

# Dee-Mack Primary School

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

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## 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 Primary & Junior High, 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

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

Students are the first concern of Deer Creek-Mackinaw District #701. All policies and actions of the Board of Education and of the faculty/staff should be directed toward promoting the educational welfare of students. Our goal is to help each child chart a path of self-realization, to discover 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 every year using online registration. A certified copy of a birth certificate is required for Kindergarten and new students enrolling in the district. To complete the registration process, parents must complete the online registration and pay all fees for each student online or at the corresponding building. Parents should provide the school with any pertinent medication information that may impact a student's school performance. When online registration begins in July, you will be notified via email and this needs to be completed Aug. 1<sup>st</sup>. **Please contact the school office as information needs to be updated throughout the school year.** A Consent Checklist is included with the online registration; including permission to identify your child by name and/or the school they attend in any school sponsored material, publication, videotape or Deer Creek-Mackinaw District #701 website. This would include athletic team pictures, newspaper pictures of school activities, etc.

## COMMUNICATION

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

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

## CLASS DOJO PROGRAM

During the 2023-2024 school year, the primary school will be using the "Class Dojo" program to communicate between teachers and parents. This program builds community within our school and across classrooms. Some teachers may also use this program to track positive and negative behaviors. The teachers will also be posting pictures, announcements, class stories, and videos communicating with you through this program! This program also allows parents to privately communicate with the teacher. **When your classroom teacher sends you the email to join, please make sure to join *Class Dojo* so you are a part of our community!** If you ever need help it is available at [parents@classdojo.com](mailto:parents@classdojo.com).

## REGISTRATION FEES

Textbooks and chromebooks are the property of Deer Creek-Mackinaw District #701 and are rented or consumed by students for use during the school year. The registration fees for the current school year have been established by the Board of Education at \$100.00 for students in Kindergarten through third grade. Students are expected to maintain the books in a reasonable condition and will be charged replacement costs for any textbooks that are lost or damaged/abused. (*The "Application for Fee Waiver" is available at deemack.org or in the school office.*)

## 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.

## GRADING SCALE

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

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

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

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

## HOMEWORK

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

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

## NOTICE FOR DIRECTORY INFORMATION

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

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

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

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

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

### **INTERNET USE FOR STUDENTS**

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

#### **Internet Acceptable Use**

All electronic network use must be consistent with the school’s goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These rules do not attempt to state all required or prescribed behavior by users. However, some specific examples are provided. **The failure of any user to follow these rules will result in the loss of privileges, disciplinary action, and/or appropriate legal action. The school utilizes both Bark and 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:

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

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

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

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

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

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

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

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

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

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

- The school and district reserve the right to access and disclose the contents of any account on its system, without prior notice or permission from the account’s user. Unauthorized access by any student or staff member to an electronic mail account is strictly prohibited.
- Each person should use the same degree of care in drafting an electronic mail message as would be put into a written memorandum or document. Nothing should be transmitted in an e-mail message that would be inappropriate in a



letter or memorandum.

- Electronic messages transmitted via the school district's Internet gateway carry with them an identification of the user's Internet "domain." This domain name is a registered domain name and identifies the author as being with the school district. Great care should be taken; therefore, in the composition of such messages and how such messages might reflect on the name and reputation of the school and district. Users will be held personally responsible for the content of any and all electronic mail messages transmitted to external recipients.
- Any message received from an unknown sender via the Internet should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of the message authenticity and the nature of the file so transmitted.
- Use of the electronic mail system constitutes consent to these regulations.

### **STUDENT USE OF ELECTRONIC DEVICES**

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

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 lunch detention will be assigned. The student's parent/guardian will be notified and required to pick up the device in the school office. Additionally, the student will be prohibited from bringing the device to school for the next 10 school days.
4. Fourth offense - The device will be confiscated. A lunch detention will be assigned. The student's parent/guardian will be notified and required to pick up the device in the school office. Additionally, the student will be prohibited from bringing the device to school for the remainder of the school year.

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.

## VISITORS

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

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

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

## DELIVERIES TO SCHOOL

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

## SNACK POLICY

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

## LUNCH PROGRAM

**Kinders and 1<sup>st</sup> Grade 11:00-11:30**

**Grades 2<sup>nd</sup> & 3<sup>rd</sup> 11:30-12:00**

**Lunch prices: \$3.00/meal .30/milk (Kindergarten snack milk is a separate charge)**

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

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

If you have any questions, please direct them to Patsy Davis at [pdavis@deemack.org](mailto:pdavis@deemack.org). 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. Parents will be notified by email when there is a negative balance. You may always check your student's lunch balance through the parent portal. No charges will be allowed **two weeks prior to the end of school**.

Meals can be purchased in advance by check, cash or online through the parent portal. The online service can be accessed by going online at [deemack.org](http://deemack.org) in the parent portal. (*An "Application for Free and Reduced-Price Meals" is available in the school office*)

## RECESS

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

## TRANSPORTATION

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

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



## SCHOOL BUS RULES

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

1. While waiting for the bus, be aware of traffic and approach the bus only after it has stopped.
2. Be on time for the bus.
3. Stay seated while the bus is moving.
4. Keep book bags, purses and all other items out of the bus aisles at all times.
5. No loud talking, singing, clapping, foot stomping or loud noises; be especially quiet at railroad crossings and turn-a-rounds.
6. Keep hands, head and feet inside the bus. The windows are not to be lowered below the safety lines.
7. Any deliberate damage to the seats or to the bus itself will be the responsibility of the student or their parents.
8. Nothing is to be thrown out of the bus at any time.
9. Buses will stop at designated stops only; please do not ask the driver to stop at other places.
10. Electronic devices with headphones are permitted, **as long as they do not interfere with safety.**
11. No skateboards are allowed on the bus.
12. All school rules apply while riding the bus; such as keeping hands to yourself, no bad language, no eating or drinking on the bus and no littering.

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

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

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

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

The information in this section, although comprehensive, does not address every possible situation or answer every possible question. As circumstances or events arise, the administration of Deer Creek-Mackinaw Primary School will have the final decision-making authority concerning these situations. The Deer Creek-Mackinaw District #701 Board of Education has approved 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, written up, and reported to the building principal.
- The second offense will result in a referral to the building principal and parent contact along with potential assigned seat.
- The third offense will result in a referral to the building principal, parent contact, and dismissal from the bus for at least one (1) day.
- Any additional offenses will result in a referral to the building principal, parent contact and dismissal from the bus for a period of time, which may include the rest of the year.
- Seat harnessed-If your student is placed in a car seat or seat harness and does not comply with the rules to stay buckled in they will lose bus privileges.

**Major Offenses** include:

- Damage to the bus, throwing objects, fighting, spitting and bad language or gestures (including swearing and disrespect to the driver and/or monitor). Depending on the severity of the offense; a parent will be contacted, and a 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. **Vulgar language or profanity directed toward the bus driver or monitor will result in a ten (10) day suspension from the bus.**
- If school property is damaged, restitution for damages will be required.

## MORNING AND EVENING PROCEDURES

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

The school day ends at 3:00 p.m. A staggered dismissal will be used at the end of the day where students will exit from one of the two front doors only. We will release Deer Creek shuttle bus students, then Eastside van and car riders, and finally, all students who wait for a route bus. The primary route bus students head to designated areas to wait. If your student normally rides a route bus and needs to be picked up, please notify the school personnel outside and they will get your student.

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

**Dismissal:** If your child is not out at the time of pick up either keep driving the loop around or park and come in

the building to get them. Do **NOT** park in the drive through lane and wait to pick up your child.

### **INCLEMENT WEATHER**

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

### **LATE STARTS**

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

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

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

### **E-LEARNING DAYS**

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 District #701 will have early dismissal on pre-planned days as marked on the school calendar. The early dismissals are for staff development activities. Buses will run at the time of the early dismissal at 11:30 a.m. and 1:30 p.m. depending on the dismissal time. Lunch will NOT be served on 11:30 a.m. dismissal days, however, it will be served on 1:30 p.m. dismissal days. There will be no student supervision after the buses have left.

### **ATTENDANCE**

#### **Attendance and Academic Success**

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

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

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

- 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.

### **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.

### **TARDINESS**

The first 15 minutes of the day are very important; assignments are turned in, attendance and lunch count are taken, and interventions for reading and math take place for many students. When a student arrives late, he/she must sign in at the office before going to class. It is an interruption to the morning routine and disrupts the classroom's morning schedule. Please make **every** effort to see that your child is on time each and every morning. **Students will be counted tardy if they arrive after 8:15 a.m.** Deer Creek-Mackinaw District #701 schools work closely with the Tazewell County Truancy Office to help students become more responsible for getting to school and reinforcing the importance of school. If you are having trouble getting your child to school on time please notify the school.

### **ACCELERATION**

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

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

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



## BEHAVIORAL EXPECTATIONS & DISCIPLINE

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

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

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

**Insubordination:** Students are expected to adhere to the standards and requests made by **all** faculty and staff. **Respect for Others:** Disrespect to any student, staff, or faculty member will not be tolerated. Name calling, threats, inappropriate remarks toward faculty, staff members, and other students will not be tolerated. Public display of affection is not permitted. No form of sexual harassment will be tolerated (Refer to District Policy 1:180)

**Fighting, Threatening, Disrespect, and 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 in-school suspension for a period of time based on the nature of the offense. A second offense of physical aggression will be immediate removal from school and an out-of-school suspension for three to ten days.

### Prohibited Student Conduct

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

1. Using, possessing, distributing, purchasing, selling or offering 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:
  1. 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*).
  2. Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.
  3. 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.
  4. 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*.
  5. 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.

6. “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.
7. 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.
8. Any substance inhaled, injected, smoked, consumed or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in a tablet or powdered form.

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

4. Using, possessing, controlling or transferring a “weapon” or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure.
5. Using or possessing an electronic paging device.
6. Using a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. 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..
7. Using or possessing a laser pointer unless under a staff member’s direct supervision and in the context of instruction.
8. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a staff member’s request to stop, present school identification or submit to a search.
9. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards and wrongfully obtaining test copies or scores.
10. Engaging in bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network or other comparable conduct.
11. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.
12. Engaging in teen dating violence.
13. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person’s personal property.
14. Entering school property or a school facility without proper authorization.
15. In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 9-1-1); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus or at any school activity.
16. Being absent without a recognized excuse.
17. Being involved with any public school fraternity, sorority, or secret society.
18. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
19. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and hazing.

20. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
21. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
22. Operating an unarmed aircraft system (AUS) or drone for any purpose on school grounds or at any school event unless granted permission by the building principal.

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

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

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

### **When and Where Conduct Rules Apply**

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

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

### **Disciplinary Measures**

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

- **Positive reinforcement**: Students will be encouraged to maintain behavioral expectations through the use of positive reinforcement, such as praise, awards, dojo points and tangible reinforcements.
- **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 wear a coat on a cold day may have to stay inside during recess (natural consequence).

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

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

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

### **Isolated Time Out, Time Out and Physical Restraint**

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

### **Corporal Punishment**

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

### **Weapons Prohibition**

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

but not more than 2 calendar years:

(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.

## **WEAPONS AT SCHOOL**

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

### **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.

### **EXPECTATIONS FOR ATTIRE**

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

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

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

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.

## **PHYSICAL EDUCATION**

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

### **EXEMPTION FROM PHYSICAL EDUCATION REQUIREMENT**

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

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

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

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

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

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

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

### **LIBRARY GUIDELINES**

Deer Creek-Mackinaw Primary School maintains a library for student use. We expect students to care for library materials as they would any other item belonging to the school. Library materials should be returned to the "check-in" desk. Some materials are meant to be used for reference only and should remain in the library. Please report any abuses to the librarian or the classroom teacher. Lost or damaged books will be the responsibility of the person checking them out from the library. Students will be charged current replacement costs for the library materials.

### **MUSIC INFORMATION**

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

### **ART INFORMATION**

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

### **MEDICATION POLICY**

Students should not take medication during school hours or during school-related activities unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent(s)/guardian(s) believe that it is necessary for the student to take medication during school hours, they must request that the school dispense the medication to their child/guardian and otherwise follow the District's procedures on dispensing medication.

No school district employee shall administer to any student or supervise self-administration of any prescription or non-prescription medication until a completed and signed "School Medication Authorization Form" (*available at [www.deemack.org](http://www.deemack.org) or in the school office*) is submitted by the student's parent(s)/guardian(s). No student shall possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this policy and its implementing procedures. A student may possess medication prescribed for asthma for immediate use at the student's discretion, provided the student's parent(s)/guardian(s) have completed and signed a "School Medication Authorization Form". Due to new laws: **If your child requires Tylenol, Benadryl, Advil or Aleve on a regular**



**basis the medication must be sent to the school in the original container clearly labeled with the student's name and dosage required. A phone call is required each time this medication is dispensed.** Deer Creek-Mackinaw 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 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. All medication is kept in a locked cabinet in the office accessible by office personnel only. Any prescription medications and over the counter medications will be sent to the office for distribution to the student. Nothing in this policy shall prevent any school employee from providing emergency assistance to students, including administering medication.

### ILLNESS POLICY

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

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

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

### PREVENTION OF ANAPHYLAXIS

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

### HEAD LICE POLICY

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

## **HEALTH REQUIREMENTS**

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

## **ASBESTOS HAZARD EMERGENCY RESPONSE ACT**

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

## **PEST MANAGEMENT PLAN**

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

## **SEXUAL HARASSMENT**

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

## **STATEMENT OF NONDISCRIMINATION**

No employee, student, parent, or any other person having affiliation with Deer Creek-Mackinaw District #701 shall on the basis of age, color, gender, race, national origin, religion, or disability be excluded from participation in, be denied the benefits of, or be subjected to discrimination in any program or activity under the jurisdiction of Deer Creek-Mackinaw CUSD #701. A grievance procedure is on file in the Superintendent’s office. Please contact the Deer Creek-Mackinaw

District #701 Superintendent at 309-359-8965 for full details if you feel that your rights have been violated.

### **SEARCH AND SEIZURE**

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

### **FAITH'S LAW NOTIFICATIONS**

#### **Employee Conduct Standards**

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

### **CONVICTED CHILD SEX OFFENDER NOTIFICATION LAWS**

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

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 the Superintendent's designee. If permission is granted, the Superintendent or designee shall provide the details of the upcoming visit to the Principal. In all cases, the Superintendent, or designee who is a certified employee, shall supervise a child sex offender whenever the offender is in a child's vicinity.

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

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

#### **Warning Signs of Child Sexual Abuse**

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

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

Behavioral signs:

- Excessive talk about or knowledge of sexual topics
- Keeping secrets
- Not talking as much as usual
- Not wanting to be left alone with certain people or being afraid to be away from primary caregivers

- Regressive behaviors or resuming behaviors that the child had grown out of, such as thumb sucking or bedwetting
- Overly compliant behavior
- Sexual behavior that is inappropriate for the child's age
- Spending an unusual amount of time alone
- Trying to avoid removing clothing to change or bathe

#### Emotional signs:

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

#### Warning Signs of Grooming Behaviors

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

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

- Sexual or romantic invitations to a student
- Dating or soliciting a date from a student
- Engaging in sexualized or romantic dialog with a student
- Making sexually suggestive comments that are directed toward or with a student
- Self-disclosure or physical exposure of a sexual, romantic, or erotic nature
- Sexual, indecent, romantic, or erotic contact with a student
- Failing to respect boundaries or listening when a student says "no"
- Engaging in touching that a student or student's parents/guardians have indicated as unwanted
- Trying to be a student's friend rather than filling an adult role in the student's life
- Failing to maintain age-appropriate relationships with students

- Talking with students about personal problems or relationships
- Spending time alone with a student outside of their role in the student's life or making up excuses to be alone with a student
- Expressing unusual interest in a student's sexual development, such as commenting on sexual characteristics or sexualizing normal behaviors
- Giving a student gifts without occasion or reason
- Spending a lot of time with a student
- Restricting a student's access to other adults

### Warning Signs of Boundary Violations

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

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

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

Additional Resources include:

National Sexual Assault Hotline at 800.656.HOPE (4673)

National Sexual Abuse Chatline at [online.rainn.org](http://online.rainn.org)

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

## **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;<sup>1</sup> 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 students<sup>1</sup>; 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.

### **EDUCATION OF HOMELESS CHILDREN**

Each child of a homeless individual and each homeless youth have equal access to the same free, appropriate public education, as provided to other children and youth, including a public pre-school education. A “homeless child” is defined as provided in the McKinney Homeless Assistance Act and state law. The Superintendent shall act as or appoint a Liaison for Homeless Children to coordinate this policy’s implementation. **A homeless child may attend the district school that the child attended when permanently housed or** in which the student was last enrolled. A homeless child living in any school’s attendance area may attend that school. Please contact the Deer Creek-Mackinaw District #701 homeless coordinator with any questions, (309) 359-4321.

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

### **ACADEMIC SUPPORTS**

#### **Pre-K 3-5 year old Program**

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

#### **Primary Response to Intervention (RtI)**

**Introduction:** Changes in federal and state laws have directed schools to focus more on helping all children learn by

addressing problems earlier within the general education setting. These new laws emphasize the importance of providing high quality, scientifically-based instruction and interventions, and holds schools accountable for the adequate yearly progress of all students. This new process of providing interventions to students who are at risk for academic or behavioral problems is called RtI (Response to Intervention).

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

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

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

**Tier 1:** -Core Curriculum – 80-90% -Whole Group/Core Instruction -For All Students in the Class

**Tier 2:** -Small Group Interventions 5-10% -For Some Students (At-Risk) -Done in Addition to Tier 1

**Tier 3:** -Intense Interventions – 1-5% -Customized Interventions -For a Very Small # of Students -Done in Addition to Tier 1 & Tier 2

**What if my child is referred to the school's "Problem-Solving Team"?**

This process is used to gather parent input, analyze data, and create an individual plan of success for your child.

- Determine what interventions are being used for academic and/or behavioral problems.
- Determine what techniques are being used to monitor student progress and the effectiveness of the implemented interventions.
- The school will provide you with regular progress monitoring reports.
- Praise your child for any progress or general improvement in the area(s) of concern.
- Implement or reinforce any strategies or interventions at home.
- When possible, make suggestions for strategies or interventions based on what you know works well at home.
- Always ask questions when things are not clear!

## **PARENTS RIGHT TO KNOW-TITLE I SERVICES**

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

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

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

## TITLE I PROGRAMS

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

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

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

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

## EDUCATION OF STUDENTS WITH DISABILITIES

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

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

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

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

## ACCOMMODATING STUDENTS WITH DISABILITIES

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

## **DISCIPLINE OF STUDENTS WITH DISABILITIES**

### **Behavioral Interventions**

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

### **Discipline of Special Education Students**

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

### **Isolated Time Out, Time Out, and Physical Restraint**

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

# DEER CREEK- MACKINAW PRIMARY SCHOOL

## PRE-ARRANGED ABSENCE REQUEST FORM

Deer Creek-Mackinaw CUSD #701 schools recognize that on occasion students must miss school for extenuating circumstances, other than illness or a death in the immediate family. Students must request an excused absence by submitting this REQUEST FOR PRE-ARRANGED ABSENCE FORM to the building principal two (2) school days in advance of the period of absence. Only pre-arranged absences with family members or legal guardians will be approved.

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

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

Student Name: \_\_\_\_\_ Teacher: \_\_\_\_\_

Grade: \_\_\_\_\_

Requested Date(s) of Absence: \_\_\_\_\_

Reason for Absence: \_\_\_\_\_

Person with whom absence will be taken: \_\_\_\_\_

Relationship to student: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

----- OFFICE USE

ONLY

Approved- Student absence is excused.

Denied- Student absence is unexcused.

Reason: \_\_\_\_\_

Principal's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

CC: Parent/Guardian  
Teachers  
Secretary/Attendance Clerk

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

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

Student: \_\_\_\_\_ School: \_\_\_\_\_ Grade: \_\_\_\_\_  
 Student: \_\_\_\_\_ School: \_\_\_\_\_ Grade: \_\_\_\_\_  
 Student: \_\_\_\_\_ School: \_\_\_\_\_ Grade: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_  
 Phone: \_\_\_\_\_

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

**CURRENT:**

Pick up point	Drop off point
Street _____	_____
City _____	_____
Bus Driver _____	_____

**REQUESTED**

Pick up point	Drop off point
Street _____	_____
City _____	_____
Bus Driver _____	_____

Reason you are requesting a change: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Principal's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

.....  
 (Office Use Only)

Will this change result in the student riding a different bus?	Yes	No
If yes, who is the new driver and bus?	_____	
Is there sufficient space on the new bus?	Yes	No
Will this change require the route to be changed in any way?	Yes	No
<input type="checkbox"/> Approved- change the student's transportation	<input type="checkbox"/> Denied- no change in transportation	

Reason: \_\_\_\_\_

Comments: \_\_\_\_\_

Superintendent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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