

STUDENT HANDBOOK

2017 - 2018



DEE-MACK

INTERMEDIATE SCHOOL

"DEDICATED TO LEARNING"

DEER CREEK, ILLINOIS

FACULTY and STAFF

The following is a listing of all the personnel involved with helping students learn in our school. See the appendix for a listing of faculty phone extensions and email addresses.

<p><u>BOARD OF EDUCATION</u> President: Mr. Gary Cates Vice President: Mr. Steve Yarnall Secretary: Mr. Julie Burr Members: Mr. Steve Stimson Mrs. Leena Grimm Mrs. Kelly Burmaster Mr. Aaron Schlupp</p> <p><u>ADMINISTRATION</u> Superintendent: Mr. Scott Dearman Principal: Mr. Lance Hawkins Activities Director: Mr. Teri March Technology Coordinator: Mr. John Embry</p> <p><u>FACULTY</u> Fourth Grade: Mrs. Meghan Frerichs Miss Amanda Grimm Mrs. Joni Nightingale Fifth Grade: Mrs. Michelle Hasty Mrs. Doris Lee Mrs. Lori Punke Sixth Grade: Mrs. Juli Schaley Mr. Rob Sizemore Mrs. Kelly Link Special Education: Mrs. Maggie Leslie Mrs. Sue Neeley Physical Education: Mr. Tony Riddle Music: Mr. Mike Harris Interventionalist: Mrs. Robin Drawhon Library Clerk: Mrs. Kim Murphy</p> <p><u>STUDENT SERVICES</u> RTI Coordinator: Speech/Language: Mrs. Jill Gresham Food Service Mgr: Mrs. Patsy Davis</p>	<p><u>SPECIAL EDUCATION</u> Director: Mr. James Lines Secretary: Mrs. Ann Schwarting Social Worker: Psychologist: Mrs. Trisha Elkin</p> <p><u>EDUCATIONAL SUPPORT PERSONNEL</u> Secretary: Mrs. Pam Wassi Classroom Aide: Mrs. Tara Jennings Classroom Aide: Mrs. Robin Sizemore Classroom Aide: Mrs. Reenie Hohulin Computer Aide: Mrs. Melanie Nemtusiak Cooks: Mrs. Sarah Kensil Mrs. Mindy Landrith Custodians: Mrs. Tracee Killion Miss Melisa Yates</p> <p>Bus Drivers: Mrs. Marcia Eades Mrs. Jackie Adams Mrs. Jessica Stomberg Mrs. Tina Smith Crossing Guards: Mrs. Kim Murphy</p> <p><u>EXTRA CURRICULAR ACTIVITIES</u> Yearbook: Mrs. Pam Wassi</p> <p><u>VOLUNTEER STAFF</u> PTO President: Mrs. Kim Schoenbein PTO Vice President: TBD PTO Treasurer: Mrs. Robin Drawhon PTO Secretary: TBD</p>
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WELCOME

Welcome to the 2017-2018 school year at Dee-Mack Intermediate School. We anticipate an exciting year filled with new challenges, experiences and much success. It is our goal to help each child reach his or her maximum potential. Education is the most important function any society has. The quality of life for all of us depends on the quality of education we provide our children. Working together we can prepare each student for the challenges and responsibilities of life.

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

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

DISTRICT #701 MISSION STATEMENT

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

FREQUENTLY CALLED TELEPHONE NUMBERS

Dee-Mack Primary & Junior High Office	359-4321
Superintendent's Office	359-8965
Dee-Mack High School Office	359-4421
Dee-Mack Intermediate School	447-6226 fax: 447-5201
Special Education Office	359-5480
Food Service Direct Line	359-3172
Absence Report Lines	359-3049 447-6297

DEER CREEK-MACKINAW INTERMEDIATE SCHOOL

SCHOOL COLORS –RED AND WHITE

SCHOOL MASCOT- BRAVES

SCHOOL WEBSITE- WWW.DEEMACK.ORG

DAILY SCHEDULE

DC BUS STUDENTS ARRIVE: 7:45A.M.

TOWN STUDENTS ARRIVE: 8:00A.M.

TARDY BELL: 8:15A.M.

HOMEROOM: 8:15-8:20A.M.

CLASSES: 8:20-3:00P.M.

LUNCH: (4TH GRADE) 11:20-11:40

LUNCH (5TH GRADE) 11:40-12:00

LUNCH (6TH GRADE) 12:05-12:25

LETTER FROM THE PRINCIPAL

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

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

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

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

School Safety Tip Line
1-800-477-0024
All reports remain anonymous

Sincerely,

Mr. Lance Hawkins, Principal

Deer Creek-Mackinaw Intermediate School

Statement of Non-Discrimination

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

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

RESPONSE TO INTERVENTION (RTI)

INTRODUCTION

Changes in federal and state laws have directed schools to focus more on helping all children learn by addressing problems earlier within the general education setting. These new laws emphasize the importance of providing high quality, scientifically-based instruction and interventions, and hold schools accountable for the adequate yearly progress of all students. This new process of providing interventions to students who are at risk for academic or behavioral problems is called RtI (Response to Intervention).

WHAT IS RTI?

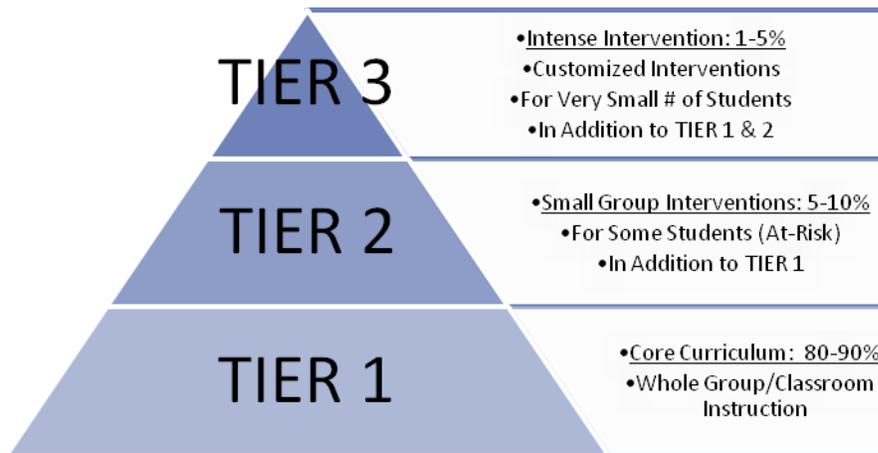
RtI is a process designed to help schools focus on high quality interventions that are matched to student needs and monitored on a frequent basis. The information gained from an RtI process is used by school personnel and parents to adapt instruction and to make decisions regarding the student's educational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

WHAT ARE THE BENEFITS?

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

WHAT IS THE RTI PROCESS?

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



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

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

Goals For Attending Students

Students are the first concern of the Deer Creek-Mackinaw School District. All policies and actions of the Board of Education and of the faculty/staff should be directed toward promoting the educational welfare of students. The major task of the educational program is to facilitate the students to become self-sufficient. To this end, the Board of Education and the faculty/staff of Deer Creek-Intermediate School shall work together to establish an environment conducive to the maximum development of each student through commitment to the following goals:

1. Provide a learning program for the students which considers their various backgrounds, capabilities, learning styles, interests, and aspirations;
2. Protect and observe the legal rights of the students;
3. Enhance the self-image of each student by helping him/her to feel respected and worthy, and create a school environment which provides encouragement through frequent success;
4. Provide the opportunity for students to learn personal and civic responsibility for their actions through meaningful experiences as school citizens;
5. Provide for the handling of discipline matters with students in a just and constructive manner;
6. Provide for the safety, health, and welfare of students;
7. Provide the opportunity for the development of self-motivation and pride of accomplishments within each student.

Registration

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

Textbook Rental

Textbooks are the property of Deer Creek-Mackinaw Community Unit School District #701 and are rented to students for use during the school year. The fee for textbook rental for the current school year has been established by the Board of Education at \$90.00 for Intermediate School students. 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.

Telephone Use For Students

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

Cell Phone Policy

If a student brings a cell phone to school it must be turned off and kept in their locker until dismissal time.

Discipline for cell phone misuse is on page 31

Visitors

All visitors entering the building for whatever reason must register with the school office upon entering the school building. To assure the security of all students and staff, doors will be secured when students are in the building. Entrance may be gained from the main doors. A badge, indicating that they are a visitor, shall be supplied and must be worn during the time they are present in the building. **Students may not have friends or peers visit with them at school or attend class.**

Deliveries To School

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

FOOD SERVICE PROGRAM

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

Full Price	Reduced Price	Extra Milk
\$2.50	\$0.40	\$0.30

One milk is included with each hot lunch purchased. Any student may buy milk at lunch. Juice will be available for students with allergies. Parents must request juice for their student by notifying the school office in writing. Meals may be purchased in advance by cash, check or Point of Sale (via internet). Meal fees may be waived, or reduced, for those students who are eligible and are approved by the building principal for a waiver of fees. It is the parents' responsibility to apply for a waiver by completing the proper form, which is available through the school office. No more than \$10.00 worth of accumulated lunch charges will be allowed. No student will be denied food. After students have accumulated more than \$10.00 worth of lunch charges, if they attempt to charge further they will be served a cheese sandwich at no charge. Lunch charges will not be permitted during the final three weeks of the school year. It is the parent's responsibility to check his child's balance on a regular basis to ensure funds are available. Proper nutrition is essential for students to achieve their maximum potential to learn while at school. Each student is expected to eat a proper lunch unless the school office has been notified in writing that the student is under a restricted diet as specified by a physician.

After being dismissed by their teachers for lunch, students will be seated in the cafeteria by homeroom. Cafeteria supervisors will direct students to proceed through the service line. Students should move through the line in an orderly fashion. All food will be eaten in the cafeteria while sitting at the table. Students are responsible for cleaning their area by depositing all trash and unfinished food in the refuse containers. Recycling is encouraged. While eating lunch, students will be expected to use appropriate table manners. Quiet talking is encouraged. Students are to eat their own lunches; food sharing is not permitted, by order of the Tazewell County Health Department, due to health concerns. Cafeteria supervisors will dismiss students for a short recess after students have finished eating their lunches. During cold weather, one guideline used to determine if recess will be outside or inside is the 20 degree Fahrenheit threshold. Generally, when temperatures or windshield is at or above 20 degrees Fahrenheit, students will go outside for recess. After recess, students will quietly line up by homeroom in preparation for returning to class.

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

Transportation

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

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

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

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

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

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

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

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

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

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

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

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

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

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

(Note: Offenses are cumulative between categories.)

Any situation not covered by the guidelines will be left to the building principal's discretion. The building principal will make the final decision on discipline.

Bus drivers will only stop at the regular bus stops. Students must have written parental permission approved by the principal for any variation in the assigned bus stop. However, students other than those assigned, may not be permitted to ride the second Heritage Lake run (from the Intermediate School), as that bus is at maximum capacity.

Inclement Weather

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

Early Dismissal Days

District #701 will have early dismissal on pre-planned days as marked on the school calendar. The early dismissals are for staff development activities. Buses will run at the time of the early dismissal at 11:30 a.m. No students will be allowed on school property after bus routes have left. Teachers are in meetings, and there will be no supervision after the buses have left. No lunches are served on SIP days.

Attendance

Regular attendance is not only required by law, but it is necessary for students to achieve at their maximum learning potential. In accordance with state law, students must be in school for a minimum of 300 minutes of instructional time to be considered attending for a full day. Students will not be permitted to participate in or attend extra-curricular and/or special activities if they do not attend school during the day, or if they leave before 3:00 P.M. due to illness, or arrive after 11:30 A.M. All students are expected to be in the building from 8:15 A.M. through 3:00 P.M. each day. Students should not arrive at school before 7:30 A.M. There will be no supervision for students who arrive prior to 7:30 A.M. Students who must leave or return to the building during the school day are required to have parent or guardian sign them "in" or "out" through the office. The law requires parents contact the school in the event of an absence. Before 9:00 A.M. on the day of absence, the parent or guardian must call the Dee-Mack Intermediate school office (447-6226 or 359-3049) to report the reason for the absence. If a telephone call is not received, the office will be contacting the parents to check on the absence. A written note, stating the reason for the absence or tardy, that is signed by the parent or guardian is required in the event that phone contact is not possible. Students who are absent, because of an illness, for three or more consecutive days may be required to show proof of a doctor's exam clearing them to return to school. Failure to obtain a doctor's note could result in the absences being considered unexcused. Parents will be informed of excessive unexcused absences by letter. Students who "skip" school will be required to make up the class time. Excessive unexcused absences will result in the Regional Superintendent being notified and the truancy officer. Included is a list of excused and unexcused absences as determined by the Board of Education:

EXCUSED ABSENCES

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

UNEXCUSED ABSENCES

1. Failure to bring a note after an absence, that wasn't reported by phone.
2. Shopping
3. Hunting or fishing
4. Haircut or grooming
5. Suspension
6. Truancy
7. Working or babysitting
8. Oversleeping/car trouble
9. Absent from school and attending a school activity that day

Pre-Arranged Absences

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

1. The **REQUEST FOR PRE-ARRANGED ABSENCE** form is completed and returned to the office at least 48 hours prior to the absence.
2. A limit of a five (5) day total for the school year. Previously assigned work that is due on the day of the absence is due to the teacher on or before the day of the absence.
3. All work sent with the student is due on the day of the return of the student.
4. Tests covering assignments completed during the period of absence must be taken on the first day the student returns.

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

Tardiness

The State of Illinois considers a student tardy when he/she misses up to one hour of school between the hours of 8:15 AM and 3:00 PM. Tardies can be excused or unexcused. Parents will be informed of excessive unexcused absences by letter. Excessive and chronic tardiness may result in disciplinary action for the student and a referral to the Truant Officer.

Academic Expectations

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

Students are expected to arrive at class prepared to learn with all the necessary materials. All students are expected to complete their assignments on time and to the satisfaction of the teacher. Students are expected to write their name on each assignment. Any incomplete, late, or unacceptable assignments could result in the student receiving a failing grade on that assignment. To receive credit for the missing assignment(s) due to excused absences, the student is responsible for bringing in the work completed to the satisfaction of the

teacher by the beginning of school on the following day. Students at Deer Creek-Mackinaw Intermediate School will be furnished an assignment notebook for the purpose of keeping track of assignments. We ask that parents monitor the assignment notebook on a daily basis, by checking to see that assignments are complete.

For those students who desire additional help, teachers will be available in the morning before school beginning at 7:45 a.m., and after school. Students should make prior arrangements with the teacher.

Homework Policy

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

Grade Reports

Report cards are issued at the end of each quarterly grading period. Report cards will be e-mailed home after the end of the quarterly grading period. Questions concerning grades should be referred to the teacher by calling the Dee-Mack Intermediate school office within one week of the report card being sent home.

Teachers will update grades to the Parent Portal weekly. Letter grades will be issued in each required subject, and for band. The following grading scale will be used when assigning all grades:

A	100-93%	B	92-85%	C	84-78%
D	77-70%	F	69-0%		
S	Satisfactory	U	Unsatisfactory		

Honor Roll

All students who have earned a minimum of B's or S's for nine weeks will be placed on the "Honor Roll" list. In order to be considered for "Straight 'A' Honors", students must have A's in all subjects. Students attaining "Straight 'A' Honors", and "Honor Roll" must not have any U's, C's, D's, or F's on their Report Card. Students on the honor roll will be recognized at the end of the year. The end of year awards assembly is typically held the last day of student attendance. All academic recognition will be based on the nine weeks grading period. The intermediate school does not calculate semester grades. Yearly grades are calculated and reported on the student's permanent record.

Behavioral Expectations

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

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

- Positive reinforcement: Students will be encouraged to maintain behavioral expectations through the use of positive reinforcement, such as praise, awards, and tangible reinforcement.
- Natural and logical consequences: At times, students will be exposed to the natural and logical consequences for their behavioral choices. For example, students who do not study for a test may fail (natural consequence). Students who fail may have to spend time after school for extra study time (logical consequence).
- Isolation/exclusion: Various forms of isolation from peers (detention/ISD/SMD/OSS) and exclusion from activities (loss of privileges), or classes (including permanent removal from academic classes) will be used in accordance with the nature of the behavioral standard that has been abused. There will be no use of any isolated time out that restricts the student's exit from the isolated situation.
- Detentions: Students who fail to maintain behavioral standards may be assigned staff-supervised detentions before or after school. The length of time to be served varies in accordance with the nature of the behavioral standard that has been abused. Students will not be excused from detentions for work or extracurricular activities. Parents will be notified by phone, e-mail, or in writing. It is the responsibility of the parents to provide transportation for their child who is being detained. District #701 WILL NOT provide transportation for students in detention. Students who are unwilling or unable to serve detention time will be assigned an ISD/SMD. After a student's fifth assignment of detention for disciplinary reasons, or if a student misses a detention two or more times, ISD/SMD will be assigned thereafter in lieu of detentions.
- ISD/SMD: In School Detention or Saturday School Detention
- Out of School Suspension (OSS)
- Expulsion: In cases of severe violations of expected behavior standards, a hearing before the Board of Education could be held for the purpose of expulsion. Offenses which could result in expulsion are:
 1. The fifth Out of School Suspension
 2. Physical/verbal aggression against staff or students.
 3. Major acts of vandalism (costing more than one hundred dollars)
 4. Immoral or indecent acts
 5. Gang-related activity, including but not limited to talking, clothing, writing/graffiti, etc.
 6. Possession of a weapon or a object used as a weapon
 7. Sexual Harassment
 8. Use of racial or ethnic slurs in any form and/or involvement in any event which can be construed as racial/ethnic motivated
 9. Using, possessing, distributing, or being under the influence of behavior altering substances. Behavior altering substances include, but are not limited to alcohol, illegal drugs, controlled

substances, “Look-a-like” drugs (those substances intended to appear to be contraband), drug paraphernalia, or substances as described in the Intoxicating Compounds Act (i.e. inhalants)

Behavior and Discipline

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

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

Definitions and Explanations

- **Insubordination:** Students are expected to adhere to the standards and requests made by faculty and staff. Any faculty or staff member may discipline a student in any part of the building or on the school grounds.
- **Inappropriate materials:** Any materials deemed inappropriate or illicit by the faculty and staff at Deer Creek-Mackinaw Intermediate School, or materials being used inappropriately, will be confiscated. Items that are confiscated will be returned to the parents at a conference. Personal cameras, radios, stereos, CD players, electronic games, trading cards, and other personally valuable items are not appropriate for school. There will be no buying, selling, or trading of personal property on the school grounds. Skateboards and scooters are not allowed on school property and should not be brought to school. The School District will not assume responsibility for any of these items.
- **Respect for Others:** Disrespect to any student, staff, or faculty member will not be tolerated. Name calling, threats, inappropriate remarks toward faculty, staff members, and other students will not be tolerated. Public display of affection is not permitted. No form of sexual harassment will be tolerated.
- **Fighting, Threatening, Disrespect, Vandalism:** Physical aggression of any kind will not be tolerated. Students who engage in fighting will be removed from the school setting immediately and placed on an Out of School Suspension.
- **Respect for Property:** Students are responsible for reasonably maintaining all school property in their possession. No abuse to school and/or personal property will be tolerated. Only approved shoes will be permitted on the gym floor. Damage resulting from abuse of school and/or personal property could result in the responsible student paying restitution.

Bullying/CyberBullying/Respect

Disrespect to any student, staff, or faculty member will not be tolerated. Verbally abusive language toward a staff member or student can result in an automatic In-School Suspension with days being based on severity. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b)

endanger the health or safety of students, staff, or school property is prohibited. Public display of affection is not permitted. No form of sexual harassment will be tolerated. Bullying, intimidation, and (sexual) harassment are not acceptable in any form and will not be tolerated at school or any school-related activity. The school will protect students against retaliation for reporting incidents of bullying, intimidation, or (sexual) harassment, and will take disciplinary action against any student who participates in such conduct. Therefore, to threaten, harass or intimidate others through computer, phone or other electronic devices including, but not limited to, email, voice mail, text messages, and personal or social web sites such as 'Instagram, "Twitter" or 'Facebook' is punishable by Detentions to Suspension based on the seriousness of the action. Such conduct is prohibited regardless of location or time it occurs. (Refer to Board Policy 7:180)

Students who believe they are victims of bullying, intimidation or harassment, or have witnessed such activities are encouraged to discuss the matter with a staff member or administrator promptly.

Substance Abuse Policy

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

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

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

- **Selling:** Students who are encouraging, giving, or selling drugs, look-alike drugs, dangerous chemicals, or marijuana to a student in school, on the school bus, or on the school grounds will be suspended. The parents and police will be immediately notified, and the student will be referred for treatment/counseling, and will also result in an appearance before the Board of Education for an expulsion hearing.
- **Possession:** Having drugs or look-alike drugs on your person or on school grounds is considered possession. The first offense will result in an Out of School Suspension, and recommendation for expulsion. The parents and police will be immediately notified and the student will be referred for treatment/counseling.
- **Paraphernalia:** Paraphernalia is defined as objects associated with the use of drugs. Suspected paraphernalia will be confiscated. The first offense will result in an Out of School Suspension, and recommendation for expulsion. The parents and police will be immediately notified and the student will be referred for treatment/counseling. Note: Paraphernalia with residue present will fall under the policy regarding possession and the police will be notified.

SUBSTANCE ABUSE POLICY - At the Board of Education's discretion, the consequences for violating the Substance Abuse Policy may include a parent/student contract requiring substance abuse treatment with provisions for monitoring behavior, attendance and academic performance as strict conditions for continued

enrollment in lieu of expulsion. Should the terms of such a contract be violated, then the terms of the expulsion would be in full force.

Weapons at School

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

Expectations For Attire

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

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

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

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

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

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

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

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

Short shorts, tight cutoffs, running shorts, or jeans with excessive holes or patches are not permitted. Shorts or skirts hems should be within fingertip length when arms are extended at sides.

Students must wear clothing of sufficient length and fit so that articles of undergarments are not visible at any time.

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

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

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

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

Lockers

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

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

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

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

PHYSICAL EDUCATION

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

Music

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

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

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

Assemblies

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

FIELD TRIPS

Our PTO has made it possible for students at Dee-Mack Intermediate School to experience learning outside of the traditional classroom setting. These field trips are scheduled throughout the school year. Student participation may be subject to eligibility standards. Parents will be notified of field trips contained within the school day via school newsletters, school website and/or e-mail. Consent forms will be sent home for trips scheduled **outside** of the school day. Although students are expected to attend these trips as they are related to classroom learning and scheduled as an extension of the classroom, parents may have their child opt out of any field trip by contacting the school principal. Students absent from the field trip may be assigned an independent study project or assignment to complete in place of the off campus learning experience.

When possible, we will ask parents to assist in supervision on field trips. We ask that parent volunteers not bring other family members on the trip. Students whose parents assist in supervision will be required to ride district transportation to the activity. Parents who provide their own transportation may be allowed to sign out their young person at the end of the day, instead of having their young person ride district transportation.

Retention Policy

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

COMPUTER LAB

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

Communication/Electronic Devices

During the school day, students may not have in their possession or use electronic devices except under the specific, detailed exceptions outlined in this section. Prohibited electronic devices include, but are not limited to headphones, CD players, cell phones, pagers, i-pods, mp3 players, and video games. The use of any device to video, audio record on school property is prohibited unless prior approval from a staff member has been granted. Students who are caught with any prohibited electronic and/or communication devices on their possession during the school day will have them confiscated, and may face additional discipline. Students who bring any of these devices to school must store them in their locker once they get to school, and may only remove them after students are dismissed at the end of the school day. The school district is not responsible for electronic devices that are stolen, lost, misplaced, or damaged in any way. Students should bring these devices at their own risk. Students who are in possession or use electronic devices during the school day will

have the devices confiscated. Instead of giving the electronic devices back to the children, parents will be required to pick them up. The only exception to this policy is that Kindles, Nooks, or other similar electronic devices may be used under the following conditions: 1) a staff member has preapproved the particular use and time that the electronic device is being used. 2) The use is for a specific school purpose (i.e. to read an AR book, use a calculator, dictionary, and thesaurus). Students who are caught abusing this right will have their privileges suspended and may face additional consequences.

LIBRARY GUIDELINES

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

Safe and Orderly Climate on the Playground:

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

PHYSICAL RESTRAINT:

This refers to holding a student or otherwise restricting his or her movements and includes only specific, planned techniques for which staff has been trained. A physical restraint will only be used when a student poses a physical risk to himself, herself, or others, and there is no medical contraindication to its use.

PARENT – TEACHER CONFERENCES

Conferences with teachers allows for a better understanding of your young person for both the parent and the teacher. Conferences are held formally at least once each school year, but we encourage parents and teachers to meet as necessary to discuss your young person's progress. You may contact the school to arrange a conference via phone or email at anytime throughout the school year. (see appendix for STAFF DIRECTORY).

PARENT/TEACHER ORGANIZATION (PTO)

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

A PTO Board comprised of President, Vice President, Secretary, Treasurer, and members-at-large meet each month to make recommendations to the voting members. The public is welcome to attend. All PTO events

will be announced through the school newsletter, website and/or e-mail.

LOST AND FOUND

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

FUNDRAISERS

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

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

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

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

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

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

PARTIES

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

Head Lice Policy

Students who are suspected of having head lice should be referred to the office immediately for confirmation. All student checks should be done in such a way as to assure the privacy of the student, with no other students present. When group head checks are necessary, a list of students with confirmed cases of head lice will be turned into the office for further action. The office will notify parents of any confirmed cases of head lice and, in accordance with school board policy, the student will be excluded from school until all lice and nits (eggs)

are removed. After exclusion from school for head lice, students cannot re-enter until the office has confirmed that the lice and nits are no longer present.

MEDICATION POLICY

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

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

The School District shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or the medication's storage by school personnel. Parent(s)/guardian(s) must indemnify and hold harmless the School District and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of medication or storage of the medication by school personnel.

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

EXTRACURRICULAR ACTIVITIES

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

Prior to participation in interscholastic athletics, all students are required to have a physical examination completed within the year of participation and have a birth certificate on file in the school office. In accordance with IESA regulations, students must be passing appropriate subjects to participate. A parent meeting will be held to review student expectations for participation.

SPORTSMANSHIP

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

Our aim, as a school, is to develop highly competitive interscholastic activities and promote fine school morale. **Parents should be role models when attending these events.** The crowd should show their support to the team/group whether they win or lose. Verbal comments will not be tolerated to coaches/sponsors,

referees, and participants. No fan should ever verbally assault others or be obnoxious. Crowd members should respect the decision made by the officials. **Remember: Be a Sport, Be a Fan, Not a Fanatic.**

ATTENDANCE AT GAMES

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

TRANSPORTATION

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

UNIFORMS

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

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

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

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

Weekly Eligibility

Any student failing to meet the academic criterion shall be suspended for participation for **the following Monday through Saturday activities**. His/her coach will notify the student; and the parents will be notified by letter concerning the conditions of the suspension.

Violations of Extracurricular Code

All violations involving alcohol, tobacco/nicotine, drugs, and the Illinois Criminal Code shall result in a suspension from all activities. See the Activity Code for details. Students who violate the extracurricular policy of behavior will not be eligible to serve in a position of leadership for the remainder of the school year.

Tazewell County Regional Safe School Program

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

Continuum of Educational Services

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

Section 504 of the Rehabilitation Act

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

STUDENT RECORDS

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. A parent/guardian or eligible student has the following rights: (1) The right to inspect and review the student's(1) The right to inspect and review the student's education records within 45 days of the day the district receives a request for access. (2) The right to request the amendment of the student's education records that the parent/guardian or eligible student believes are inaccurate or misleading. (3) The right to consent to disclosures of personally identifiable information contained in the parent/guardian or eligible student's education records, except to the extent that FERPA authorizes disclosure without consent. (4) 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 Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue S.W., Washington, D.C. 20202-4605.

EDUCATION OF CHILDREN WITH DISABILITIES

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

It is the intent of our School District to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated and provided with appropriate educational services. Students may be disabled within the meaning of Section 504 of the Rehabilitation Act even though they do not require services pursuant to the IDEA. For students eligible for services under IDEA, our School District shall follow procedures for identification, evaluation, placement, and delivery of services to children with disabilities provided by the Illinois State Board of Education. For those students who are not eligible for services under IDEA, but because of disability as defined by Section 504, need or are believed to delivery of services to children with disabilities provided by the Illinois State Board of Education. For those students who are not eligible for services under IDEA, but because of disability as defined by Section 504, need or are

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

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

ACCOMMODATING INDIVIDUAL WITH DISABILITIES

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

MISCONDUCT BY STUDENTS WITH DISABILITIES

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

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

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

Chronic or habitual truant- this is a student who is subject to compulsory school attendance and who is absent without valid cause from school for 10 percent or more of the previous 180 regular attendance days. If the MDC team determines the cause of the student's absences is not related to the student's disabling condition,

the student may be disciplined under District 701's discipline policy up to and including expulsion. If the Board of Education imposes expulsion or disciplinary measures altering the student's special education plan, an IEP meeting shall be convened to determine appropriate alternative means of service delivery.

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

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

Ahera Management Plan

Asbestos Hazard Emergency Response Act (AHERA) Management Plans are available at the office of each Building Principal. The three-year re-inspection was completed in August 2001 by an accredited inspector, Ideal and Associates. Periodic surveillance activities are completed as necessary. All workers and building occupants, or their legal guardians, are informed at least once each school year about inspections, response actions, or post-response action activities, including periodic re-inspection and surveillance activities, that are planned or in progress.

Re-inspection Plan And Periodic Surveillance Activities

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

EDUCATION OF HOMELESS CHILDREN

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

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

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

INTERNET USE FOR STUDENTS

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

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

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

- a. Be polite. Do not become abusive in messages to others.
- b. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
- c. Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.
- d. Recognize that electronic mail (e-mail) is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.

- e. Do not use the network in any way that would disrupt its use by other users.
- f. Consider all communications and information accessible via the network to be private property.

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

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

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

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

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

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

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

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

SEXUAL HARASSMENT

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

Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics and spreading rumors related to a person’s alleged sexual activities.

Any student who believes he or she has been the subject of sexual harassment should report the alleged conduct immediately to the school principal or other school official. An investigation of any such complaints will be kept confidential to the extent possible.

Students who engage in sexual harassment are subject to disciplinary action. Conversely, students who make false allegations or sexual harassment may also be subject to disciplinary action.

SEARCH AND SEIZURE

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

STUDENT RECORDS, NOTIFICATION OF PARENTS, AND STUDENT RIGHTS

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

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

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

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

- Student’s name and address

- Grade level
- Birth date and place
- Parent name and address
- Period of attendance at school

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

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

PEST MANAGEMENT PLAN

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

GENERAL DISCIPLINE GUIDELINES & CONSEQUENCES

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

Offense	Disciplinary Action(s)
ACADEMIC INTEGRITY	
a. Cheating	<ul style="list-style-type: none"> • Academic referral by teacher • Parent contact • Possible grade reduction • Detentions to ISD depending on seriousness of the offense
b. Plagiarism is strictly prohibited including copying, “cut & paste” or representing student work, ideas, graphs, or ideas that are not original without crediting the source.	<ul style="list-style-type: none"> • Academic referral by teacher • Parent contact • Severe grade reduction
AFFECTION	
a. Inappropriate display	<ul style="list-style-type: none"> • 1st offense: warning • 2nd offense: detention • Subsequent offenses: ISD
ALCOHOL AND/OR SUBSTANCE RELATED PROBLEMS while at school, on school grounds, on school conveyances, or while attending/participating in any school sponsored activity	
a. Prohibited activities, possession, consumption, or being under the influence of alcohol, controlled substances; drug paraphernalia or “look alike” substance, chemically designed substances, E-Cig, vape pen with THC, or inhalants.	<ul style="list-style-type: none"> • Suspension to expulsion proceedings, and police referral
b. Students who encourage, sell, or provide alcohol/drugs/ inhalants/look-alike chemically designed substances, E-Cig, vape pen with THC, or inhalants to other students.	<ul style="list-style-type: none"> • Suspension to expulsion proceeding & police referral
c. Possession of empty alcohol or empty controlled substance related containers.	<ul style="list-style-type: none"> • Detentions to ISD based upon seriousness of the situation
ATTIRE	
a. Wearing of inappropriate clothing or apparel to school	<ul style="list-style-type: none"> • 1st offense – parent contact, change of clothes, and warning. • Further offense – change of clothes, one (1) detention, parent contact
<ul style="list-style-type: none"> • Wearing of apparel or jewelry depicting alcohol, drugs, tobacco, sexual connotations, obscenities, violence, ethnic or racial slurs. • 	<ul style="list-style-type: none"> • 1st offense – parent contact, change of clothes, and warning. • Further offense – change of clothes, one (1) detention, parent contact
BATTERY	

a. Toward a student	<ul style="list-style-type: none"> External suspension; and or expulsion proceedings based upon investigation; police referral
b. Toward staff/school board member.	<ul style="list-style-type: none"> External suspension; and or expulsion proceedings based upon investigation; police referral
BOMB THREATS	<ul style="list-style-type: none"> External suspension and/or expulsion proceedings based upon investigation; police referral.
BOOK BAGS, BACKPACKS, OVERSIZED PURSES -must be kept in locker	<ul style="list-style-type: none"> Send to office, detentions-ISD
BULLYING/HARASSMENT	
a. Verbal or written bullying/teasing or harassment to another student	<ul style="list-style-type: none"> ISD or suspension to expulsion based on the seriousness of the offense.
<ul style="list-style-type: none"> Racial, ethnic, harassment; including derogatory Slurs or satanic writing or gestures 	<ul style="list-style-type: none"> 1st offense – ISD-External Suspension 2nd offense –ISD- External Suspension
b. Physical or sexual/sexuality harassment; including intimidation, threats of harm, or lewd gestures/displays or assault.	<ul style="list-style-type: none"> 1st offense – ISD-External Suspension 2nd offense – ISD-External Suspension
CELL PHONE. Cell Phone violation for having a phone on your person during the school day, or taking photos or videos with your phone during the school day. If photos or videos are deemed inappropriate for school additional consequences can be applied. BROADCASTING IS ALSO NOT ALLOWED	
	<ul style="list-style-type: none"> 1st offense– Warning phone confiscated- given back end of day 2nd Offense –Detention, phone confiscated-parents must come get phone Subsequent offenses- ISD
COMPUTER/ INTERNET POLICY	
a. Academic Integrity Violation the copyright laws.	<ul style="list-style-type: none"> Academic referral by teacher, parent contact; grade reduction; 1st offense – ISD 2nd offense – ISD & loss of internet privileges for remainder of semester.
b. Forgery – Misrepresenting themselves or others.	<ul style="list-style-type: none"> 1st offense – (3)detentions-subsequent offenses ISD
c. Intimidation / Harassing other users	<ul style="list-style-type: none"> ISD -suspension to expulsion based on the seriousness of the offense.
d. Misuse	
1. Using the account of another student.	<ul style="list-style-type: none"> 1st offense – detention to external suspension based on the seriousness of offense.
2. Violation of the rights of others or their privacy.	<ul style="list-style-type: none"> 1st offense – discipline plus loss of internet privileges for remainder of semester.
3. Accessing, downloading, and/or creating pornography.	<ul style="list-style-type: none"> 1st offense – ISD, or external suspension depending on severity and loss of internet privileges.
4. Using or conspiring to use the network for illegal activities such as “crashing data bases.”	<ul style="list-style-type: none"> 1st offense – external suspension and loss of internet privileges for the year.

e. Vandalism or conspiring to vandalize	<ul style="list-style-type: none"> • ISD or external suspension to expulsion proceeding based upon the seriousness of the incident, referral to police, restitution, and loss of internet privileges for the remainder of year.
f. Vulgarity	
1. Using obscenities or inflammatory speech.	<ul style="list-style-type: none"> • 1st offense – detention • 2nd offense – ISD
DEFIANCE/ DISRESPECT/ INSUBORDINATION – refusing to comply with a reasonable request by a staff member.	<ul style="list-style-type: none"> • 1^{st-3rd} offense – 1 detention • 4th-6th offense – 2 detentions • 7th offense- ISD to OSS
a. Displaying “the finger” to another student	<ul style="list-style-type: none"> • 1st offense – Detention • 2nd offense – ISD
DISRUPTIVE BEHAVIOR	•
a. Classroom – non-complaint with classroom rules.	<ul style="list-style-type: none"> • 1st -3rd offense – 1 detention. • 4th-6th offense – 2 detentions • 7th offense – ISD to OSS
• Possession of items brought on campus for non-academic purpose.	<p>1st offense – one (1) detention and confiscation</p> <p>2nd offense – three (3) detentions; parent contact and confiscation.</p>
b. Students engaged in disruptive behavior at lockers or in hallways.	<ul style="list-style-type: none"> • The penalty may range from detention to external suspension the seriousness of the offense
c. Students engaged in disruptive behavior in the Cafeteria	<ul style="list-style-type: none"> • Detentions to suspension based upon seriousness of offense.
d. Students engaged in disruptive behavior in the Assemblies	<ul style="list-style-type: none"> • Detentions to suspension based upon seriousness of offense. Suspended from further assemblies.
e. Inappropriate comments Ex. “This sucks...”	<ul style="list-style-type: none"> • 1st offense – detention • 2nd offense – detention • 3rd offense – ISD • 4th offense – tbd by administration
FAILURE TO COMPLETE HOMEWORK	<ul style="list-style-type: none"> • HOMEWORK INTERVENTION
FIGHTING – PHYSICAL CONTACT	
a. Fighting	<ul style="list-style-type: none"> • ISD or OSS for the student who is the aggressor or provoker.
b. Physical Contact	<ul style="list-style-type: none"> • Detention, ISD or external suspension for non-provoker or the students who defended themselves. • When provoker cannot be determined, each person will be externally suspended.
GANG-RELATED OR CULT ACTIVITY - use of apparel, symbols, drawings, graffiti, jewelry, etc. which are gang related while at school, on school grounds, on	<ul style="list-style-type: none"> • 1st offense – ISD, parent notification; police liaison referral. • Subsequent offenses – external suspension,

school conveyances, or while attending/participating in any school sponsored activity.	possible expulsion recommendation.
GANG-RELATED OR CULT ACTIVITY – coercion of others to join groups or participate in gang activities while at school, on school grounds, on school conveyances, or while attending/participating in any school sponsored activity.	<ul style="list-style-type: none"> • ISD, external suspension; police liaison referral. • 2nd offense –expulsion proceedings
GRAFFITI	
a. Any drawing/sketch involving physical violence or damage to property.	<ul style="list-style-type: none"> • Conferences to external suspension based upon the seriousness of the situation.
HORSEPLAY – Aggressive	
	<ul style="list-style-type: none"> • 1st offense – detention. • 2nd offense – 2 detentions • Subsequent offenses – ISD - external suspension
LEAVING	
a. Classroom or other assigned area.	<ul style="list-style-type: none"> • 1st offense – 1 detention • 2nd offense – 3 detentions • Subsequent offenses – ISD to external suspension
LOCKERS – abuse of, kicking, vandalizing	<ul style="list-style-type: none"> • Detention to suspension based on seriousness of offense
MISUSE OF SCHOOL EQUIPMENT OR PROPERTY	<ul style="list-style-type: none"> • Detentions to suspension based on seriousness of offense.
MOB ACTION while at school, on school grounds, on school conveyances, or while attending/ participating in any school sponsored activity.	<ul style="list-style-type: none"> • 1st offense –external suspension and/or expulsion proceedings, and/or police referral.
TOBACCO	
a. Possession of tobacco or nicotine products, E-Cig, vape pens, matches, & lighters on school grounds or school.	<ul style="list-style-type: none"> • ISD to external suspension
b. Use of tobacco or nicotine products – smoking in the school or on school grounds.	<ul style="list-style-type: none"> • 1st offense – 1-3 days OSS • 2nd offense – TBD by administration
VANDALISM OF SCHOOL PROPERTY or private property on school premises.	<ul style="list-style-type: none"> • ISD or suspension to expulsion proceedings based upon the seriousness of the incident; referral to police; Restitution.
VERBAL OR WRITTEN THREATS DIRECTED TOWARD A STUDENT.	<ul style="list-style-type: none"> • Penalties will vary from student conference, detentions, to external suspension depending upon

	the seriousness of the situation; police referral.
VERBAL OR WRITTEN THREATS DIRECTED TOWARD A STAFF	<ul style="list-style-type: none"> • Penalties will range from external suspension to expulsion proceedings depending upon seriousness of situation; police referral.
VULGAR OR OBSCENE LANGUAGE/ GESTURES DIRECTED TOWARD STAFF	<ul style="list-style-type: none"> • Detention- ISD- OSS
WEAPONS/EXPLOSIVE DEVICES Possession of firearms or explosives, or intent to use explosives or the use of any object with the intention to inflict bodily harm while at school, on school grounds, or while attending/ participating in any school sponsored activity.	<ul style="list-style-type: none"> • External Suspension, Expulsion proceedings, police referral
WEAPONS – possession of objects intended to be used as weapons or could be used as weapons while at school, on school grounds, on school conveyances, in a building/facility, or while attending/participating in any school sponsored activity.	<ul style="list-style-type: none"> • External suspension depending upon the seriousness of the situation; police referral; expulsion may be considered. • 2nd offense – expulsion proceedings; police referral
Stealing - taking something from the school or another person in the school that does not belong to you.	Detention, ISD, or suspension to expulsion proceedings based upon the seriousness of the incident; referral to police; Restitution if necessary.