

# DEER CREEK – MACKINAW HIGH SCHOOL

## Student Handbook

“Dedicated to Excellence”

2018-19

### School Song

To “Northwestern Fight Song”  
We’re with you Dee-Mack, men of courage true,  
We’ve got the might, we’ve got the fight  
To win this game tonight. Rah! Rah! Rah!  
Raise high our colors, Dee-Mack’s red and white.  
Now let us pledge our loyalty  
And cheer the team to victory.  
Go! Dee-Mack Go! Fight! Dee-Mack Fight!

School Colors:  
Red & White

Mascot: Chief

401 EAST FIFTH STREET, MACKINAW, IL 61755

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# WELCOME

Welcome to the 2018-2019 school year at Dee-Mack High school. We anticipate an exciting year filled with new challenges, experiences and much success. It is our goal to help each child reach his or her maximum potential. Education is the most important function any society has. The quality of life for all of us depends on the quality of education we provide our children. Working together we can prepare each student for the challenges and responsibilities of life.

## General School Information

This handbook is a summary of the school's rules and expectations, and is not a comprehensive statement of school procedures. The Board's comprehensive policy manual is available for public inspection through the District's website ([www.deemack.org](http://www.deemack.org)) or at the Board office, located at:

Deer Creek-Mackinaw CUSD #701  
401 E. 5<sup>th</sup> Street  
Mackinaw, IL 61755

The School Board governs the school district, and is elected by the community. Current School Board members are:

|                |                  |
|----------------|------------------|
| President      | Gary Cates       |
| Vice President | Stephen Yarnall  |
| Secretary      | Julie Burr       |
| Member         | Lena Grimm       |
| Member         | Kelly Burmaster  |
| Member         | Aaron Schlupp    |
| Member         | Steve Stimson JR |

The School Board has hired the following administrative staff to operate the school:

Superintendent

Mary Lanier, Principal

Mitch Holmgren, Assistant Principal/Athletic Director

Ron Panner, Guidance Counselor

James Lines, Special Education Director

The school is located and may be contacted at:

Deer Creek-Mackinaw High School  
401 East 5<sup>th</sup> St.  
Mackinaw, IL 61755

## **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-Mackinaw High 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.

## **DISTRICT #701 VISION STATEMENT**

The Dee Creek-Mackinaw CUSD #701 school community will attain and sustain recognized academic success, while cultivating in students a desire to achieve as 21<sup>st</sup> century life-long learners.

### **FREQUENTLY CALLED TELEPHONE NUMBERS**

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

## **EQUAL OPPORTUNITY AND SEX EQUITY**

Equal educational and extracurricular opportunities are available to all students without regard to race, color, nationality, sex, sexual orientation, gender identity, ancestry, age, religious beliefs, physical or

mental disability, status as homeless, or actual or potential marital or parental status, including pregnancy.

No student shall, based on sex or sexual orientation, be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities.

Any student or parent/guardian with a sex equity or equal opportunity concern should contact: Mary Lanier, Principal.

### **SCHOOL SAFETY TIP LINE**

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. All reports remain anonymous.

### **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 \$145.00 for high 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. Beginning this year, there will also be a \$50.00 Tech fee for the student Chromebook.

## **PARTICIPATION FEES**

The Board of Education has set participation fees for extracurricular activities. The participation fees for the next school-year are \$65.00 for athletic participation and \$35.00 for non-athletic participation with a max per student of \$100.00 for sports and clubs. Fee payment is required before beginning the activity. All of the fees may be waived for those students who are eligible and are approved by the building principal for a waiver of fees. It is the parents' responsibility to apply for a waiver by completing the *Application for Fee Waiver* form.

## **CELL PHONE POLICY**

Students will be allowed to carry cell phones with them at all times. Phones must remain in the students pocket and out of sight during class unless otherwise directed by the teacher. Each teacher will post their own classroom cell phone policy in their classroom. **Cell phones are prohibited in rest rooms and the locker rooms.** Taking photos or videos with a cell phone is prohibited and subject to disciplinary consequences.

Inappropriate texts, pictures, etc. that are on students cell phones will result in the loss of cell phone privileges and be subject to additional punishments as seen fit by the administrative staff. If needed, the appropriate law enforcement team will be called in to address the problem. **The Administration at Dee Mack H.S. still feels the safest and most appropriate place for the students to have their cell phones is turned off and in their lockers.**

## 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, located on the north side of the building. 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.**

## GUIDANCE SERVICES

Students are urged to make extensive use of the guidance services available at the high school. Some of these services include:

- planning of the high school academic program to meet post-high school educational needs
- help in adjusting to the school environment
- interpreting standardized test scores
- developing personal characteristics that contribute to success in a variety of settings
- choosing a tentative field of occupational interest
- choosing a school to continue education beyond high school
- obtaining scholarships and financial aid
- obtaining information about employment
- counseling on any personal problem
- In accordance with federal law, Dee-Mack High School must provide directory information to military recruiters and post-secondary educational institutions when requested. Parents/guardians who do not wish to have their student's information released must notify the school in writing. The school will provide a form for this purpose, and make it available during the start of the school.

Students should make an appointment and obtain a pass from the counselor to obtain services. **In an emergency, the counselor is available at any time!**

## **LUNCH PROGRAM**

No student will be allowed to leave the school building for lunch. All students are expected to bring a cold lunch or eat a hot lunch offered by the school cafeteria. **The charging of meals without payment will not be allowed.**

The cafeteria is operated for the convenience of the students. A nutritious lunch is prepared every day for those parents who desire a hot lunch for their children. A monthly menu can be found on the website. The menu is subject to change without notice.

## **BUS TRANSPORTATION**

The district provides bus transportation to and from school for all students living 1.5 miles or more from the school. A list of bus stops will be published at the beginning of the school year before student registration. Parents must, at the beginning of the school year, select one bus stop at which a student is to be picked up, and one stop at which a student is to be dropped off. Students are not permitted to ride a bus other than the bus to which they are assigned. Exceptions must be approved in advance by the building principal.

While students are on the bus, they are under the supervision of the bus driver. In most cases, bus discipline problems can be handled by the bus driver. In the case of a written disciplinary referral, student bus problems will be investigated and handled by the building principal.

Students are expected to follow all school rules while on the bus. Students may be suspended from riding the school bus for up to 10 consecutive school days for violating school rules or for engaging in other gross disobedience or misconduct. The school board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons. The district's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus.

A student who is suspended from riding the school bus and who does not have alternative transportation to school shall be allowed the opportunity to make up all missed work for equivalent academic credit. It is the responsibility of the student's parent or guardian to notify the school that the student does not have alternative transportation to school.

In the interest of the student's safety and in compliance with State law, students are also expected to observe the following:

1. Dress properly for the weather. Make sure all drawstrings, ties, straps, etc. on all clothing, backpacks and other items, are shortened or removed to lessen the likelihood of them getting caught in bus doors, railings or aisles.
2. Arrive on time at the bus stop, and stay away from the street while waiting for the bus.
3. Stay away from the bus until it stops completely and the driver signals you to board. Enter in single file without pushing. Always use the handrail.
4. Take a seat right away and remain seated facing forward. Keep your hands, arms, and head inside the bus.
5. Talk quietly on the bus. No shouting or creating loud noises that may distract the driver. Tablets, iPods®, iPads®, smart phones,

and other electronic devices must be silenced on the bus unless a student uses headphones.

6. Help keep the bus neat and clean. Keep belongings out of the aisle and away from emergency exits. Eating and drinking are not allowed on the bus. Always listen to the driver's instructions. Be courteous to the driver and other students. Sit with your hands to yourself and avoid making noises that would distract the driver or bother other passengers. Remain seated, keeping your hands, arms, and head inside the bus at all times.
7. Wait until the bus pulls to a complete stop before standing up. Use the handrail when exiting the bus.
8. Stay out of the danger zone next to the bus where the driver may have difficulty seeing you. Take five giant steps away from the bus and out of the danger zone, until you can see the driver and the driver sees you. Never crawl under a bus.
9. If you must cross the street after you get off the bus, wait for the driver's signal and then cross in front of the bus. Cross the street only after checking both ways for traffic.
10. Never run back to the bus, even if you dropped or forgot something.

Video and audio cameras may be active on busses to record student conduct and may be used for the purposes of investigation into misconduct or accidents on the bus.

For questions regarding school transportation issues, contact the Superintendent's Office.

## **BUS CONDUCT**

Students are expected to follow all schools when riding the school bus. A student may be suspended from riding the bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct, including but not limited to, the following:

1. Violating any school rule or school district policy.
2. Willful injury or threat of injury to a bus driver or to another rider.
3. Willful and/or repeated defacement of the bus.
4. Repeated use of profanity.
5. Repeated willful disobedience of a directive from a bus driver or other supervisor.
6. Such other behavior as the building principal deems to threaten the safe operation of the bus and/or its occupants.

If a student is suspended from riding the bus for gross disobedience or misconduct on a bus, the School Board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons.

A student suspended from riding the bus who does not have alternate transportation to school shall have the opportunity to complete or make up work for equivalent academic credit. It shall be the responsibility of the student's parent or guardian to notify the school that the student does not have alternate transportation.

## **MORNING AND EVENING PROCEDURES**

Students should not arrive at school before 7:00 a.m. Until 7:55 a.m., students may only be in the assigned supervision area. Hallways are off limits until the 7:55 a.m. bell rings unless participating in an approved activity.

Students should report to their assigned areas upon arrival. First hour begins at 8:10 a.m. Students arriving to school between 8:10 and 8:15 will be marked tardy, students arriving to school between 8:16 and 9:00 will be marked as late to school unexcused unless they have an excused reason. Students arriving after 9:00 will be marked as truant for the class or classes they missed without an excused reason. The school day ends at 3:10 p.m. “Oversleeping” and car trouble are not considered excused absences.

## **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 necessary for academic achievement. The most common reason for failure is poor attendance. Therefore, the following policies have been developed to encourage regular attendance.

Each school year students will be allowed ten (10) incidents of absence due to medical reasons that may be certified by a parent note or phone call. Any additional absences during the school year will require a physician's excuse, per each event, or the absence will be classified as Unexcused. Class work assigned on a day listed as "Unexcused" will receive a 40% penalty. Absences not confirmed "excused" by a parent call or doctor note within 48 hours will remain "unexcused". Items not counted toward the 10 day limit: Doctor's note, funeral, court appearance, college days, and field trips.

Once students arrive on campus they may not leave during the school day without office permission and properly signing out in the office. A note or phone call from a parent or guardian will be required to leave school before the end of the day.

Hallways are off limits until the 7:55 bell rings unless participating in an approved activity.

Parents are required to verify each absence by phone before 10:00 am on the day of the absence. Failure to do so will result in an unexcused absence. A message can be left on the answering machine (359-3049 or 447-6297).

In the event that a phone call is not made, failure to provide a written note will result in the student being declared truant. If there is no phone call to the school, a phone call will be made to check on the student at home.

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

Parents requesting make-up work when students are absent may pick up assignments at the end of the next school day. It is very difficult to



obtain work by the end of the school day when called on the day of the absence.

Students must be present a minimum of a 4 periods to attend after-school activities. An unexcused absence will be assigned to students who do not meet this requirement and then attend an activity. Special permission may be granted by the building principal for extenuating circumstances.

Students receiving an excused absence must obtain all assignments on the first day back to school. Students will be expected to have all make-up work completed within 1 school day for each day of excused absence. Pre-Assigned major class projects (such as research papers) that are due during an absence are due *immediately* upon their return to school. Homework will receive full credit if returned on the 1<sup>st</sup> day back. Partial credit will be given for work turned in after they return.

An individualized plan will be developed for students qualifying for home /hospital instruction (more than ten consecutive days of missed school because of injury or illness).

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

## **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. No more than two (2) requests and 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, college days, field trips, or school sponsored activities.

A total of 3 college days will be approved for juniors (1 day) and seniors (2 days), not to exceed more than 2 days per year. Forms are available in the counselor's office. The college will be contacted in advance of the visit. **College days do not count as an absence towards final exam exemption for seniors.** All college days must be pre-arranged and have the form submitted two full days prior to the visit.

No college days or pre-excused days will be permitted during final exam week. College days will not be permitted during or after the last week in April.

## EARLY WORK DISMISSAL

Only students enrolled in Co-op work training or seniors in Early Bird Physical Education are eligible for early release. Students leaving must leave the building immediately. They may not remain at school to socialize.

## TARDINESS

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

- A student is tardy if not seated when the bell rings.

- Tardies to each class per semester will result in discipline. See Discipline section.
- A student who is tardy more than 5 minutes is considered “Late to School” and will be assigned discipline. See Discipline section.

## **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, expectations for behavior and academics have been established by the faculty, staff, administration, and the Board of Education. Independent Study courses may have substantially different grading requirements due to their unique considerations and need for exceptional independent student motivation.

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. If the student left his/her work in the locker, a pass may be given so that the student can get the necessary materials. A tardy, however, will be assigned to the student because the student came to class unprepared.

All students at Deer Creek-Mackinaw High 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. Students who fail semester classes will put their graduation in jeopardy.

## **ELIGIBILITY**

All students at Deer Creek-Mackinaw High School are subject to eligibility for participation in any Illinois High School Association (IHSA) extracurricular or special activity. These activities include competitive athletics, Scholastic Bowl, Student Council, and Band/Vocal solo and ensemble contests, and other clubs. In accordance with the IHSA guidelines, student achievement will be monitored weekly by the school office. Each week, sponsors will be notified of students who are failing any subject. Students who are failing each week will be ineligible for participation in extracurricular activities for the following week as described in the Activities Handbook.

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

## **GRADE REPORTS**

Grades will be reported as a cumulative grade earned over the entire semester. There will no longer be two weighted quarter grades. Questions regarding grades should be referred to the classroom teacher by calling the Deer Creek-Mackinaw High School office (359-4421) within one week of the report card being sent home. Parents may also check grades on the district web site, [www.deemack.org](http://www.deemack.org), in the parent portal.

### **Academic Promotion**

Students who do not pass both semesters of required English and math courses, or those who do not earn a minimum of 6.5 credits per year will not be promoted to the next grade. Example: A sophomore who fails 2<sup>nd</sup> semester English will remain a sophomore until the course is successfully

passed. Consequences could include social restrictions (inability to attend Junior Prom or enjoy parking privileges) or graduation delays.

## HONORS CLASSES

Honors classes will carry extra credit for successful completion. For example, an "A" in a class would normally result in four grade points, but an "A" in an Honors class will result in five grade points, a "B" will result in four grade points. Failure in an Honors class will result in no credit for the class. The following courses qualify as Honors Classes:

- AP Calculus
- Pre-Calculus
- Chemistry 2
- AP Biology
- Physics
- English
- Spanish 3
- Spanish 4
- Intro to Business

4

The following grading scale will be used when assigning all grades:

100-93% = A

92-85% = B

84-78% = C

77-70% = D

69-0% = F

All pre-approved, 'transferable' ICC classes (100 level and above) taken for college credit will be counted as Honors Classes in computing GPA. (Must be transferable to a four-year school. The Principal must approve classes prior to registration.)

## HONOR ROLL

Students attaining A's in all subjects will be placed on the "High Honor Roll" list. Students who have achieved all "A"s and "B"s shall be named to the "Honor Roll".

All academic recognition will be based on the results of each grading period.

## FINAL EXAMS

Due to the need to assess curriculum and student achievement final exams are required for all courses. \* Semester Exams will be weighted at 10% of the students overall semester grade.

Seniors will be excused from all second semester (May) final exams, also any Senior that is graduating early will be excused from all first semester final exams in December.

Vacations during final exams will not be approved except under **extremely extenuating circumstances. No exams will be given early.**

Missing a final exam due to an unexcused absence will result in failure for the class.

## STUDENT SCHEDULES

The preparation of student schedules begins during the winter of the year. In many cases it is impossible to give every student every class, which is requested. Therefore, alternate classes may be assigned. Tentative schedules will be distributed in the fall. Any schedule changes may only be made during the first full week of each semester. THERE WILL BE NO CHANGES MADE AT THE REQUEST OF THE STUDENT/FAMILY AFTER THE DEADLINE, including requested changes for 2<sup>nd</sup> semester classes.

There will be no auditing of classes allowed. All classes chosen by a student must be taken for credit, unless the course is being retaken due to failure.

## ICC CLASSES

Each year ICC offers classes at Dee-Mack for college credit. Most classes are worth one-half credit, **plus college credit**. The cost of these classes is approximately \$100.00 per credit hour, in addition to the cost of the book and other supplemental supplies required by ICC. All students desiring to take these classes for credit must apply and register as an ICC student and take all required ICC entrance exams. Please contact the counselor for full details.

Dee-Mack may also offer many classes, which can receive ICC credit by taking additional classes at ICC. These are included in a list of ARTICULATED ICC classes. Please check with the counselor for full details.

### ARTICULATION AGREEMENTS

| <b>You must take these Dee-Mack Course(s) to receive ICC Credit for courses</b> |  |
|---|--|
| Mechanical Drafting<br>Architectural Drafting<br>CAD                            | MECTK 121 – Introduction to Mechanical Computer-Aided Drafting |
| Computer Productions<br>Computer Applications I                                 | DATPR 150 – Microcomputer Applications                         |
| Keyboarding I<br>Computer Concepts  | TYPE 120- Keyboard/Word Processing I                           |
| Keyboarding II<br>Computer Concepts<br>Computer Productions                     | TYPE 121 – Keyboarding Applications                            |
| Accounting I  | ACTG 105- Bookkeeping/Accounting I                             |
| Industrial Tech Orientation<br>1 <sup>st</sup> Architectural Drafting           | ARCTK 106 – Basic Architectural Drafting                       |

|   |   |
|---|---|
| CAD   |   |
| English 9<br>English 10<br>English 11<br>English Com 12<br>English 12                 | ENGL 105 – Basic Composition                |
| Algebra I<br>Geometry I<br>Mechanical Drafting<br>CAD                                 | GENTK 107 – Applied Geometry & Trigonometry |
| Mechanical Drafting<br>CAD<br>Algebra I<br>Geometry<br>Applied Geometry<br>Algebra II | GENTK 127 – Applied Mathematics             |

## **EARLY GRADUATION**

Due to extensive State of Illinois academic requirements, students wishing to graduate early must apply to the Principal and the Board of Education in writing prior to the 2<sup>nd</sup> semester of their junior year.

- Early graduates: Will not be allowed to hold a position of office in any extra-curricular activity for the entire year, if graduating mid-term. Also, Early Graduates will not be eligible for academic honors, or honors awarded during second semester assembly. Students may still receive awards they have earned on their own merit, including Summa Cum Laude or Cum Laude.
- Relinquish all rights and privileges to attend all school activities and functions as a Dee-Mack student once they graduate or leave school. (Games, dances, parties, etc.) This rule does not apply to the graduation ceremony.



- May use no more than 1 ½ credits from summer school, ICC, correspondence classes, etc., towards early graduation. All classes taken outside of Dee-Mack H.S. must have prior approval to be counted towards graduation, and cannot be used until the junior year has been completed.
  - ICC credits are counted as follows:
    - 1 hr. class = 1/8 credit, 2 hr. class = ¼ credit, 3 hr. class = ½ credit, 4 hr. class = ¾ credit
    - 5 hr. class = 1 credit

Early Graduates can still perform with the band and choir at Baccalaureate and Graduation with permission from their teacher.

## **CORRESPONDENCE CLASSES AND SUMMER SCHOOL CLASSES**

Dee-Mack High School does not allow correspondence or summer school course credit prior to taking the corresponding Dee-Mack course.

It should be rare that a correspondence course must be taken. They are expensive and cause a great amount of stress upon the student and parents. Each year we encounter problems in this area and have established the following guidelines to help alleviate as many problems as possible:

The school must approve all correspondence courses prior to enrollment in the course.

A maximum of three correspondence courses will be approved towards graduation. (Exceptions will be considered for extenuating circumstances such as illness, accident.)

Any course required for graduation may not be taken unless the student has failed the course previously. (4 unit class = 1/2 credit, 8 unit class = 1 credit) A course cannot be taken which earns less than 4 units. ICC on-line classes may be counted towards graduation credits, and may be on

the student's daily on-campus schedule, if computers are available, if approved.

All expenses relating to correspondence courses will be the responsibility of the student. The school assumes no form of liability for these courses.

While the counselor is always readily available to help with these courses the student is to be fully responsible for all communications with the correspondence school, including the mailing of all work, tests, exams, etc.

It is highly recommended that all work is copied prior to mailing and that all items mailed be sent registered, receipt requested.

For any course to be considered for credit the final grade for the course must be received at least two weeks prior to graduation practice.

Only juniors and seniors may take correspondence classes. Please consult the counselor for information.

## **GRADUATION HONORS**

Top Honors of the graduating class will not be announced until the 8<sup>th</sup> semester. Beginning in May 2012, Top Honors will be recognized by Cum Laude (GPA of 3.5-3.799) and Summa Cum Laude (GPA of 3.80+). Individual rankings will not be published.

In order to participate in the Graduation Ceremony, senior students must have fulfilled ALL requirements prior to the date of graduation. Seniors who plan to finish their requirements through summer school may participate in the ceremony during the following May, once all requirements have been met.

## SCHOLARSHIPS (FOR SENIORS)

Dee-Mack High School awards a number of local scholarships ranging from \$200 up to over \$2000, all of which are donated by local business, civic organizations, and individuals. A student could be awarded more than one of these scholarships, providing that the total value is not over \$4000. This list is subject to change during the year.

## BEHAVIORAL EXPECTATIONS

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

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

- Positive reinforcement: Students will be encouraged to maintain behavioral expectations through the use of positive reinforcement, such as praise, awards, and tangible reinforcers.
- Natural and logical consequences: At times, students will be exposed to the natural and logical consequences for their behavioral choices. For example, students who do not study for a test may fail (natural consequence). Students who fail may have to spend time after school for extra study time (logical consequence).

- Isolation/exclusion: Various forms of isolation from peers (detention/ISS/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 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 ISS/SMD. After a student's fifth assignment of detention for disciplinary reasons, or if a student misses a detention two or more times, ISS/SMD will be assigned thereafter in lieu of detentions.
- ISS/SMD: In cases of severe or repeated violations of expected behavioral standards, offending students will be assigned staff-supervised ISS/SMD. Parents will be notified by phone or in writing. Students will be given credit for any work completed in ISS. After the fifth assignment of ISS/SMD for the year, Out of School Suspension (OSS) will be assigned. Students who are not fully prepared for ISS/SMD, including gathering all classroom assignments for the day, will be suspended out-of-school.
- Out of School Suspension (OSS): When offending students threaten the safety and well-being of faculty, staff, students, or themselves, or they have exhausted other forms of school-based discipline, OSS will be assigned. Parents will be notified by phone or in writing. Suspended students will be allowed to make up

work for 100% credit. These assignments are due immediately upon the students' return to school. Special/Major assignments that have a due date during the OSS should be submitted promptly, either by parent, friend, or via email, and it is the responsibility of the student for submission of this work. Students will not be allowed to attend school functions on the same day(s) as the Out of School Suspension. Assignments not turned in upon return will be graded for partial credit.

- 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 High 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.

## **PREVENTION OF AND RESPONSE TO BULLYING, INTIMIDATION, AND HARASSMENT**

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

Bullying on the basis of actual or perceived race, color, national origin, immigration status, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association

with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic is prohibited in each of the following situations:

1. During any school-sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a nonschool-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school.

*Bullying* includes cyber-bullying (bullying through the use of technology or any electronic communication) and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing the student or students in reasonable fear of harm to the student's or students' person or property;
2. Causing a substantially detrimental effect on the student's or students' physical or mental health;
3. Substantially interfering with the student's or students' academic performance; or

4. Substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.

Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

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

### **Complaint Managers:<sup>1</sup>**

|                 |  |  |
|-----------------|--|--|
| <b>Name:</b>    | <b>Mary Lanier</b>   | <b>Mitch Holmgren</b>  |
| <b>E-mail:</b>  | <a href="mailto:mLANIER@deemack.org">mLANIER@deemack.org</a> | <a href="mailto:mholmgre@deemack.org">mholmgre@deemack.org</a> |
| <b>Address:</b> | 401 E 5 <sup>th</sup> Street                                 | 401 E 5 <sup>th</sup> Street                                   |
| <b>Phone:</b>   | (309) 359-4421   | (309) 359-4421   |

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



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

Students and parents/guardians are also encouraged to read the following school district policies: 7:20, *Harassment of Students Prohibited* and :180, *Prevention of and Response to Bullying, Intimidation and Harassment*.<sup>2</sup>

## DANCE DRESS CODE

Prom is a formal dance (Black Tie Attire). No informal attire is permitted. Homecoming is a semi-formal dance:

- NO jeans/denim or shorts permitted
- NO printed t-shirts or tanks
- Fingertip rule for dresses/skirts
- NO immodest attire permitted (bare or displayed stomachs, low cut fronts and backs, or displayed undergarments)

After-game dances or similar events may be designated as "informal", thus allowing jeans or shorts.

## DANCE RULES

- **Dance Behavior:** When buying tickets students are aware that he/she is aware of the rules and provide may need to provide parent contact information.
- **Inappropriate Behavior:** Failure to follow school rules or engaging in lewd or inappropriate behavior: First warning - student will

leave dance floor for a conference. Second warning - the parent will be called, the student will be sent home, and the student will have a social suspension from next dance, with possible school discipline, also.

- School behavior rules still apply at dances.
- Students must enter the dance within an hour of the start time unless they have prior approval from administration for late entry.
- **Music:** DJ will be under contract to play appropriate songs and to stop the music if inappropriate dancing/behavior is observed.
- **Lights:** Inappropriate behavior will result in lights being turned on.
- **Non-School Guests:** must be approved, in writing, prior to the dance, including providing a photo ID with the application.
- **Junior High Students:** are strictly prohibited from attending high school dances.

### SEARCH AND SEIZURE<sup>3</sup>

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

#### School Property and Equipment as well as Personal Effects Left There by Students

School authorities may inspect and search school property and equipment owned or controlled by the school (such as, lockers, desks, and parking lots), as well as personal effects left there by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there.

The building principal may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

### **Students**

School authorities may search a student and/or the student's personal effects in the student's possession (such as, purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the school or district's student rules and policies. The search will be conducted in a manner that is reasonably related to its objective of the search and not excessively intrusive in light of the student's age and sex, and the nature of the infraction.

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

### **Seizure of Property**

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

## SCHOOL DRESS CODE / STUDENT APPEARANCE<sup>4</sup>

Students are expected to wear clothing in a neat, clean, and well fitting manner while on school property and/or in attendance at school sponsored activities. Students are to use discretion in their dress and are not permitted to wear apparel that causes a substantial disruption in the school environment.

- Student dress (including accessories) may not advertise, promote, or picture alcoholic beverages, illegal drugs, drug paraphernalia, violent behavior, or other inappropriate images.
- Student dress (including accessories) may not display lewd, vulgar, obscene, or offensive language or symbols, including gang symbols.
- Hats, coats, bandannas, sweat bands, and sun glasses may not be worn in the building during the school day.
- Hair styles, dress, and accessories that pose a safety hazard are not permitted in the shop, laboratories, or during physical education.
- Clothing with holes, rips, tears, and clothing that is otherwise poorly fitting, showing skin and/or undergarments may not be worn at school.
- The length of shorts or skirts must be appropriate for the school environment.
- Appropriate footwear must be worn at all times.
- If there is any doubt about dress and appearance, the building principal will make the final decision.

- Student whose dress causes a substantial disruption of the orderly process of school functions or endangers the health or safety of the student, other students, staff or others may be subject discipline.

## **HALL MOVEMENT STUDENTS ARE EXPECTED TO USE THE RESTROOM BETWEEN CLASSES.**

All students are expected to obtain and carry a pass whenever they need to be in the hall during class time. This type of movement will be kept at a minimum.

## **LUNCH**

Students must remain in designated areas during lunch-time (cafeteria and foyer). Students are not allowed to be in the hallways, locker rooms, or leave campus.

Hot lunch and A-La-Carte program is available and may be purchased in the cafeteria. All food is to be consumed in the cafeteria.

This is a school community where we all need to work together to be successful. Students may be asked to help to clean up a lunch area that they have visited. Students may also be asked to have their area clean before the end of the lunch period.

Students are expected to leave their eating area in a neat and orderly fashion.

No food or drink is to be purchased during the school day from the cafeteria except during your own lunch period. No food or soft drinks are allowed in the halls or lockers at anytime during the day. Candy sales

may take place only before and after school and during lunch in the cafeteria.

No food/drinks are allowed in the gym.

There will be no charging of lunches.

## **DRIVING/PARKING**

Students are encouraged to drive safely at all times, but especially around the three buildings in the district. Students who drive in a manner considered unsafe could lose their driving and parking privileges for a period of 10 days on the first offense and for the remainder of the year on the second offense. Serious first offenses may result in loss of driving privileges for the entire year.

Students who use the high school parking areas during the school day must register their vehicle(s) in the high school office and must display their registration tag.

Parking registration tags are available from the office for a \$20 fee per year (\$10 for 2<sup>nd</sup> semester only). There will be no refunds of parking registration fees.

The parking lot is well marked to allow for proper parking. Parking in restricted zones, or improperly parking will result in the loss of parking privileges for ten days on the first offense and for the remainder of the school year on the second offense. Disregard of the parking and driving policy could result in a student's car being towed, at their expense.

- Your help in keeping the parking lot clean, neat, and orderly will be greatly appreciated.
- The parking lot is one-way entering from Fifth St. and one-way exiting onto Kirlin St.
-

## 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. (Cars and trucks parked in the school's parking lot are also subject to inspection at any time.)

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

## 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 High 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.**

Students who present repeated disciplinary/distracting behaviors in the classroom on 3 occurrences may face removal from the class. Students

who are removed from 2 or more classes for disciplinary reasons may face expulsion proceedings.

#### **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 High 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.



# STUDENT BEHAVIOR<sup>5</sup>

Copies of all School District policies on student behavior are available online through the School District's website or in the district office.

## PROHIBITED STUDENT CONDUCT

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

1. Using, possessing, distributing, purchasing, selling or offering for sale tobacco or nicotine materials, including electronic cigarettes or e-cigarettes.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling or offering for sale:
  - a. Any illegal drug, controlled substance, or cannabis (including marijuana, medical cannabis and hashish).
  - b. Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.
  - c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
  - d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner

inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited.

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

functions and are treated as though they have the prohibited substance, as applicable, in their possession.

4. Using, possessing, controlling or transferring a “weapon” or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure.
5. Using or possessing an electronic paging device.
6. Using a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating and sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device or cellular telephone, commonly known as “sexting.” Unless otherwise banned under this policy or by the building principal, all cellular phones, smartphones and other electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student’s individualized education program (IEP); (c) it is used during the student’s lunch period; or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
7. Using or possessing a laser pointer unless under a staff member’s direct supervision and in the context of instruction.
8. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a staff member’s request to stop, present school identification or submit to a search.
9. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards and wrongfully obtaining test copies or scores.

10. Engaging in bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network or other comparable conduct.
11. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.
12. Engaging in teen dating violence.
13. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property.
14. Entering school property or a school facility without proper authorization.
15. In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 9-1-1); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus or at any school activity.
16. Being absent without a recognized excuse.
17. Being involved with any public school fraternity, sorority, or secret society.
18. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
19. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and hazing.
20. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat

or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

21. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
22. Operating an unarmed aircraft system (AUS) or drone for any purpose on school grounds or at any school event unless granted permission by the building principal.

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

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

No disciplinary action shall be taken against any student that is based totally or in part on the refusal of the student’s parent/guardian to

administer or consent to the administration of psychotropic or psychostimulant medication to the student.

## **WHEN AND WHERE CONDUCT RULES APPLY**

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

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

## **DISCIPLINARY MEASURES**

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

1. Notifying parents/guardians.

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

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

resolve the threat and/or address the disruption is a suspension or expulsion.

## **CORPORAL PUNISHMENT**

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

## **WEAPONS PROHIBITION**

A student who is determined to have brought one of the following objects to school, any school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school shall be expelled for a period of not less than one year but not more than 2 calendar years:

(1) A firearm, meaning any gun, rifle, shotgun, weapon as defined by Section 921 of Title 18 of the United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act, or firearm as defined in Section 24-1 of the Criminal Code of 1961. The expulsion period may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.

(2) A knife, brass knuckles or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including "look-alikes" of any firearm as defined above.



The expulsion requirement may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.

## **GANG & GANG ACTIVITY PROHIBITED**

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

## **RE-ENGAGEMENT OF RETURNING STUDENTS**

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

| Offense   | Disciplinary Action(s)  |
|---|---|
| <b>ACADEMIC INTEGRITY</b>   |   |
| a. Cheating   | <ul style="list-style-type: none"> <li>• Academic referral by teacher</li> <li>• Parent contact</li> <li>• Possible grade reduction</li> <li>• Detentions to ISS depending on seriousness of the offense</li> </ul>   |
| 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"> <li>• Academic referral by teacher</li> <li>• Parent contact</li> <li>• Severe grade reduction</li> <li>• 1<sup>st</sup> offense: 1 detention, loss of credit</li> <li>• 2<sup>nd</sup> offense: 3 detentions, loss of credit</li> </ul> |
| <b>AFFECTION</b>  |   |
| a. Inappropriate display  | <ul style="list-style-type: none"> <li>• 1<sup>st</sup> offense: warning</li> <li>• 2<sup>nd</sup> offense: 2 detentions, parental notification</li> <li>• Subsequent offences: ISS/SMD</li> </ul>  |
| <b>ALCOHOL AND/OR SUBSTANCE RELATED PROBLEMS</b>  |   |
| 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   | <ul style="list-style-type: none"> <li>• 1-10 days OSS</li> </ul>   |

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| <p>influence of alcohol, controlled substances; drug paraphernalia or “look alike” substance, chemically designed substances, E-Cig, vape pen with THC, or inhalants.</p>        | <ul style="list-style-type: none"> <li>● Police referral</li> <li>● Possible Expulsion</li> </ul>   |
| <p>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.</p> | <ul style="list-style-type: none"> <li>● 1<sup>st</sup> offense – ten (10) days external suspension &amp; expulsion proceeding &amp; police referral</li> </ul>   |
| <p>c. Possession of cough, cold, or flu medication, diet pills, caffeine pills, or other over-the-counter non-analgesics is STRICTLY FORBIDDEN.</p>                              | <ul style="list-style-type: none"> <li>● Conferences to ISS/SMD based on the seriousness of the situation</li> </ul>  |
| <p>d. It is not permissible for a student to sell or provide over-the-counter medications listed in Item c to other students.</p>  | <ul style="list-style-type: none"> <li>● Conferences, ISS/SMD to suspension based upon seriousness of the situation</li> </ul>  |
| <p>e. Possession of empty alcohol or empty controlled substance related containers</p>   | <ul style="list-style-type: none"> <li>● Detentions to SMD based upon seriousness of the situation</li> </ul>   |
| <p><b>ATTENDANCE</b></p>   |   |
| <p>a. Unexcused Absence</p>  | <ul style="list-style-type: none"> <li>● 1<sup>st</sup> offense – 2HR SMD</li> <li>● 2<sup>nd</sup> offense – 4HR SMD</li> <li>● 3<sup>rd</sup> offense – 4 HR SMD</li> <li>● 4<sup>th</sup> offense - ISS</li> </ul> |
| <p>b. Over 10 Days</p>   | <ul style="list-style-type: none"> <li>● Truancy Referral to ROE</li> </ul>   |
| <p>c. Class Cut</p>  | <ul style="list-style-type: none"> <li>● 1<sup>st</sup> offense–2 detentions</li> <li>● 2<sup>nd</sup> offense – 2HR SMD</li> </ul>   |

d. Leaving Class/field trip/school without Permission

- 3<sup>rd</sup> offense – 4HR SMD
- Subsequent offenses – TBD by Administration
- 1<sup>st</sup> offense – SMD/ISS & loss of phone privileges
- 2<sup>nd</sup> offense – SMD/ISS & loss of phone privileges
- Subsequent offenses – TBD by Administration

## ATTIRE

a. Wearing of inappropriate clothing or apparel to school

- 1<sup>st</sup> offense – parent contact, change of clothes, unexcused admit to class. Warning.
- 2<sup>nd</sup> offense – change of clothes, one (1) detention, parent contact
- 3<sup>rd</sup> offense – Saturday School
- 4<sup>th</sup> offense - OSS
- Students who refuse to modify attire may face immediate ISS/SMD
- Subsequent offenses – In School Class

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

- 1<sup>st</sup> offense – Three (3) detentions to ISS/SMD, confiscation or change of apparel.
- 2<sup>nd</sup> offense – ISS/SMD, confiscation.
- Subsequent offenses –

| ISS/SMD  |   |
|--|---|
| <b>BATTERY</b>   |   |
| e. Toward a student  | <ul style="list-style-type: none"> <li>• Ten (10) days external suspension; police referral.</li> </ul>   |
| f. Toward staff/school board member.   | <ul style="list-style-type: none"> <li>• Ten (10) days external suspension and expulsion proceedings; Police referral</li> </ul>  |
| <b>BOMB THREATS</b>  |   |
|  | <ul style="list-style-type: none"> <li>• External suspension and/or expulsion proceedings based upon investigation; police referral.</li> </ul>   |
| <b>BOOK BAGS, BACKPACKS, OVERSIZED PURSES</b>  |   |
| Must be kept in locker   | <ul style="list-style-type: none"> <li>• 1<sup>st</sup> offense - one (1) detention.</li> <li>• 2<sup>nd</sup> offense – three (3) detentions</li> <li>• Subsequent offenses – ISS/SMD</li> </ul> |
| <b>BULLYING/HARASSMENT</b>   |   |
| a. Verbal or written bullying, teasing, threatening, or harassment to another student      | <ul style="list-style-type: none"> <li>• ISS/SMD or suspension to expulsion based on the seriousness of the offense.</li> </ul>   |
| b. Racial, ethnic, harassment; including derogatory slurs or satanic writings or gestures. | <ul style="list-style-type: none"> <li>• 1<sup>st</sup> offense –ISS to five (5) days OSS</li> <li>• 2<sup>nd</sup> offense – 5-10 days OSS</li> </ul>  |
| c. Physical or sexual/sexuality harassment; including intimidation,                        | <ul style="list-style-type: none"> <li>• 1<sup>st</sup> offense – 1-5 days OSS</li> <li>• 2<sup>nd</sup> offense – 5 – 10 days</li> </ul>   |

threats of harm, or lewd gestures/displays or assault.

OSS

## **BUS DISTURBANCES**

- 1st Offense - warning, assigned seating, contact parents.
- 2nd Offense – Sent to Principal, one (1) detention, parent contact.
- 3rd Offense - suspension from riding the bus for one school day.
- 4th Offense - suspension from riding the bus for (3) three (3) days.
- 5th Offense - suspension from riding the bus for the remainder of the school year.

## **CAFETERIA PROCEDURES**

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| a. Refusing to comply with supervisor's requests.  | • The penalty may range from detention to suspension on based the seriousness of the offense. |
| b. No food or beverages are to be taken out of the cafeteria or commons area.                              | • 1 <sup>st</sup> offense - one (1) detention<br>• Subsequent offenses - three (3) dets.      |
| c. Students are responsible after lunch for cleaning clean up their table and immediate area (floor etc.). | • 1st offense - one (1) detention<br>• Subsequent offenses –                                  |

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|  | three (3) detentions   |
| d. Throwing of food.                             | <ul style="list-style-type: none"> <li>• Clean up area; detentions to suspension based upon the seriousness of situation.</li> </ul>   |
| <b>CELL PHONE</b>                                |  |
| Cell Phone violation for taking photos or videos | <ul style="list-style-type: none"> <li>• 1<sup>st</sup> offense– 1 Detention</li> <li>• 2<sup>nd</sup> offense – 3 Detentions</li> <li>• Subsequent Offenses – ISS/SMD/OSS ISS/SMD or suspension to expulsion based on the seriousness of the offense. Possible loss of cell phone privilege.</li> </ul> |
| Inappropriate Cell Phone Use/ Locker Room        | <ul style="list-style-type: none"> <li>• Detentions</li> </ul>   |
| <b>CELL PHONE VIOLATION OF TEACHER’S POLICY</b>  | <ul style="list-style-type: none"> <li>• 1<sup>st</sup> offense – 1 detention</li> <li>• 2<sup>nd</sup> offense – 3 detentions</li> <li>• 3<sup>rd</sup> offense – subsequent offense – SMD-ISS. Possible loss of cell phone privilege.</li> </ul>   |

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| <b>CLASS CUTS</b>   |  |
| a. not attending a class or EBPE or being out of an assigned area | <ul style="list-style-type: none"> <li>• 1<sup>st</sup> offense -Warning</li> <li>• 2<sup>nd</sup> offense - Two hour SMD</li> <li>• 3<sup>rd</sup> offense - Four hour SMD</li> <li>• Subsequent Offenses – TBD by Administration</li> </ul>                            |
| <b>COMPUTER/ INTERNET POLICY</b>                                  |  |
| a. Academic Integrity Violation the copyright laws.               | <ul style="list-style-type: none"> <li>• Academic referral by teacher, parent contact; grade reduction;</li> <li>• 1<sup>st</sup> offense - ISS/SMD.</li> <li>• 2<sup>nd</sup> offense - ISS/SMD &amp; loss of internet privileges for remainder of semester.</li> </ul> |
| b. Forgery - Misrepresenting themselves or others.                | <ul style="list-style-type: none"> <li>• 1<sup>st</sup> offense - Three (3) detentions.</li> <li>• Subsequent offenses- ISS/SMD</li> </ul>   |
| c. Intimidation / Harassing other users                           | <ul style="list-style-type: none"> <li>• ISS/SMD, suspension to expulsion based on the seriousness of the offense.</li> </ul>  |
| d. Misuse   |  |
| 1. Using the account of another student.                          | <ul style="list-style-type: none"> <li>• 1<sup>st</sup> offense - detention to external suspension based on the seriousness of offense.</li> </ul>   |
| 2. Violation of the rights of others or their privacy.            | <ul style="list-style-type: none"> <li>• 1<sup>st</sup> offense - discipline plus loss of internet</li> </ul>  |



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|   | privileges for remainder of semester.  |
| 3. Using the network for personal business or financial.  |  |
| 4. Degrading or disrupting systems and/or equipment.  |  |
| 5. Gaining unauthorized access to resources or entities.  |  |
| 6. Using unauthorized databases   |  |
| 7. Accessing, downloading, and/or creating pornography.   | <ul style="list-style-type: none"> <li>• 1<sup>st</sup> offense - ISS/SMD, or external suspension depending on severity and loss of internet privileges.</li> </ul>  |
| 8. Using or conspiring to use the network for illegal activities such as "crashing data bases." | <ul style="list-style-type: none"> <li>• 1<sup>st</sup> offense - 5 days external suspension and loss of internet privileges for the year.</li> </ul>  |
| e. Vandalism or conspiring to vandalize   | <ul style="list-style-type: none"> <li>• ISS/SMD 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.</li> </ul> |
| 1. Vandalizing data, programs and/or networks.  |  |
| 2. Damaging technology hardware and/or software.  |  |

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| 3. Spreading computer viruses.  |   |
| 4. Possessing programs, files or other tools used to gain, or attempt to gain, unauthorized access to other computers, files or programs. |   |
| f. Vulgarity  |   |
| 5. Using obscenities or inflammatory speech.  | <ul style="list-style-type: none"> <li>• 1<sup>st</sup> offense - ISS/SMD</li> <li>• 2<sup>nd</sup> offense - ISS/SMD and loss of internet privileges for the remainder of the semester or equivalent time.</li> </ul>                        |
| <b>DEFIANCE/ DISRESPECT/INSUBORDINATION</b>   |   |
| a. Refusing to comply with a reasonable request by a staff member.  | <ul style="list-style-type: none"> <li>• 1<sup>st</sup> offense - 1 detentions</li> <li>• 2<sup>nd</sup> offense – 3 detentions</li> <li>• 3<sup>rd</sup> offense – SMD/ISS</li> <li>• 4<sup>th</sup> offense – SMD/ISS</li> </ul>            |
| b. Inappropriate comments and/or gestures towards staff or peer   | <ul style="list-style-type: none"> <li>• 1<sup>st</sup> offense -2 Detentions</li> <li>• 2<sup>nd</sup> offense – SMD/ISS</li> <li>• 3<sup>rd</sup> offense – SMD/ISS</li> </ul>  |
| c. Providing false, misleading testimony or evidence  | <ul style="list-style-type: none"> <li>• 1<sup>st</sup> offense – SMD</li> <li>• 2<sup>nd</sup> offense – SMD or ISS</li> </ul>   |
| d. Removal from class   | <ul style="list-style-type: none"> <li>• 1<sup>st</sup> offense – Loss of Phone Privilege and 1 detention</li> <li>• 2<sup>nd</sup> offense – Loss of Phone Privilege and 3 detentions</li> <li>• 3<sup>rd</sup> offense – Loss of</li> </ul> |

**DISRUPTIVE BEHAVIOR**

- |  |  |
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| <p>a. Classroom - non-compliance with classroom rules.</p>                   | <ul style="list-style-type: none"> <li>• 1<sup>st</sup> offense - 1 detention.</li> <li>• 2<sup>nd</sup> offense - 3 detentions.</li> <li>• 3<sup>rd</sup> offense - ISS/SMD with permanent removal from class.</li> </ul>                                     |
| <p>b. Possession of items brought on campus for non-academic purpose.</p>    | <ul style="list-style-type: none"> <li>• 1<sup>st</sup> offense - one (1) detention and confiscation.</li> <li>• 2<sup>nd</sup> offense - three (3) detentions; parent contact and confiscation.</li> </ul>  |
| <p>c. Students engaged in disruptive behavior at lockers or in hallways.</p> | <ul style="list-style-type: none"> <li>• The penalty may range from detention to external suspension the seriousness of the offense</li> </ul>   |
| <p>d. Cafeteria</p>  | <ul style="list-style-type: none"> <li>• Detentions to ISS based upon seriousness of offense.</li> <li>•</li> </ul>  |
| <p>e. Assemblies</p>   | <ul style="list-style-type: none"> <li>• Detentions to ISS based upon seriousness of offense. Suspended from further assemblies.</li> </ul>  |
| <p>f. Inappropriate comments<br/>Ex. "This sucks..."</p>                     | <ul style="list-style-type: none"> <li>• 1<sup>st</sup> offense - two (2) detentions.</li> <li>• 2<sup>nd</sup> offense - ISS/SMD</li> <li>• 3<sup>rd</sup> offense – two (2) days ISS/SMD</li> <li>• 4<sup>th</sup> offense TBD by Administration.</li> </ul> |

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| <p><b>EXTORTION</b> –demanding or accepting money, property or services by threat or intimidation</p> | <ul style="list-style-type: none"> <li>• 1<sup>st</sup> offense - ISS/SMD to OSS; depending upon severity of the situation; police referral.</li> <li>• 2<sup>nd</sup> offense – OSS to expulsion; police referral.</li> </ul> |
| <p><b>FAILURE TO SERVE</b></p>  |  |
| <p>a. Teacher Detention</p>   | <ul style="list-style-type: none"> <li>• SMD-ISS</li> </ul>  |
| <p>b. Office Detention</p>  | <ul style="list-style-type: none"> <li>• 1<sup>st</sup> offense - ISS/SMD</li> <li>• 2<sup>nd</sup> offense - ISS/SMD</li> <li>• Subsequent Offenses - Two (2)days ISS/SMD</li> </ul>  |
| <p>c. ISS/SMD</p>   | <ul style="list-style-type: none"> <li>• 1<sup>st</sup> offense – Extra 2HR SMD</li> <li>• 2<sup>nd</sup> offense – Extra 4HR SMD</li> <li>• 3<sup>rd</sup> offense – Extra SMD/ISS</li> </ul>                                 |
| <p><b>FALSE FIRE ALARMS OR 9-1-1 CALLS OR THEFT OR VANDALISM OF A.E.D./LIFE SAFETY EQUIPMENT</b></p>  | <ul style="list-style-type: none"> <li>• 1<sup>st</sup> Offense-ten (10) days external suspension; final warning; police referral.</li> <li>• 2<sup>nd</sup> Offense-expulsion hearing.</li> </ul>                             |
| <p><b>FIGHTING - PHYSICAL CONTACT</b></p>   |  |
| <p>a. Fighting</p>  | <ul style="list-style-type: none"> <li>• 1<sup>st</sup> offense – ISS-OSS.</li> <li>• 2<sup>nd</sup> offense - ISS-OSS.</li> </ul>   |
| <p>b. Physical Contact</p>  | <ul style="list-style-type: none"> <li>• 1<sup>st</sup> offense – Detention-OSS With each offense discipline will progress as determined by the</li> </ul>   |

Administration.

- ISS/SMD or OSS  
Zero - five (5) days for non-provoker or the students who defend themselves.
- When provoker cannot be determined, each person will be externally suspended.
- 2<sup>nd</sup> offense - five (5) days external suspension.
- 3<sup>rd</sup> offense - ten (10) days external suspension. Final warning.

**FIREWORKS, SMOKE BOMBS, STINK BOMBS OR SIMILAR DEVICES**

a. Possession of Fireworks (Including Smoke Bombs)

- ISS-OSS
- External suspension pending parent conference.

b. Use of Fireworks (Including Smoke Bombs)

- External suspension to expulsion proceedings based upon seriousness of situation.

c. Stink Bombs

- 1<sup>st</sup> offense – 3 detentions
- 2<sup>nd</sup> offense – 3SMD-ISS
- 3<sup>rd</sup> Offense- ISS to possible OSS

**FORGERY OF PASSES AND/OR DOCUMENTS**  
(including fake attendance phone calls).

- 1<sup>st</sup> offense - Three (3) detentions or ISS/SMD.
- Subsequent offenses – ISS/SMD

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| <p><b>GANG RELATED OR CULT ACTIVITY</b> - use of apparel, symbols, drawings, graffiti, jewelry, etc. which are gang related while at school, on school grounds, on school conveyances, or while attending/participating in any school sponsored activity.</p> | <ul style="list-style-type: none"> <li>• 1<sup>st</sup> offense – ISS-OSS; police liaison referral.</li> <li>• 2<sup>nd</sup> offense ISS-OSS</li> </ul>  |
| <p><b>GANG RELATED OR CULT ACTIVITY</b> - 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.</p>               | <ul style="list-style-type: none"> <li>• 1<sup>st</sup> offense -ten (10) days external suspension; final warning; police liaison referral.</li> <li>• 2<sup>nd</sup> offense –expulsion proceedings</li> </ul>                     |
| <p><b>GRAFFITI</b></p>  |   |
| <p>a. Non-academic writing/ drawings in notebooks, texts, or on school property.</p>  | <ul style="list-style-type: none"> <li>• 1<sup>st</sup> offense - one (1) detention; clean area</li> <li>• 2<sup>nd</sup> offense - three (3) detentions; clean area</li> <li>• Subsequent offenses -ISS/SMD; clean area</li> </ul> |
| <p>b. Any drawing/sketch involving physical violence or damage to property.</p>   | <ul style="list-style-type: none"> <li>• Conferences to external suspension based upon the seriousness of the situation.</li> </ul>   |
| <p><b>HALL PASSES</b></p>   |   |
| <p>a. Unauthorized area and students without hall passes.</p>   | <ul style="list-style-type: none"> <li>• 1<sup>st</sup> offense - One (1) detention.</li> <li>• 2<sup>nd</sup> offense - Three (3) detentions or ISS/SMD3rd offense - ISS/SMD</li> <li>• Subsequent</li> </ul>                      |

|   |   |
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|   | offenses - ISS/SMD  |
| b. Misuse of pass                               | <ul style="list-style-type: none"> <li>• 1<sup>st</sup> offense - one (1) detentions.</li> <li>• 2<sup>nd</sup> offense - no pass list; ISS/SMD</li> <li>• Subsequent offenses - ISS/SMD</li> </ul>   |
| <b>HORSEPLAY – Aggressive</b>                   | <ul style="list-style-type: none"> <li>• 1<sup>st</sup> offense - three (3) detentions.</li> <li>• 2<sup>nd</sup> offense - ISS/SMD.</li> <li>• Subsequent offenses - ISS/SMD</li> </ul>  |
| <b>LATE TO SCHOOL</b>                           | <p><b>LOSS OF PHONE PRIVILEGES FOR THE DAY <u>AND</u></b></p> <ul style="list-style-type: none"> <li>• 1<sup>st</sup> offense – warning</li> <li>• 2<sup>nd</sup> offense – 3 detentions</li> <li>• 3<sup>rd</sup> offense – 2 hour SMD</li> <li>• 4<sup>th</sup> offense – 4 hour SMD</li> <li>• 5<sup>th</sup> offense – ISS-SMD</li> </ul> |
| <b>LITTERING SCHOOL BUILDING</b>                | <ul style="list-style-type: none"> <li>• 1<sup>st</sup> offense - one (1) detention, clean up grounds.</li> <li>• 2<sup>nd</sup> offense - three (3) detentions, clean up.</li> <li>• Subsequent offenses - ISS/SMD and clean up</li> </ul>   |
| <b>LOCKERS</b> - abuse of, kicking, vandalizing | <ul style="list-style-type: none"> <li>• 1<sup>st</sup> offense - Three (3) detentions or ISS/SMD.</li> <li>• 2<sup>nd</sup> offense - ISS/SMD</li> </ul>   |

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|  | <ul style="list-style-type: none"> <li>• Subsequent offenses - ISS/SMD, external suspension.</li> </ul>  |
| <b>LOITERING IN THE HALLS</b> , on school grounds or adjacent property.  | <ul style="list-style-type: none"> <li>• 1<sup>st</sup> offense - two (2) detentions.</li> <li>• 2<sup>nd</sup> offense -Three (3) detentions or ISS/SMD.</li> <li>• Subsequent offenses - ISS/SMD.</li> </ul>   |
| <b>MISUSE OF SCHOOL EQUIPMENT OR PROPERTY</b>  | <ul style="list-style-type: none"> <li>• Detentions to external suspension based on seriousness of offense.</li> </ul>   |
|  | <ul style="list-style-type: none"> <li>•</li> </ul>  |
| <b>MOB ACTION</b> while at school, on school grounds, on school conveyances, or while attending/ participating in any school sponsored activity. | <ul style="list-style-type: none"> <li>• 1<sup>st</sup> offense - ten (10) days of external suspension and/or expulsion proceedings, and/or police referral.</li> </ul>  |
| <b>PARKING</b>   |  |
| a. Blocking vehicles or entrances.   | <ul style="list-style-type: none"> <li>• 1<sup>st</sup> offense - move car, unexcused admit to class; one (1) detention.</li> <li>• 2<sup>nd</sup> offense - move car, three (3) detentions, unexcused admit to class.</li> <li>• Subsequent offenses - tow of vehicle at owner's expense. Denial of parking privileges</li> </ul> |
| b. Parking in teacher's area or  | <ul style="list-style-type: none"> <li>• 1<sup>st</sup> offense – 1 warning &amp;</li> </ul>   |



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| <p>unauthorized areas.</p>  | <p>move</p> <ul style="list-style-type: none"> <li>• 2<sup>nd</sup> offense – 1 detention &amp; move car</li> <li>• 3rd offense - ISS/SMD, Denial of parking privileges.</li> <li>• Subsequent offenses – Denial of parking and tow at owner’s expense.</li> </ul>        |
| <p>c. Reckless Driving</p>  | <ul style="list-style-type: none"> <li>• 1st offense - ISS/SMD and removal from parking areas until further notice &amp; Police Referral.</li> <li>• 2<sup>nd</sup> offense - ISS/SMD</li> <li>• Subsequent Offenses - external suspension and police referral</li> </ul> |
| <p><b>PRANKS</b> - any action disrupting and/or damaging school facilities.</p>     | <ul style="list-style-type: none"> <li>• Detentions, suspension to expulsion proceedings based upon the seriousness of the situation. Restitution for damages.</li> </ul>   |
| <p><b>ELECTRONICS</b></p>   |   |
| <p><b>SAFETY RULES</b> - violation of shop laboratory, gymnasium, safety rules.</p> | <ul style="list-style-type: none"> <li>• 1<sup>st</sup> offense - two (2) detentions.</li> <li>• Subsequent offenses - three (3) detentions; possible removal from class.</li> </ul>  |

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|---|---|
| <b>TARDY</b>  |   |
| a. To class/school.   | <ul style="list-style-type: none"> <li>• 1<sup>st</sup> tardy - teacher warning.</li> <li>• 2<sup>nd</sup> tardy - teacher warning.</li> <li>• 3<sup>rd</sup> tardy – one (1) detention.</li> <li>• 4<sup>th</sup> tardy – Three (3) detentions/SMD.</li> <li>• 5<sup>th</sup> tardy - SMD</li> <li>• Subsequent – ISS/SMD</li> </ul> |
| <b>THEFT AND/OR POSSESSION OF STOLEN PROPERTY</b>   | <ul style="list-style-type: none"> <li>• Suspension to expulsion proceedings based upon seriousness of situation; restitution.</li> </ul>   |
| <b>THROWING OF OBJECTS</b>  | <ul style="list-style-type: none"> <li>• Three (3) detentions to external suspension depending upon seriousness of the situation.</li> </ul>  |
| <b>TOBACCO</b>  |   |
| a. Possession of tobacco or nicotine products, E-Cig, vape pens, matches, & lighters on school grounds or school. | <ul style="list-style-type: none"> <li>• 1<sup>st</sup> offense – Confiscate &amp; ISS/SMD</li> <li>• 2<sup>nd</sup> offense – Confiscate &amp; Police Referral</li> <li>• Subsequent offenses - TBD</li> </ul>   |
| b. Use of tobacco or nicotine products - smoking in the school or on school grounds.                              | <ul style="list-style-type: none"> <li>• 1<sup>st</sup> offense – 1-3 days OSS</li> <li>• 2<sup>nd</sup> offense - ten (10) days external suspension.</li> </ul>  |

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| <p><b>TRUANCY FROM SCHOOL FOR 1 PERIOD OR MORE</b></p>   | <ul style="list-style-type: none"> <li>• 1<sup>st</sup> offense - SMD</li> <li>• 2<sup>nd</sup> offense - ISS/SMD</li> <li>• 3<sup>rd</sup> offense - ISS</li> </ul>                                  |
| <p><b>UNAUTHORIZED USE OF SCHOOL EQUIPMENT OR PROPERTY, or unauthorized entry into the building or a classroom.</b></p>  | <ul style="list-style-type: none"> <li>• ISS/SMD to expulsion proceedings based on seriousness of offense.</li> </ul>   |
| <p><b>VANDALISM OF SCHOOL PROPERTY or private property on school premises.</b></p>   | <ul style="list-style-type: none"> <li>• ISS/SMD; or suspension to expulsion proceedings based upon the seriousness of the incident; referral to police; Restitution.</li> </ul>                      |
| <p><b>VERBAL OR WRITTEN THREATS DIRECTED TOWARD A STUDENT.</b></p>   | <ul style="list-style-type: none"> <li>• Penalties will vary from student conference, detentions, to external suspension depending upon the seriousness of the situation; police referral.</li> </ul> |
| <p><b>VERBAL OR WRITTEN THREATS DIRECTED TOWARD A STAFF OR SCHOOL BOARD MEMBER</b></p>   | <ul style="list-style-type: none"> <li>• Penalties will range from five (5) days external suspension to expulsion proceedings depending upon seriousness of situation; police referral.</li> </ul>    |
| <p><b>VULGAR OR OBSCENE LANGUAGE/ INDECENT EXPOSURE of the body, or engaging in acts of sexual nature. Also gestures including belching, passing gas, spitting, etc.</b></p> | <ul style="list-style-type: none"> <li>• Penalties will range from Det-OSS depending upon the seriousness of the conduct.</li> </ul>  |
| <p><b>VULGAR OR OBSCENE LANGUAGE/ GESTURES DIRECTED TOWARD A STAFF OR</b></p>  | <ul style="list-style-type: none"> <li>• 1<sup>st</sup> offense – ISS-OSS</li> <li>Possible removal from</li> </ul>   |

|  |  |
|--|--|
| <p><b>SCHOOL BOARD MEMBER.</b></p>   | <p>class.</p> <ul style="list-style-type: none"> <li>• Subsequent Offenses – TBD by Administration.</li> </ul>   |
| <p><b>WEAPONS/EXPLOSIVE DEVICES</b><br/>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.</p> | <ul style="list-style-type: none"> <li>• 10 days OSS, Expulsion proceedings, police referral</li> </ul>  |
| <p><b>WEAPONS</b> - 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.</p>                           | <ul style="list-style-type: none"> <li>• 1st offense – 1 - 10 days external suspension depending upon the seriousness of the situation; police referral; expulsion may be considered.</li> <li>• 2nd offense - expulsion proceedings; police referral</li> </ul> |

## PHYSICAL EDUCATION

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

Appropriate shoes are required. Students are required to wear the regulation physical education uniform, consisting of a white Dee-Mack shirt and red Dee-Mack shorts. Students must have tennis shoes, which

must only be used for physical education class. A torn uniform must be repaired or replaced.

It is the responsibility of the students to have their uniform and be dressed for class each day. If students do not have their regulation uniform, they may participate, but will receive a NO DRESS for that day. Extra running is assigned and the grade will be lowered. Rental uniforms may be used if available, at a small cost. Grades will be determined by assessing students skill/fitness, attitude /participation, and written tests. Excessive absences (more than 10%) from Early Bird Physical Education will result in failure for the class. Morning-only absences from EBPE are not considered excused. If you arrive between 7:10 and 7:15 for Early Bird PE; you will be marked as tardy.

## **PHYSICAL EDUCATION EXEMPTION**

Students in all grades may be exempted from physical education for medical or religious reasons. All medical reasons must be confirmed in a letter from a licensed medical doctor.

Section 27-6 of the School Code provides circumstances by which school districts can authorize student exemption from the physical education program. In this regard exemptions from physical education at the 11<sup>th</sup> and 12<sup>th</sup> grade levels may be granted for those students in the following situations:

1. Any 11<sup>th</sup> or 12<sup>th</sup> grade student who participates in interscholastic athletic programs. This includes football, volleyball, cross country and marching band during the 1<sup>st</sup> semester and basketball, wrestling, track, softball and baseball during the second semester. It does not include cheers, pompons, or scholastic bowl.
  - a. A student athlete may take a class in place of physical education. If the class lasts for the full year, the student may be excused from physical education for the entire

year regardless of whether the interscholastic sport covers less than that time period.

- b. Should the student athlete cease to be a member of the team prior to the conclusion of the season, or does not participate in a sport after being exempted, he/she will immediately be assigned to a physical education class and must drop one class from their schedule, receiving no credit for either the physical education class or the class they choose to drop.
2. Any 11<sup>th</sup> or 12<sup>th</sup> grade student who, in order to be granted admission to a specific institution of higher learning, must complete a specific academic course not included in existing state or local graduation standards.
  - a. Under this exemption, the student must provide official documentation from the college/university indicating the specific course work required for admission (letter, catalog, etc.)
  - b. Exemptions cannot be given for college prep course work, honors courses, etc.
  - c. Note: An exemption for #2 will be granted only when physical education cannot be scheduled by dropping elective classes, which are not required for college entrance or graduation.
3. Any 11<sup>th</sup> or 12<sup>th</sup> grade student who lacks sufficient course credit or lacks one or more specific courses in order to meet state and/or local graduation requirements.
  - a. Note: An exemption for #3 will be granted only when a student is not behind in physical education credits due to failure, and/or when the student is scheduling for classes beyond the eighth semester.
  - b.

# DEE-MACK HIGH SCHOOL'S MEDIA CENTER POLICIES

**Availability:** The media center is located next to the front office in room 137 and is open from 7:45 - 3:45 Monday through Friday when school is in session. The library is closed during B lunch.

## **Media Center Resources:**

- Dee-Mack staff and students may search the Media center's collection of over 4,000 books using RSA Cat, the online "card catalog". <http://rsacat.alsrsa.org/>
- Students may **fill out a hold request at the front desk for books not available in the DCMHS library. The requested book will be sent from another library (usually delivered by the following Mon p.m. or Wed p.m.) and the student will be notified when the book has arrived.**
- The media center also offers magazines, newspapers, the school store, and eight student computers.
- Teachers can sign up to use the 30-computer lab, loft area, conference room, or digital cameras and camcorders to use with their classes.
- Students and staff are encouraged to recommend or donate used books to add to the collection.

## **Library Use Guidelines:**

- All students should consider the use of the library as a privilege and, in doing so, their conduct and activities should reflect its purpose and objectives. **Student can lose their privileges if the rules are not followed.**
- Students are only permitted in the media center when a staff member is present. Students must be accompanied by a staff member when going into the lab or up to the loft.

- Passes: All students must present a pass when entering the Media Center during the school day. Students should ask for their pass to be signed before returning to class.
- All library users are asked to keep the media center a quiet and orderly place.

### **Computers and Printing Guidelines for Students:**

- The media center has eight HP computers available for student use before, during, and after school. During the school day computers are for educational use only (no computer games, social networking, etc.). Before and after school students may use computers for personal use, however, students with school work get first priority if computers are all being used.
- Printing Guidelines:
  - (1) For educational purposes only
  - (2) Reduce pages to as few as possible
- Internet access requires a signed "Internet Agreement Form" on file. Students who do not follow the Internet appropriate use policy will lose internet privileges.

**Online Resources:** View the media center's website for additional information and links.

- **EBSCO Host:** Username: deemack701, Password: chief
- **FirstSearch:** <http://www.firstsearch.org>, Username: 100107802, Password: each\$swab
- **Worldbook Encyclopedia:** <http://worldbook.com>, Username: deemack701, Password: chief

### **Circulation Policies & Services**

- Students may have three books checked out at the same time for two weeks.



- Students may renew items for an additional two weeks on or before the due date.
- Students may check out audio-books (CD or Playaway) with the permission of their English teacher.
- Students may check out back-issues of magazines.
- Reference Books and current issues of newspapers and magazines are for library use only.

### **Overdue Item Policy:**

- All fines collected for overdue or lost items will go towards buying new library books.
- Students will pay a 5 cent fine per item for each school-day overdue with a maximum fine of \$2.00 per item. There is a two-day grace period after the due date. All fines are due by the end of each quarter.
- Students are responsible for returning or renewing books by the due date, however, overdue notices are distributed every other week through English teachers to serve as a reminder.
- Students with a lost or damaged book will be expected to pay the replacement cost before the end of the semester. A payment plan may be set up if needed. Lost/damaged magazine fine is \$3.00.

### **Lost/Damaged Policy:**

- Students will receive overdue notices and will be reminded to pay overdue fines. Students who do not pay fines by the end of the semester will have one week to pay their fine or they will be assigned a detention the following Monday.
- All library fines must be paid in order to graduate (seniors) or before they will receive their schedule for the new semester or year.

## 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 IHSA 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 High School, we believe interscholastic activities are part of the school's total curriculum. Interscholastic activities help establish standards of behavior that represent the best in good citizenship. Interscholastic activities should stress winning, but they also stress such virtues as courtesy, truthfulness, fair play, honesty, modesty, self-discipline, courage, and loyalty.

Our aim, as a school, is to develop highly competitive interscholastic activities and promote a 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.)

## EXTRACURRICULAR EXPERIENCES OFFERED AT DEE-MACK

|                 |                  |                 |
|-----------------|------------------|-----------------|
| Art Club        | Class Officers   | Scholastic Bowl |
| Band            | Cross Country    | Softball        |
| Baseball        | Dance Team       | Student Council |
| Bass Fishing    | Drama            | Technology Club |
| Beta Club       | FBLA             | Track           |
| Boys Basketball | FCCLA            | Volleyball      |
| Cheerleading    | Football         | Wrestling       |
| Chorus          | Girls Basketball | WYSE            |

Students are expected to remain at after-school activities until completion. Once a student leaves an activity, there will be no re-admittance. (i.e. games, dances, parties, etc.)

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.

This code will be in force starting with the graduation from eighth grade and continues throughout the school year and summer.

Class dues are assessed at the start of each year to help support class activities. Students may choose not to pay these dues, but they also forfeit all rights and privileges to attend school activities and functions. (Homecoming, Prom, other dances, etc.)

There are some activities restricted to only High School age students and above (i.e. Prom & Homecoming and other dances.) Please contact the high school office concerning these restrictions.

Selection of members or participants is at the discretion of the teachers, sponsors, or coaches, provided that the selection criteria conform to the District's policies. Participation in extracurricular activities is dependent upon course selection and successful progress in those courses.

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 these 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.

Any student passing four academic classes but failing only one (1) academic class may avoid being declared ineligible by attending morning study time from 7:30 – 8:00 a.m. during that following week, starting Monday through Friday. Failure to attend all study sessions will result in the student being declared ineligible immediately for that following week.

Any student not arriving by 7:30 a.m. will counted as tardy. Being tardy more than 10 minutes will be considered as failure to attend morning study hall, and the student will be declared ineligible.

Any student failing two or more classes will be declared ineligible to play that following week, but can maintain team membership by coming in to 7:30 study hall on a daily basis.

Being ineligible three times during the fall and spring seasons will result in dismissal from all team. During the longer winter season, four times of ineligibility will result in dismissal.

A student who fails two subjects or does not maintain a 1.0 GPA at the end of a semester will be declared ineligible for the entire upcoming/next semester.

## **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. This would include, but not be limited to Homecoming and Prom courts, elected positions in clubs and activities, or positions where they are representing Dee-Mack High School outside of the school setting the remainder of the school year. Suspensions in this area will carry over into next semester if there are no resulting consequences during the semester the infraction occurs. For the specific areas of prom and homecoming courts, a student will be suspended for no more or less than one of those two activities for a single infraction. (Example: a student who violates the extracurricular code in the spring of their junior year would not be eligible to be on the Homecoming Court their senior year.)

## **MUSIC PERFORMANCES**

Chorus and band are subject to extracurricular codes and rules, but since they meet during the school day and academic credit is given, chorus and band are considered academic classes.

The band and chorus groups participate in such activities as local and state contests, music festivals, and winter and spring concerts. Students

are expected to perform in these events if they participate in either band or chorus. An unexcused absence from required performances could result in a grade reduction. Solo and Ensemble Contest is optional but strongly recommended. In accordance with IHSA regulations, students must be passing appropriate subjects to participate in Solo and Ensemble Contests.

## **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?**

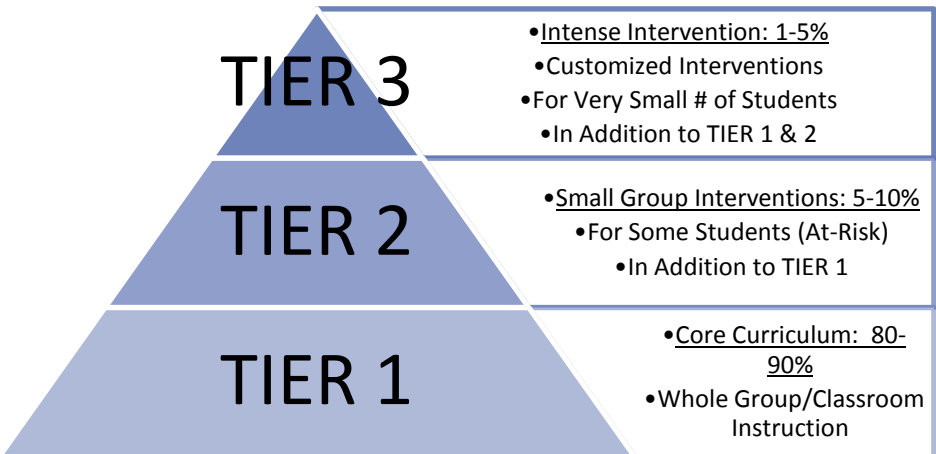
Perhaps the greatest benefit of an RTI approach is that it eliminates a "wait to fail" situation because students get help promptly within the general education setting. As soon as assessment data indicates a problem area for a student or a group of students, interventions are put



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 model below :



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

- Attend team meetings. Remember, you are the expert of your child!
- 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!

### **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.

### **THE TAZEWELL COUNTY ACADEMY**

The Tazewell County Academy is an alternative education program available to all Dee-Mack students who need a different structure than

the typical high school setting. Classes are taken at the Academy with the goal of graduating from high school. The Academy and Dee-Mack work together with the student to develop an appropriate individual education program. Students receive a Dee-Mack diploma upon successful completion of the program. Please contact the counselor at the high school for full details.

## **DRIVER EDUCATION REQUIREMENTS**

By State law, students enrolling in driver's education must have passed at least eight academic classes during the previous two semesters to be eligible. Physical Education and any non-academic assignments may not be counted towards the eight classes.

## **AHERA MANAGEMENT PLAN**

### **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.

## **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.

## **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.

## **NOTICE FOR DIRECTORY INFORMATION**

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Deer Creek-Mackinaw Community Unit School District No. 701 (District 701), with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, District 701 may disclose appropriately designated "directory information" without written consent, unless you have advised District 701 to the contrary in accordance with district procedures. The primary purpose of directory information is to allow District 701 to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be

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

If you do not want Deer Creek-Mackinaw Community Unit School District No. 701 to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing annually by September 1st. District 701 has designated the following information as directory information:

- Student's name
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- The most recent educational agency or institution attended
- Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc. (A student's SSN, in whole or in part, cannot be used for this purpose.)

**Footnotes:** 1. These laws are: Section 9528 of the Elementary and Secondary Education Act (20 U.S.C. § 7908), as amended, and 10 U.S.C. § 503(c), as amended.

## **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.

# BELL SCHEDULES

## Regular Schedule

|                |                    |
|----------------|--------------------|
| EBPE           | 7:10 - 7:55        |
| Period 1       | 8:10 - 9:00 (50)   |
| Period 2       | 9:04 - 9:49 (45)   |
| Period 3       | 9:53 - 10:38 (45)  |
| Period 4       | 10:42 - 11:27 (45) |
| Period 5       |                    |
| <b>A Lunch</b> | 11:27 - 11:53      |
| <b>Class</b>   | 11:57 - 12:43 (45) |
|                |                    |
| <b>Class</b>   | 11:31 - 12:17 (45) |
| <b>B Lunch</b> | 12:17 - 12:43      |
| Period 6       | 12:47 - 1:32 (45)  |
| Period 7       | 1:36 - 2:21 (45)   |
| Period 8       | 2:25 - 3:10 (45)   |

## 2:30 Assembly Schedule

|                |                    |
|----------------|--------------------|
| EBPE           | 7:10 - 7:55        |
| Period 1       | 8:10 - 8:50 (40)   |
| Period 2       | 8:54 - 9:34 (40)   |
| Period 3       | 9:38 - 10:18 (40)  |
| Period 4       | 10:22 - 11:02 (40) |
| Period 5       |                    |
| <b>A Lunch</b> | 11:02 - 11:28      |
| <b>Class</b>   | 11:32 - 12:17 (45) |
|                |                    |
| <b>Class</b>   | 11:06 - 11:51 (45) |
| <b>B Lunch</b> | 11:51 - 12:17      |
| Period 6       | 12:21 - 1:01 (40)  |
| Period 7       | 1:05 - 1:45 (40)   |
| Period 8       | 1:49 - 2:30 (40)   |
| Assembly       | 2:30 - 3:10 (40)   |

## 11:30 Dismissal Schedule No lunches served. Buses run at 11:30

|          |                    |
|----------|--------------------|
| EBPE     | 7:10 - 7:55        |
| Period 1 | 8:10 - 8:33 (23)   |
| Period 2 | 8:37 - 8:58 (21)   |
| Period 3 | 9:02 - 9:23 (21)   |
| Period 4 | 9:27 - 9:48 (21)   |
| Period 5 | 9:52 - 10:13 (21)  |
| Period 6 | 10:17 - 10:38 (21) |
| Period 7 | 10:42 - 11:03 (21) |
| Period 8 | 11:07 - 11:30 (22) |

## 1:30 Dismissal/Assembly Schedule/Fast

### Friday

|                              |                                 |
|------------------------------|---------------------------------|
| EPPE                         | 7:10 - 7:55                     |
| Period 1                     | 8:10 - 8:44 (34)                |
| Period 2                     | 8:48 - 9:20 (32)                |
| Period 3                     | 9:24 - 9:56 (32)                |
| Period 4                     | 10:00 - 10:32 (32)              |
| <u>Period 6*</u>             | 10:36 - 11:08 (32)              |
| Period 5                     | <b>A Lunch</b> 11:08 - 11:34    |
|                              | <b>Class</b> 11:38 - 12:18 (40) |
|                              | <b>Class</b> 11:12 - 11:52 (40) |
|                              | <b>B Lunch</b> 11:52 - 12:18    |
| Period 7                     | 12:22 - 12:54 (32)              |
| Period 8                     | 12:58 - 1:30 (32)               |
| <b>Assembly/Dismissal</b>    | 1:35 - 3:10 or                  |
| Intervention 1 <sup>st</sup> | 1:44 - 2:25                     |
| Intervention 2 <sup>nd</sup> | 2:29 - 3:10                     |