom teacher, **before 2:30 p.m.** We use a transportation document to track changes so it is imperative that changes are made by 2:30 p.m. Dismissal is a very busy time and it becomes difficult to deliver messages. **The law requires phone contact or an email in the event of an absence.** The parent or guardian must call Deer Creek-Mackinaw Primary School (309-359-4321) or the attendance lines (309-359-3049) for Mackinaw (309-447-6297) for Deer Creek **before 9:00 a.m.** on the day of the absence to report the reason for the absence. Please call or email the office, rather than the teacher. If a telephone call or email is not received, the school office will contact parents to check on the absence. A written note that is signed by the parent or guardian, stating the reason for the absence or tardy, is required in the event that phone contact is not possible.

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

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

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

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

PRE-ARRANGED ABSENCES

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

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.

INTERNET USE FOR STUDENTS

1:1 Technology- Documentation and usage details will be given out to 7th graders at orientation and 8th graders on the first day of school.

Students sign an "Internet and Computer Use Contract" (*see forms section of handbook*) before the use of personal or school 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. **The school utilizes both Bark and GoGuardian to monitor potential issues and protect our students as they use the school's technology devices by looking for activities that may indicate online predators, adult content, sexting, cyberbullying, drug use, suicidal thoughts, and more.**

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

- a. 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;
- b. Unauthorized downloading of software;
- c. Downloading copyrighted material for other than personal use;
- d. Using the network for private financial or commercial gain;
- e. Wastefully using resources, such as file space;
- f. Hacking or gaining, or attempting to hack or gain, unauthorized access to files, resources, other's emails, or entities;
- g. 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;
- h. Using another user's account or password;
- i. Posting material authored or created by another without his/her consent;
- j. Posting anonymous messages;
- k. Using the network for commercial or private advertising;
- l. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material;
- m. Using the network while access privileges are suspended or revoked.
- n. Accessing blocked websites such as Facebook, Instagram, and all other social network 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:

- a. Be polite. Do not become abusive in messages to others.
- b. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
- c. Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.
- d. 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.
- e. Do not use the network in any way that would disrupt its use by other users.
- f. Consider all communications and information accessible via the network to be private property.
- g. 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.

- a. 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.
- b. 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.
- c. 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.
- d. The "fair use" rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.
- e. Student work may only be published if there is written permission from both the parent/guardian and student.
- f. 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)

STUDENT USE OF ELECTRONIC DEVICES

The use of electronic devices and other technology at school is a privilege, not a right. Students are prohibited from using electronic devices, except as provided herein. An electronic device includes, but is not limited to, the following: cell phone, smart phone, audio or video recording device, personal digital assistant (PDA), ipod©, ipad©, laptop computer, tablet computer or other similar electronic device. 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-off and out-of-sight unless: (a) permission is granted by an administrator, teacher or school staff member; (b) use of the device is provided in a student's individualized education program (IEP); or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.

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.

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

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

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 this type of information from your child's education records in certain school publications. Examples include:

- The annual yearbook; newsletters
- Sports activity sheets, such as for wrestling, showing weight/height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories—names, addresses and telephone listings—unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent. (1)

If you do not want Deer Creek-Mackinaw Community Unit School District 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 1. District 701 has designated the following information as directory information:

- student's name
- address
- telephone listings
- email address
- photographs
- date and place of birth
- dates of attendance
- grade level
- participation in officially recognized activities and sports
- weight and height of members of athletic teams
- honors, and awards received
- the most recent educational agency or institution attended
- student id number, user id, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a pin, password, etc. (A student's SSN, in whole or in part, cannot be used for this purpose.)

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.

SNACK POLICY

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

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. **Junior High students will not be allowed to skip lunch unless parents have contacted the school office for prior approval.** Students who have approval to not eat lunch will be required to wait in the school office while other students are eating lunch. Parents are notified via email or a phone call when there is a negative balance. Please check your student's balance on Skyward. **No charges will be allowed two weeks prior to the end of school.** The cost of a lunch for Junior High students is \$3.25 per day.

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 turn in their lunch money at the beginning of the school day; there is a lockbox in the cafeteria for lunch money envelopes to be placed. Milk is included with each hot lunch purchased. Extra milk may be purchased for .30, and any student may buy milk at lunch. Extra entrees for hot lunch students may be purchased for an additional \$1 after all students have been served. A monthly menu will be provided at the beginning of each month. This menu is also on the Deemack.org website. The menu is subject to change without notice. If a student loses their

ID with lunch code on it, they may replace it for a \$1 fee. Meals can be purchased in advance by check, cash or on Skyward. By going online at Deemack.org, one can access the online service of the parent portal. (The *Application for Free and Reduced-Meals* is included in the forms section of the handbook.)

JUNIOR HIGH LUNCH/RECESS

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

TRANSPORTATION

Transportation is provided to and from school for eligible children. (See *Transportation Reimbursement Form Information* in the forms section of the 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. **Such devices must be securely packed inside a book bag before entering the school building and kept out of sight during the school hours.** The school is not responsible for lost or stolen items.

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 and Junior High School will have the final decision-making authority concerning these situations. The Deer Creek-Mackinaw School District #701 Board of Education has approved the following guidelines to assure safety when riding the school bus:

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

result in a ten (10) day suspension from the bus. (See “Forms” section on the website for sample “*Bus Conduct Report*”.)

Bus drivers will only stop at the regular bus stops. If you are requesting a change for more than a day, such as a daycare provider, a “Change in Transportation Request Form” must be turned into the school office at least 5 days prior to that proposed change in daily transportation (See “Forms” section of the website for “*Change in Transportation Request Form*”.)

ACADEMIC EXPECTATIONS

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

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

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

If a student forgets his/her work or supplies in their locker, the student will be assigned an ‘unprepared’. Any student who is assigned 3 ‘unprepared’ per class in the same quarter will be assigned an after school detention.

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

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

ACCELERATION

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

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.

HOMEWORK POLICY

Most classes will have homework assigned on a regular basis. Homework is much like practice for a game - one must complete homework in order to ‘play well in the game’ or score well on tests and quizzes. Students are allowed time to turn in all assignments before the deadline date for each class. However, once quizzes and tests are given, homework may **NOT**

be turned in after that point. Students will be able to retake summative assessments only once within a reasonable time period as determined by the teacher and must be arranged with that teacher. Our goal is mastery of material.

ELIGIBILITY

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

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

FIELD TRIPS

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 six or more behavioral detentions, 1 or more out-of-school suspensions and/or 2 or more in-school suspensions may not be allowed to attend field trips. Students with 2 or more “1”s on the last report card will not be allowed to attend field trips.

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

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

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

GRADE REPORTS

Report cards are issued at the end of each semester for all Junior High school students. Semester report cards grades will be sent via mail or email to all parents and students. Questions regarding grades should be referred to the classroom teacher by calling the Deer Creek-Mackinaw Junior High School office (359-4321) within one week of the report card being sent home.

STUDENT SCHEDULES

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

RETENTION POLICY

Students must successfully complete the curriculum of Deer Creek-Mackinaw Junior High School. Any student who fails Math or English/Language Arts will be referred for summer school. If summer school is not attended and/or passed, the

student will be retained. If a student has missed more than thirty (30) days of school, they will be notified at the end of 3rd quarter. This student will then be referred for a retention hearing.

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

FASTBRIDGE TESTING

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

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 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 process which provides interventions to students who are at risk for academic or behavioral problems is called RtI (Response to Intervention).

What is RtI?

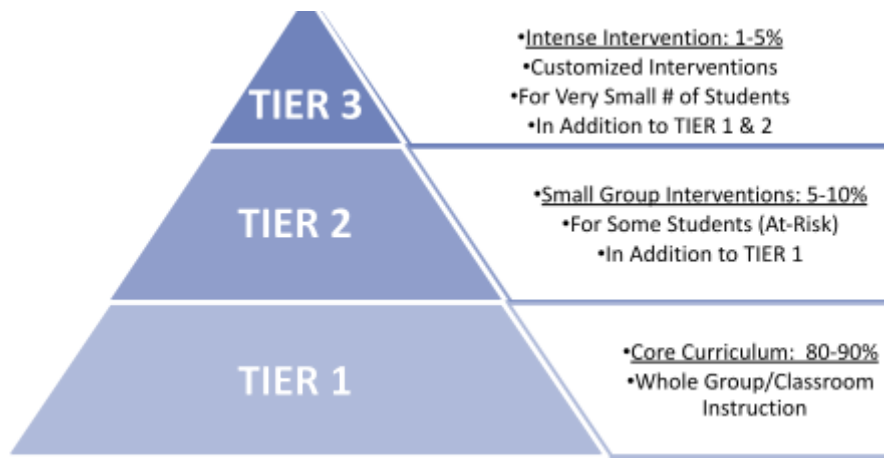
RtI is a process designed to help schools focus on high quality interventions that are matched to student needs and monitored on a frequent basis. Personnel adapts instruction and makes decisions regarding the student's educational program using the information gained from an RtI process.

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 allow teachers to better evaluate student needs and match instruction, resources and interventions appropriately.

What is the RtI process?

Most RtI systems are divided into a three-tier intervention model to identify and provide early intervention to struggling students. Each tier provides additional support beyond the core curriculum. Tier 3 is a high intensity intervention, tier 2 is a moderate intensity intervention, and tier 1 is low intensity, monitored in the classroom. The tiered approach is illustrated in the model below:



BEHAVIORAL EXPECTATIONS

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

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

- Positive reinforcement: Students will be encouraged to maintain behavioral expectations through the use of positive reinforcement, such as praise, awards, and tangible reinforcement.
- Natural and logical consequences: At times, students will be exposed to the natural and logical consequences for their behavioral choices. For example, students who do not study for a test may fail (natural consequence). Students who fail may have to spend time after school for extra study time (logical consequence).
- Isolation/Exclusion: Various forms of isolation from peers (detention/ISS/OSS) and exclusion from activities (loss of privileges), or classes (including permanent removal from academic classes) will be used in accordance with the nature of the behavioral standard that has been abused. There will be no use of any isolated time out that restricts the student's exit from the isolated situation.
- Detention: Students who fail to maintain behavioral standards may be assigned staff-supervised detentions after school. The length of time to be served varies in accordance with the nature of the behavioral standard that has been abused. The length of the detention will be from 3:05 p.m. until 4:05p.m. Students will not be excused from detentions for work or extracurricular activities. Parents will be notified by phone or in writing. It is the responsibility of the parents to provide transportation for their child who is being detained. Deer Creek-Mackinaw School District #701 will not provide transportation for students in detention. Students who are unwilling or unable to serve detention time will be assigned an ISS.
- Lunch Detention: Students who fail to maintain behavioral standards may be assigned a 30 minute lunch detention based on the severity of the offense. Lunch detentions are served in the office.
- In School Suspension (ISS): In cases of severe or repeated violations of expected behavioral standards, offending students will be assigned staff-supervised ISS. Parents will be notified by phone or in writing. Students will be given credit for any work completed in ISS.
- Out of School Suspension (OSS): When offending students threaten the safety and well-being of faculty, staff, students, or themselves, or they have exhausted other forms of school-based discipline, OSS will be assigned.

Parents will be notified by phone or in writing. Suspended students will be allowed to make up work. Students will not be allowed to attend school functions on the same day(s) as the out of school suspension.

- Expulsion: In cases of severe violations of expected behavior standards, a hearing before the Board of Education could be held for the purpose of expulsion. Offenses which could result in expulsion are:
 1. Physical abuse against staff or students. (severity)
 2. Immoral or indecent acts
 3. Gang-related activity
 4. Possession of a weapon (or object used as a weapon)
 5. Sexual harassment
 6. Using, distributing, or being under the influence of behavior altering substances. Behavior altering substances include, but are not limited to alcohol, illegal drugs, controlled substances, “look-a-like” drugs (those substances intended to appear to be contraband), drug paraphernalia, or substances as described in the intoxicating compounds act (i.e. inhalants).

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.

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 or Saturday study provided the student's parent/guardian has been notified. (If transportation arrangements cannot be made in advance, an alternative disciplinary measure will be assigned to the student.)
8. Community service.
9. Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules.
10. Suspension of bus riding privileges.
11. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.
12. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years. An expelled student is prohibited from being on school grounds.
13. Transfer to an alternative program if the student is expelled or otherwise qualifies for transfer under State law.

14. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, such as, illegal drugs (controlled substances), “look-alikes,” alcohol or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

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

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 alike” 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.

CLASSROOM BEHAVIOR

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 Junior High School 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 yourself.
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. (except 3rd hour snack)
6. The teacher dismisses classes. Remain in your seat until dismissed.
7. Respect the rights, property and opinions of others.
8. Gum is not allowed.

DEFINITIONS AND EXPLANATIONS

- **Insubordination:** students are expected to adhere to the standards and requests made by faculty and staff. Any faculty or staff member may discipline a student in any part of the building or on the school grounds.
- **Inappropriate Materials:** any materials deemed inappropriate or illicit by the faculty and staff at Deer Creek-Mackinaw Junior High School, or materials being used inappropriately, will be confiscated. Items that are confiscated will be returned to the parents at a conference. Phones, personal cameras, radios, electronic games, and other personally valuable items are not appropriate for school. There will be no buying, selling, or trading of personal property on the school grounds. Skateboards, hoverboards, and scooters are not allowed on school property and should not be brought to school. The school district will not assume responsibility for any of these items.
- **Fighting, Threatening, Disrespect, Vandalism:** physical aggression of any kind will not be tolerated. Students who engage in fighting will be removed from the school setting immediately and placed on an out of school suspension.
- **Respect for Property:** students are responsible for reasonably maintaining all school property in their possession. No abuse to school and/or personal property will be tolerated. Only approved shoes will be permitted on the gym floor. Damage resulting from abuse of school and/or personal property could result in the responsible student paying restitution.
- **Respect for Others:** disrespect to any student, staff, or faculty member will not be tolerated. Verbally abusive language toward a staff member will result in an automatic in-school suspension with days being based on severity. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property is prohibited. **Public display of affection is not permitted. No form of sexual harassment will be tolerated.** Bullying, intimidation, and (sexual) harassment are not acceptable in any form and will not be tolerated at school or any school-related activity. The school will protect students against retaliation for reporting incidents of bullying, intimidation, or (sexual) harassment, and will take disciplinary action against any

student who participates in such conduct. **Therefore, to threaten, harass or intimidate others through computer, phone or other electronic devices including, but not limited to, email, voice mail, text messages, and personal or social web sites such as ‘Instagram, ‘Twitter’, ‘Snapchat’ or ‘Facebook’ can be punished by at least one day of in-school suspension. Such conduct is prohibited regardless of location or time it occurs.** (Refer to board policy 7:180)

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.

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

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

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

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

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

WEAPONS AT SCHOOL

By Illinois law, any student who is determined to have brought a weapon, or an object used as a weapon, to school, any school sponsored activity or event, or any activity or event that bears a reasonable relationship 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. Spaghetti strap tops, halter tops, low-cut tops, or tops which show a student's mid-section may not be worn. Outerwear such as winter coats or similar items may not be worn in the classroom.

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

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

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

Any clothing that alludes to or displays material that promotes gang activity, including the wearing of hats and bandanas in school, is considered a violation of the school district's anti-gang policy and, therefore, is prohibited. Attire that is immodest or indiscrete will not be permitted. Attire that displays innuendos, inappropriate suggestive messages and/or double meanings is prohibited.

Leggings that are sheer may not be worn. Short shorts, tight cutoffs, or jeans with excessive or inappropriate skin exposure are not permitted. Shorts or skirts hems should be no shorter than mid-thigh length. Students must wear clothing of sufficient length and fit so that articles of undergarments are not visible at any time. Pajama pants are not acceptable attire for school and should not be worn.

Appropriate shoes must be worn at all times. Slippers are not considered appropriate footwear. No footwear shall be worn that is damaging to the floors or dangerous to student safety. Any jewelry or clothing accessories considered by the faculty and staff of Deer Creek-Mackinaw Junior High School to be dangerous or distracting to the learning process will not be tolerated.

This dress code is a minimum of standard for all students in Deer Creek-Mackinaw School District #701. Extracurricular organizations may require more stringent standards. Any teacher or staff member may judge clothing to be inappropriate.

A student's appearance, including dress and hygiene, must not disrupt the educational process or compromise standards of health and safety. The school does not prohibit hairstyles historically associated with race, ethnicity, or hair texture, including, but not limited to, protective hairstyles such as braids, locks, and twists. Students who disrupt the educational process or compromise standards of health and safety must modify their appearance.

Students are expected to wear clothing in a neat, clean, and well fitting manner while on school property and/or in attendance at school sponsored activities.

LOCKERS

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

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

PHYSICAL EDUCATION

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

EXEMPTION FROM PHYSICAL EDUCATION REQUIREMENT

In order to be excused from participation in physical education, a student must present an appropriate excuse from his or her parent/guardian or from a person licensed under the Medical Practice Act. A parent note will only excuse a student from PE for one day. Parents may only do this twice each year. The excuse may be based on medical or religious prohibitions. An excuse because of medical reasons must include a signed statement from a person licensed under the Medical Practice Act that corroborates the medical reason for the request. An excuse based on religious reasons must include a signed statement from a member of the clergy that corroborates the religious reason for the

request. Upon written notice from a student's parent/guardian, a student will be excused from engaging in the physical activity components of physical education during a period of religious fasting.

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

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

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

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

Students who have been excused from physical education shall return to the course as soon as practical. The following considerations will be used to determine when a student shall return to a physical education course.

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

APPROPRIATE SHOES are required. Students are required to wear the regulation Physical Education uniform, consisting of a Dee-Mack PE shirt and red shorts. A torn uniform must be repaired or replaced. The Dee-Mack PE t-shirt is \$6.00 and the Dee-Mack PE shorts are \$10.00. Both items may be purchased the first week of school by completing an order form.

CHOIR AND BAND

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

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

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 physician 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.**

MEDICATION POLICY

All over the counter medication, including cough drops, MUST be provided by parents and consent must be obtained at the time the dosage is given. You may send a bottle of over-the-counter medicine to school with your student's name on it, but we still must make parental contact before dispensing the OTC medicine.

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 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* 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.

Deer Creek-Mackinaw School District #701 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.

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.

DANCE GUIDELINES

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

EXTRA CURRICULAR ACTIVITIES

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

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

SPORTSMANSHIP

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

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

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

ATTENDANCE AT GAMES

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

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

SOFTBALL	BASEBALL	CROSS COUNTRY	BAND	CHOIR
STUDENT COUNCIL	GIRLS BASKETBALL	BOYS BASKETBALL	CHEERLEADING	DANCE TEAM
VOLLEYBALL	WRESTLING	SCHOLASTIC BOWL	TRACK	

Participation in all extracurricular activities requires adherence to the prescribed codes covering athletic and non-athletic activities. The athletic code is available on the 8-18 website and requires parent consent.

TAZEWELL COUNTY REGIONAL SAFE SCHOOL PROGRAM

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

STATEMENT OF NON-DISCRIMINATION

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

AHERA (Asbestos Hazard Emergency Response Act) MANAGEMENT PLAN

Re-inspection 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.

SEARCH AND SEIZURE

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

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

Students: School authorities may search a student and/or the student's personal effects in the student's possession (such as, purses, wallets, knapsacks, backpacks, lunch boxes, etc.) When there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the school or district's student rules

and policies. The search will be conducted in a manner that is reasonably related to its objective of the search and not excessively intrusive in light of the student's age and sex, and the nature of the infraction.

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

PEST MANAGEMENT PLAN

Deer Creek-Mackinaw Schools maintain an integrated pest management plan for all Deer Creek-Mackinaw School 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. Deer Creek-Mackinaw School District #701 in compliance with state law, maintains a list of all parents who wish to be notified prior to any chemical treatment of student areas. **A School Messenger call will be made when chemical treatments are applied.**

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

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.

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

GUIDELINES FOR STUDENT DISTRIBUTION OF NON-SCHOOL SPONSORED PUBLICATIONS

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

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

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.

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 of sexual harassment may also be subject to disciplinary action.

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.

FAITH'S LAW NOTIFICATIONS

Employee Conduct Standards

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

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

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

Warning Signs of Child Sexual Abuse

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

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

Behavioral signs:

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

Emotional signs:

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

Warning Signs of Grooming Behaviors

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

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

- Sexual or romantic invitations to a student
- Dating or soliciting a date from a student
- Engaging in sexualized or romantic dialog with a student
- Making sexually suggestive comments that are directed toward or with a student
- Self-disclosure or physical exposure of a sexual, romantic, or erotic nature

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

Warning Signs of Boundary Violations

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

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

- Making sexually suggestive comments directed toward or with a student
- Disclosing confidential information
- Self-disclosure of a sexual, romantic, or erotic nature
- Full frontal hugs
- Invading personal space

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

Additional Resources include:

National Sexual Assault Hotline at 800.656.HOPE (4673)

National Sexual Abuse Chatline at online.rainn.org

Illinois Department of Children and Family Services Hotline at 1.800.25.ABUSE (2873)

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 school social worker shall act as liaison for homeless children to coordinate this policy’s implementation.

A homeless child may attend the district school that the child attended when permanently housed or in which the child was last enrolled. A homeless child living in any district school’s attendance area may attend that school.

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

EDUCATION OF CHILDREN WITH DISABILITIES

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

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

For students eligible for services under IDEA, Deer Creek-Mackinaw School District #701 shall follow procedures for identification, evaluation, placement, and delivery of services to children with disabilities provided by the Illinois State Board of Education. For those students who are not eligible for services under IDEA, but because of disability as defined by

Section 504, need or are believed to need special instruction or related services, we shall establish and implement a system of procedural safeguards. The safeguards shall cover students' identification, evaluation, and educational placement. This system shall include notice, an opportunity for the student's parents/guardians to examine relevant records, an impartial hearing with opportunity for participation by the student's parents/guardians, and representation by counsel, and a review procedure.

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

ACCOMMODATING INDIVIDUALS WITH DISABILITIES

Individuals with disabilities shall be provided an opportunity to participate in all school-sponsored services, programs, or activities on an equal basis to those without disabilities and will not be subject to illegal discrimination. Where necessary, Deer Creek-Mackinaw School District #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

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

Discipline of Special Education Students

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

Isolated Time Out, Time Out, and Physical Restraint

Isolated time out, time out, and physical restraint shall only be used if the student's behavior presents an imminent danger of serious physical harm to the student or others, and other less restrictive and intrusive measures were tried and proven 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.