

2021-2022

# OWNERSHIP IN EDUCATION HANDBOOK



**DANVILLE SCHOOL DISTRICT 118**

110 E. Williams - Danville, IL 61832 - (217) 444-1000 - [www.danville118.org](http://www.danville118.org)

SB 100, which was signed into law January of 2015, prioritizes the creation of safe and orderly schools while seeking to address excessive use of the most severe forms of discipline. Under the law, students can only be suspended, expelled or referred to an alternative school if all other “appropriate and available” alternatives are exhausted. In other words, suspensions and expulsions become the last resort, rather than the first response. Schools are expected to proactively intervene with students and their families to provide behavioral support and intervention prior to referral, suspension, or expulsion.

Student discipline shall be issued on a case by case basis. In order to facilitate education and safety in schools and allow a safe learning environment for all, the District has developed the following discipline level system to demonstrate generally the appropriate discipline for a particular offense. The structure of this level system serves as a guide only and the list of offenses contained therein is not exclusive. Authorized district personnel, in their discretion, have the authority to increase the level of discipline or decrease the level of discipline from any guideline based on individual circumstances.

The Board of Education has determined that a student may be suspended or expelled from school for any act or behavior that is of such nature as to constitute gross disobedience or misconduct. Such gross disobedience or misconduct includes, but is not limited to, any conduct, behavior, or activity that causes, or may reasonably cause, school authorities to forecast substantial injury or disruption or material interference with school-related activities or the rights of others.

Gross disobedience or misconduct may occur on school grounds, on a school bus, at a school activity, or involve activity reasonably related to school. It may also occur in a situation other than on school grounds or at a school-related activity, provided that a reasonable relationship exists between the conduct of the student and a potential impact on the school, its processes, or student environment.

**OWNERSHIP IN EDUCATION  
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## PHILOSOPHY

- Danville Community Consolidated School District No. 118 believes that an equal educational opportunity is the right of all children without regard to race, creed, color, national origin, or ability level.
- Danville Community Consolidated School District No. 118 is committed to cultivation of individual strengths and talents in a supportive environment where individual differences and respect for the rights of others guide school and community behavior.
- Danville Community Consolidated School District No. 118 further believes education should develop habits, attitudes, understanding, and skills necessary for a productive, satisfying life in civilized society. Each child should be helped to understand the duties and privileges of responsible citizenship as it relates to him or her as an individual and to the world community.
- Danville Community Consolidated School District No. 118 believes that appropriate student behavior should be taught in a positive, proactive manner utilizing programs such as Positive Behavior Interventions and Supports and character education.
- Danville Community Consolidated School District No. 118 is committed to creating a safe educational environment for all students and staff.

The Board of Education has, by policy, adopted rules and guidelines for student behavior to ensure standards of conduct which will promote knowledge and learning throughout the Danville Community Consolidated School District No. 118 community as mandated by the *Illinois School Code*. This policy was developed and has been modified annually by committees of parents/guardians, students, staff and community members. It is expected that the staff will maintain discipline with sound professional judgment in accordance with school district policies and Federal and State laws.

## SCHOOL, STUDENT, & FAMILY COMPACT

The Board, Administration, and Staff of Danville Community Consolidated School District No. 118 recognize that student success is based upon cooperation, coordination, and communication between three partners: the family, the school, and the student.

The District-wide Every Student Succeeds Council advocates that the following commitment of staff, students, and families will result in greater student achievement in 2021-2022.

### The families of Danville Community Consolidated School District No. 118 will commit to:

1. Ensuring that students are at school on time, every day.
2. Communicating the value of learning by talking with their child(ren) about school work, activities, and by checking the agenda books and book bags of all students daily to ensure school preparedness.
3. Being actively involved in the parent and child activities promoted by the school through the website and newsletters.
4. Setting aside a time each day for homework and daily reading.
5. Maintaining and updating current information such as address, phone numbers, and emails.
6. The families of Danville Community Consolidated School District No.118 will commit to supporting the District's Dress Code policy.

### The staff of Danville Community Consolidated School District No. 118 will commit to:

1. Communicating regularly with students and families regarding student progress through the Skyward Portal, agenda books, phone calls, e-mails, and face to face meetings.
2. Providing a warm, safe, and welcoming environment.
3. Promoting active involvement with parent and child activities during and beyond the traditional school hours.
4. Encouraging high expectations through motivation of students to set and to achieve personal academic goals.

### The students of Danville Community Consolidated School District No. 118 will commit to:

1. Coming to school/class every day fully prepared with completed homework and appropriate supplies.
2. Respecting staff and other students by following district and school rules.
3. Being accountable for own actions without blaming others.

Because the Board of Education is entrusted with protecting the safety, health, and welfare of the students, staff, and property of the School District, it may be necessary at times to discipline students whose conduct affects the well-being of the schools. The Board of Education hereby authorizes the use of discipline in accordance with this policy and further authorizes the use of isolated time-out and physical restraint interventions consistent with Illinois law and Board of Education policy. In accordance with due process and statutory requirements, the Board of Education may suspend or expel students from school and from the school bus for acts of gross disobedience or misconduct and otherwise maintain discipline in the schools. Only the Board of Education may determine to expel a student from school or from the school bus. The Superintendent, Assistant Superintendent, Principal, Assistant Principal, and Dean of Students may suspend students from school or the school bus for up to ten (10) school days.

Suspensions or expulsions of students shall occur in compliance with procedural regulations to be promulgated and implemented by the administration of the District. Disciplinary measures other than suspension or expulsion shall be determined by the administration and established in general regulations governing student discipline.

Teachers, other certificated employees, and any other person, whether or not a certificated employee, providing a related service for or with respect to a student, may use reasonable force as needed to maintain safety for other students, school personnel or persons, or for the purpose of self-defense or the defense of property. Teachers may remove students from the classroom for disruptive behavior.

# ARTICLE 1

## CONDITIONS WHICH FAVOR THE DEVELOPMENT OF GOOD SCHOOL DISCIPLINE

1. An adequate home which:
  - a. assumes the primary responsibility for the discipline of the child.
  - b. assumes the responsibility of promoting punctuality and supplying appropriate tools and materials for the learning process.
  - c. assumes the responsibility of promoting school attendance on a regular, daily basis.
  - d. cooperates with school authorities and participates in conferences regarding the behavior, health, and academic progress of the child.
  - e. is aware of the child's responsibilities in the school as well as obligations in the community and establishes home conditions which are favorable to his or her success in school.
  - f. recognizes that school personnel must concern themselves primarily with group instruction and group behavior.
  - g. provides that the child is properly groomed and clothed before coming to school.
  
2. A responsible student who:
  - a. attends school on a regular, daily basis.
  - b. is punctual throughout the school day.
  - c. demonstrates respect and consideration for the personal and property rights of others and has an understanding of the need for cooperation with all members of the school and the community.
  - d. respects constituted authority, which includes not only compliance with school rules and regulations, but also conforms to the laws of the community, state, and nation.
  - e. has appropriate tools and materials and uses them in the proper manner for the learning process.
  
3. A responsible school in which the professional staff:
  - a. addresses the problem of absenteeism.
  - b. develops good rapport among the entire staff.
  - c. encourages the use of good guidance procedures, including interaction of appropriate school and/or community personnel with the home.
  - d. endeavors to involve the school in efforts to improve the quality of life in the community.
  - e. exhibits an attitude of respect for students and who have a positive influence in helping students develop good citizenship traits.
  - f. maintains an atmosphere conducive to good behavior and positive academic growth.
  - g. plans and implements a flexible curriculum using effective instructional practices to meet the needs of all students.
  - h. promotes effective discipline based upon fair and impartial treatment of all students.
  - i. strives to promote positive relationships and open communication with parent/guardian.
  - j. actively encourages parent/guardian involvement at school and within the school district at large.

Danville Community Consolidated School District No. 118 implements Positive Behavior Interventions and Support (PBIS) in the elementary and Grades 7-8. PBIS is a process to create a positive school culture and environment by reducing incidents of problem behavior and providing maximum academic time for students and staff. Each K – 8 building is at a different stage of implementation and will continue the process of establishing expectations that will create a positive environment for all students to learn.

## **ARTICLE 2**

# **STUDENT RIGHTS AND RESPONSIBILITIES**

### **RIGHTS**

1. Each student has the right to pursue an education and to receive maximum benefit of classroom instruction.
2. Each student has the right to express opinions orally or in writing.
3. Each student has the right to expect that the school will be a safe place for all students to gain an education.
4. Each student has the right to expect to assist in making decisions concerning his/her own educational goals.
5. Each student has the right to be represented by an active student government selected by free school elections (optional at elementary level).
6. In cases of suspensions and expulsions, the student who is disciplined has the rights provided by the *Illinois School Code*, Constitutional due process, and the Policies and Procedures adopted by Danville Community Consolidated School District No. 118. If student witnesses testify in a disciplinary case, their names shall not be made public unless required by law.
7. Each student has a right to make up missed work, assignments, and tests after an excused absence from school.
8. No student shall be required, as part of any applicable program, to submit to a survey, analysis or evaluation that reveals information concerning:
  - a. political affiliations;
  - b. mental and psychological problems potentially embarrassing to the student or his family;
  - c. sexual behavior and attitudes;
  - d. illegal, anti-social, self-incriminating, and demeaning behavior;
  - e. critical appraisals of other individuals with whom respondents have close family relationships;
  - f. legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers; or
  - g. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program), without the prior consent of the student (if the student is an adult or emancipated minor), or in the case of an unemancipated minor, without the prior written consent of the parent.

**Legal Reference: 20 U.S.C. 1232h, *Protection of Pupil Rights***

### **RESPONSIBILITIES**

1. Each student must not hamper any other student from pursuing an education. Students must be punctual to class, have the appropriate materials for the instruction to be received, and not be disruptive to the educational process.
2. Each student must express opinions and ideas in a manner that respects the rights of others and the School District.
3. Each student must dress so as to meet recognized standards of health and safety and not to the detriment of the educational process.
4. Each student must be aware of all rules and expectations regulating student behavior and conduct and must follow the guidelines established in this code.
5. Each student must participate positively in learning situations.
6. Each student may take an active part in student government by running for office, by conscientiously voting for the best candidates, or by making the student's concerns known to the administration through the student's representatives.
7. Each student must be willing to volunteer information in disciplinary cases should the student have knowledge of importance in such cases.
8. Each student is responsible for contacting the teacher upon returning to school for setting a reasonable date with the teacher to make up missed work.

9. Each student has the responsibility to contact the nearest adult, who may be a teacher, lunch monitor, bus driver, etc., when an act of intimidation occurs. When a student reports an act of intimidation, the staff member is responsible for making the appropriate administrator aware of the problem.

## **ARTICLE 3**

### **DEFINITIONS OF RULES AND REGULATIONS**

When self-discipline fails, regulations for management of school behavior, including those adopted by the Board of Education for each individual school, must be enforced by those directly responsible for the operation of the schools. School staff members will make every effort, individually, collectively, and cooperatively, with appropriate available community resources, to help each student gain acceptable self-discipline standards. The Board of Education has this legal responsibility according to the *Illinois School Code*.

To be effective, a disciplinary measure should be a logical consequence of the offense. It should be prompt. It should be applied consistently.

1. **CORPORAL PUNISHMENT:** Corporal punishment is no longer an option for disciplinary punishment.
2. **DISMISSAL PENDING PARENT CONFERENCE** (Exclusion from school pending parent conference.): Parent/guardian shall be notified of the dismissal. An immediate effort shall be made to contact the parent/guardian by telephone on the day the dismissal is issued to notify the parent/guardian of the dismissal and to schedule a conference with the principal/teacher before the student is reinstated. The telephone call shall be confirmed in writing. If a parent/guardian has not scheduled a conference within one day of the dismissal, the District may initiate suspension procedures. A parent conference does not negate the punishment.
3. **ELECTRONIC SIGNALING AND CELLULAR RADIO TELECOMMUNICATION DEVICES:** It is the intention of the Board of Education to provide a safe and secure learning environment for the students in its schools and to limit the possession and use of the electronic signaling and cellular radio telecommunication devices (specifically cellular phones and smart watches) which might adversely affect student welfare and safety and the educational environment.

During the school day, electronic signaling and cellular radio telecommunication devices must be stored out of sight in the “off” mode or unable to transmit or receive communication. Modes of operation such as silent vibrating or text messaging are considered unacceptable. Use of electronic signaling and cellular radio telecommunication devices is limited to after school hours and in emergency situations where a teacher or administrator approves the use of the device. Students are prohibited from using such devices during class time, lunch, or other free periods or hallway passing periods. The District is not responsible for any loss or damage to cellular phones.

A student shall not use electronic signaling or cellular radio telecommunication devices for inappropriate, illegal, or disruptive activities at any time on school property or at a school event. This prohibition includes the act of sexting. Sexting shall be defined as the intentional act of sending sexually explicit photos or messages electronically, primarily via cell phones and/or the Internet (Please see pages 26 and 32 of this handbook for more information on the act of sexting and the disciplinary consequences for engaging in this conduct.).



Any student found to be in violation of this Policy shall be disciplined consistent with the Board’s general disciplinary policies and procedures. Disciplinary measures may include such measures as verbal warnings, counseling, confiscation of the communications device by an administrator, counseling, withholding of privileges, detention, suspension, and/or expulsion.

Pursuant to the Criminal Code, an electronic signaling or cellular radio telecommunication device which is used or possessed in violation of this Policy or the Illinois Criminal Code, the Illinois Controlled Substances Act, or the Cannabis Control Act, or which is evidence of such an offense, may be seized by an administrator and delivered to the appropriate law enforcement agency.

Legal Reference: 105 ILCS 5/10-20.28  
105 ILCS 5/10-21.10

720 ILCS 5/44-3

4. **EXPULSION:** The term "expulsion" means disciplinary action taken by the Board of Education whereby a student, by Board of Education resolution:
- a. is separated from school attendance and related activities for a period of more than 10 school days.
  - b. is separated for the balance of the then current semester, current year and/or up to two calendar years. At the discretion of the Board of Education, such student may be permitted to complete required examinations in order to receive credit for courses taken in the then current semester or current year.
5. **GROSS DISOBEDIENCE AND MISCONDUCT:** Gross disobedience or misconduct is any conduct, behavior, or activity, as defined by the Board of Education in its policies, which causes, or may reasonably cause school authorities to forecast substantial injury or disruption or material interference with school-related activities or the rights of other students or school personnel or risk of the same.
- Gross disobedience or misconduct may occur on school grounds, on a school bus or at a school activity or activity reasonably related to the school. It may occur in a situation other than on school grounds or at a school-related activity, provided, however, that direct relationship exists between the conduct of the student and school’s educational function.
6. **OTHER REMEDIES:** The superintendent, principal, any administrative personnel, or any teacher of the school district shall be authorized to take reasonable action in connection with student misbehavior. Reasonable action might include:
- a. assigning students alternative work;
  - b. counseling with a student or group of students;
  - c. delaying access to driver education;
  - d. meeting with a parent/guardian or group of parents;
  - e. rearranging class schedules;
  - f. requiring a student to remain after regular school hours for counseling with the teacher;
  - g. restricting extracurricular activities.

7. **REFERRAL OF CHRONIC TRUANTS:** Chronic truants and their parent/guardian will be referred to the Office of the State's Attorney for prosecution under the Illinois statutes. As defined by the *Illinois School Code*, a chronic truant is a student who has been absent without a valid cause from school for five percent (nine days) or more of the previous 180 regular attendance days.
8. **REFERRAL TO OFFICE (Classroom Disruption):** The teacher, as soon as possible, will report in writing to the principal's duly authorized agent, the circumstances leading to the removal of the student from class. Prior to removal from the classroom, the teacher has attempted to re-direct student behavior.
9. **SCHOOL DETENTION:** Students may be detained before or after school for up to 55 minutes as a disciplinary measure. This includes students transported by school bus.

A reasonable attempt shall be made to contact the parent or guardian. All students shall be given advance written notice of detentions with the responsibility of informing their parent or guardian of the detention. Elementary and middle school students shall serve the detention the day following the offense or at a date determined as appropriate by the teacher. A parent/guardian signature is required on the detention notification. High school students shall serve the detention on the day following the offense.

10. **SEARCHES:** Public school students do possess a clearly established constitutional right to be free from unreasonable searches and seizures. (1) However, school officials may search students when they have "reasonable suspicion in light of all circumstances" to do so. (2) That is, there must be reasonable grounds to believe that the search will reveal a violation of school rules or produce evidence of unlawful activity.
11. **SOCIAL PROBATION:** Limiting access to extra-curricular activities as a consequence for behavior, particularly tardiness.
12. **SUSPENSION:** Out-of-School Suspension is a temporary exclusion of a student from school, from riding the school bus, or from a class or classes, for a period of time not to exceed 10 consecutive school days for safety reasons. In the case of a suspension at all levels, appropriate school personnel must have contact with parent/guardian. If an emergency day(s) occurs during the suspension causing the district to cancel school, the suspension days will be changed to reflect the days the school was not in session. Suspension days are counted for the days schools are in session.
13. **TIME OUT AND PHYSICAL RESTRAINT:** The Board of Education bears the responsibility of protecting the safety, health, and wellbeing of the students and staff and maintaining a safe and orderly environment for learning. Therefore, it may be necessary at times to physically restrain or physically remove a student into a time out setting when the student presents an imminent danger of harm to self or others. It is the policy of this District to implement time out and physical restraint procedures as a means of maintaining a safe and orderly learning environment as a last resort intervention to preserve the safety of students and staff. Neither time out nor physical restraint procedures shall be used as form of punishment or discipline. The District shall provide notification to parents within 24 hours of the use of physical restraint or time out. The district will maintain compliance with all rules and regulations from the Illinois State Board of Education regarding seclusion and physical restraint.

|                  |                                  |                         |
|------------------|----------------------------------|-------------------------|
| Legal Reference: | School Code: 105 ILCS 5/10-20.14 | 105 ILCS 5/2-3.130      |
|                  | 105 ILCS 5/14-8.05               | 23 Ill. Adm. Code 1.285 |
|                  | 105 ILCS 5/24-24                 |                         |

14. **UNEXCUSED ABSENCE:** The term "unexcused absence" means any absence that does not meet the terms found in the *Illinois School Code* or with the policies of the school district for absence for valid cause. Please refer to examples of unexcused absences under Article 15. Gr 9-12: Unexcused absences also include not attending all scheduled periods during the school day.
15. **VALID CAUSE FOR ABSENCE:** "Valid cause" for absence shall be authorized for religious holidays, illness, death in the immediate family, verifiable medical or dental appointments, court appearances, and pre-approved college visits.

## ARTICLE 4

### EXAMPLES OF DISCIPLINARY INFRACTIONS

**The following are examples and are not the only acts for which disciplinary actions are warranted, nor do they in any way limit this policy as is provided under the Guidelines for Determining Penalties in Article 5**

|    |                     |   | <u>Article 5</u> |
|----|---------------------|---|------------------|
| 1. | Alcohol             | Liquids containing any intoxicating agent including, but not limited to, ethanol.   | Page 17          |
| 2. | Arson               | The willful burning or destruction, attempt to burn or destroy, or articulated plans or threats to burn or destroy any District property through the use of fire, an explosive device, or any other combustion-type weapon capable of property destruction.   | Page 17          |
| 3. | Assault and Battery | Any unlawful touching of another, which is without justification or excuse. The two offenses differ from each other in that battery requires physical contact of some sort (bodily injury or offensive touching), whereas assault is committed without physical contact.  | Page 17          |
| 4. | Bullying            | Bullying includes cyber-bullying and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following: (1) placing the student or students in reasonable fear of harm to the student's or students' person or property; (2) causing a substantially detrimental effect on the student's or students' physical or mental health; (3) substantially interfering with the student's or students' academic performance; or substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school. Bullying includes, but it not limited to, harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging any act of bullying. | Pages<br>17,53   |

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| 5.  | Cheating   | The willful act of obtaining, using, giving, or attempting to obtain, use, or give information in a fraudulent manner or any other deliberate violation of an academic rule.  | Page 18        |
| 6.  | Consensual Sex                                       | Willingly engaging in a sexual act on or near school property, including at any activity under school sponsorship.  | Page 27        |
| 7.  | Cyberbullying  | Bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photoelectronic system, or photo optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. Cyberbullying includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of bullying. Cyberbullying also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of bullying. | Pages<br>17,53 |
| 8.  | Damage to Property                                   | Intentionally damaging District property or the property of others  | Page 18        |
| 9.  | Disruption   | Any act, attempt, or articulated plan or threat that interferes with or disturbs the educational process or setting.  | Page 19        |
| 10. | Distribution of<br>Unauthorized Printed<br>Materials | The act of distributing unauthorized materials on school property.  | Page 26        |
| 11. | Dress Code Violation                                 | The manner of dress not acceptable by the Board of Education for students as outlined in the Dress Code for each school.  | Page 20        |
| 12. | Failure to Serve a<br>Detention                      | The act of not serving an assigned detention.   | Page 21        |
| 13. | False Alarms   | The activation or attempting to activate a fire alarm or sprinkler system or making or attempting to make a false report, either written or oral, regarding a fire, bombing, or other catastrophe.  | Page 22        |

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| 14. | False Reports                               | The act of reporting incidents or making accusations or giving testimony to school personnel, which would affect the welfare of others or interferes with the educational process that are known to be untrue or reasonably should have been known to be untrue at the time they were made.   | Page 22     |
| 15. | Fighting                                    | Aggressive, hostile bodily contact with students and/or adults.   | Page 21     |
| 16. | Fireworks or Explosives                     | Possession, use, sale, or attempted use or sale of fireworks explosives, or items capable of, or intended to, produce combustion, or concussion damage.   | Page 21     |
| 17. | Forgery                                     | The act of falsely using, in writing, the name of another person, or falsifying times, dates, grades, addresses, or other data.   | Page 22     |
| 18. | Gambling                                    | To wager or attempt to wager money or property on an uncertain outcome or the monetary participation or attempted participation in a game of chance.  | Page 22     |
| 19. | Gang  | A gang is an organized group of two or more persons, some of whom may be students, whose purpose, at least in part, is to exhibit or display intimidation, and/or threatening behavior toward others; to inflict physical injury or violence on any person (assault); to commit vandalism, extortion, or theft; to promote gang presence through display of gang symbols, graffiti or colors; to commit illegal acts; to violate school rules regarding gangs or solicitation of other students to further gang goals or activities; and/or to engage in any other course or pattern of criminal activity or the attempt to engage in any of the above conduct. | Pages 22,32 |
| 20. | Hazing                                      | Hazing includes the performance of any act by a student for the purpose of induction or admission into any group, organization, or society associated or connected with the school district if the act is not sanctioned or authorized by the school district.  | Page 23     |
| 21. | Horseplay                                   | A rough or boisterous act that may reasonably lead to property damage and/or personal injury.   | Page 23     |
| 22. | Inciting Others to Violence or Disobedience | Encourage or attempt to encourage others to demonstrate or protest which disrupts or may reasonably lead to disruption of the educational process, through written or spoken words, or actions.   | Page 23     |
| 23. | Indecency in Behavior or Appearance         | The act of offending against commonly recognized standards of health, safety, or propriety (including but not limited to necking, petting, fondling, and passionate kissing).   | Page 24     |
| 24. | Insubordination                             | The willful failure to respond or carry out a reasonable request by authorized school personnel.  | Page 24     |

|     |                             |   |                |
|-----|-----------------------------|---|----------------|
| 25. | Littering                   | The act of a student not disposing or cleaning up of items no longer needed by the student.   | Page 24        |
| 26. | Loitering                   | The act of being in or about any school building or property, or in specifically restricted areas of a school building or property at unauthorized times or without the specific authorization of the school's personnel.   | Page 25        |
| 27. | Misrepresentation           | The act of false identification of a student related to any school activities.  | Page 25        |
| 28. | Obscenity                   | Conduct or language which is socially inappropriate due to the maturity level of the students, including but not limited to material that is pornographic, pervasively lewd and vulgar, or contains indecent or vulgar language.  | Page 26        |
| 29. | Physical Attack             | Causing or attempting to cause physical injury, which also may include sexual assault, to any student or other person on or off school property which includes school sponsored events.   | Page 17        |
| 30. | Plagiarism                  | The act of willfully taking the ideas, writing, etc., from another and passing them off as one's own.   | Page 18        |
| 31. | Sexting                     | The intentional act of creating, sending or receiving nude and/or sexually explicit images or audio and/or video messages electronically, via cell phone, computer, internet or other electronic device with or without consent of the individual who is subject of the images or messages. Sexting shall also include possessing or storing such images and messages on such electronic devices or in an electronic storage site on the internet, with or without the consent of the individual who is subject of the image. | Pages<br>26,32 |
| 32. | Sexual Abuse                | The term includes unwanted intentional fondling or touching, either directly or through clothing, of intimate body parts, of any person or any part of the body of a child under 13 years of age.   | Page 27        |
| 33. | Sexual Assault              | The term is commonly identified as "rape" and involves threatened force, attempts at or actual sexual contact, bodily harm, or threats of bodily harm.  | Pages<br>27,32 |
| 34. | Sexual Harassment           | The act of sexual harassment, whether verbal, non-verbal, or physical as defined in Article 16.   | Page 27        |
| 35. | Shakedown and/or Strong Arm | Extorting or attempting to extort money or other property of value by force, intimidation, coercion, or illegal means.  | Page 27        |
| 36. | Stalking                    | Threatening or placing another in reasonable apprehension of receiving bodily harm, sexual assault, confinement, or restraint AND following or placing the intended victim under surveillance (at least twice).   | Page 28        |
| 37. | Tardiness                   | The act of lateness to school, class, homeroom, or any other part of the student's schedule.  | Page 30        |

|     |  |   |             |
|-----|--|---|-------------|
| 38. | Telecommunication Devices                                    | Use of electronic or telecommunication devices which include cellular telephones and Smart watches. Electronic signaling and cellular radio telecommunication devices must be stored out of sight in the “off” mode or unable to transmit or receive communication.                                 | Page 28     |
| 39. | Theft  | Taking or attempting to take the property of another without consent; the possession of stolen property having knowledge or should have had knowledge that the property was stolen; exerting and/or retaining unauthorized control over the property of another with intent to permanently deprive. | Page 28     |
| 40. | Threatening or Intimidating Acts                             | Language (either written or oral) or behaviors intended to threaten, injure, provoke, incite, coerce, intimidate, or harass another person (See Bullying). Also includes threats to District property or the property of others.  | Page 29     |
| 41. | Unauthorized Entry   | The act of entering, or attempting to enter, without permission, with or without force, any rooms, vehicles, and personal property in or on school property.  | Page 29     |
| 42. | Unauthorized Gatherings/Student Protest                      | Participating in a gathering or protests that disrupts the educational process (See Disruption)   | Page 19     |
| 43. | Unauthorized Petitions                                       | The act of presenting or distributing petitions which contain obscenities, libelous statements, and which are not within the bounds of protected free speech.   | Page 30     |
| 44. | Unauthorized Sale or Distribution                            | The act of selling or distributing or attempting to sell or distribute any object or substance which has not been authorized for sale or distribution by the building principal to any person on school property.   | Page 20     |
| 45. | Unexcused Absence  | The act of unauthorized absences for any portion of the day from school, class, study hall, or any other part of the school day. Unauthorized absences are cumulative by the number of incidents or by unauthorized absences in an individual class.  | Page 30     |
| 46. | Unlawful Drugs and Behavior Altering Substances/ Look-Alikes | Possession, use, or sale, or the attempted use or sale of any controlled substance, cannabis (including medical marijuana), alcohol, or look-a-like on District property or at a school sponsored event.  | Pages 20,32 |
| 47. | Unlawful Drug Paraphernalia                                  | Any device used in or with the consumption of unlawful drugs and behavior altering substances/look-alikes.  | Page 20     |

|     |   |   |                |
|-----|---|---|----------------|
| 48. | Use/Possession of Tobacco, Smoking Paraphernalia, E-cigarettes, and Vape Products | Exercise of control or consumption of cigarettes, e-cigarettes, vape products, cigars, pipes, or smoking tobacco in any other form, including smokeless or "chewing" tobacco.   | Page 29        |
| 49. | Verbal Aggression   | The intentional use of aggressive or assertive language (either written or oral) to abuse verbally any member of the school staff or student body. This includes using "hate speech" - abusive speech or writing that expresses prejudice against a particular group, especially on the basis of race, religion, or sexual orientation.   | Page 31        |
| 50. | Weapons/<br>Look-Alikes   | The act of possessing, using, or threatening to use any weapon. The term "weapon" means possession, use, control, or transfer of any object which may be used to cause bodily harm, including but not limited to knives, guns, firearms, rifles, shotguns, brass knuckles, billy clubs, mace, pepper spray, or look-alike thereof. Such items as baseball bats, bottles, locks, pencils, and others may be considered weapons if used or attempted to be used to cause bodily harm. | Pages<br>31,32 |

## **ARTICLE 5**

### **GUIDELINES FOR DETERMINING PENALTIES**

The Board of Education has approved the following guidelines for determining the length of penalty time for various infractions. Any violation of federal, state, or local law will be promptly reported to the appropriate law enforcement authorities.

1. Student discipline shall be issued on a case by case basis. In order to facilitate education and safety in schools and allow a safe learning environment for all, the District has developed the following discipline level system to demonstrate generally the appropriate discipline for a particular offense. The structure of this level system serves as a guide only and the list of offenses contained therein is not exclusive. Authorized district personnel, in their discretion, have the authority to increase the level of discipline or decrease the level of discipline from any guideline based on individual circumstances.
2. These examples are not the only acts or conditions for which disciplinary actions are warranted, nor do they in any way limit this policy.
3. Subsequent cases of the same offense or cumulative offenses may result in more severe disciplinary action.
4. Physical attack upon any person may be grounds for expulsion from school.
5. Expulsion may be levied on any student who is found to be carrying a weapon to, from or within the Danville Community Consolidated School



District No. 118 schools, or to, from or in attendance at any school sponsored activity, or any incident where a “nexus to school” and a threat to student safety can be established.

6. These guidelines apply to all school sponsored activities.

The Board of Education has determined that a student may be suspended or expelled from school for any act or behavior that is of such nature as to constitute gross disobedience or misconduct. Such gross disobedience or misconduct includes, but is not limited to, any conduct, behavior, or activity that causes, or may reasonably cause, school authorities to forecast substantial injury or disruption or material interference with school-related activities or the rights of others in addition to the examples listed below.

Gross disobedience or misconduct may occur on school grounds, on a school bus, or at a school activity or involve activity reasonably related to school. It may also occur in a situation other than on school grounds or at a school-related activity, provided that a reasonable relationship exists between the conduct of the student and a potential impact on the school, its processes, or student environment.

## DISCIPLINE GUIDELINES BEHAVIOR OFFENSE

| Offense   | Grades K-6  | Grades 7-8  | Grades 9-12   |
|---|---|---|---|
| <b>Alcohol Use (or attempted use)/Possession/Sale or Distribution</b>   | Up to 10 days out-of-school suspension and may lead to a referral to the Board of Education for expulsion.  | Up to 10 days out-of-school suspension and may lead to a referral to the Board of Education for expulsion.  | Up to 10 days out-of-school suspension and may lead to a referral to the Board of Education for expulsion.  |
| <b>Arson / Attempted Arson</b>  | Up to 10 days out-of-school suspension and may lead to a referral to the Board of Education for expulsion.  | Up to 10 days out-of-school suspension and may lead to a referral to the Board of Education for expulsion.  | Up to 10 days out-of-school suspension and may lead to a referral to the Board of Education for expulsion.  |
| <b>Assault and Battery/ Physical Attack / Attempted Physical Attack</b> | Up to 10 days out-of-school suspension and may lead to a referral to the Board of Education for expulsion.  | Up to 10 days out-of-school suspension and may lead to a referral to the Board of Education for expulsion.  | Up to 10 days out-of-school suspension and may lead to a referral to the Board of Education for expulsion.  |
| <b>Bullying/Cyberbullying</b>   | <p><u>First Offense:</u> Dismissal pending parent conference. Depending on the severity of the behavior, up to three days out-of-school suspension.</p> <p><u>Second Offense:</u> Up to four days out-of-school suspension.</p> <p><u>Repeated Offenses:</u> Up to 10 days out-of-school suspension and may lead to referral to the Board of Education for expulsion.</p> | <p><u>First Offense:</u> Parent conference. Depending on the severity of the behavior, up to three days out-of-school suspension.</p> <p><u>Second Offense:</u> Up to four days out-of-school suspension.</p> <p><u>Repeated Offenses:</u> Up to 10 days out-of-school suspension and may lead to referral to the Board of Education for expulsion.</p> | <p><u>First Offense:</u> Parent conference. Depending on the severity of the behavior, up to three days out-of-school suspension.</p> <p><u>Second Offense:</u> Up to four days out-of-school suspension.</p> <p><u>Repeated Offenses:</u> Up to 10 days out-of-school suspension and may lead to referral to the Board of Education for expulsion.</p> |

| Offense                         | Grades K-6  | Grades 7-8  | Grades 9-12   |
|---------------------------------|---|---|---|
| <b>Cheating/<br/>Plagiarism</b> | <p><u>First Offense:</u> Warning and parent/guardian notified.</p> <p><u>Second Offense:</u> Detention up to 30 minutes. Student and parent conference.</p> <p><u>Third Offense:</u> Up to three days out-of-school suspension.</p> | <p><u>First Offense:</u> Detention and parent/guardian notified.</p> <p><u>Second Offense:</u> Dismissal pending parent conference.</p> <p><u>Third Offense:</u> Up to three days out-of-school suspension</p> <p><u>Repeated Offenses:</u> Fourth and subsequent violations may lead to suspension of up to 10 school days and/or expulsion.</p> | <p><u>First Offense:</u> Dismissal pending parent conference.</p> <p><u>Second Offense:</u> One day suspension and dismissal pending parent conference.</p> <p><u>Third Offense:</u> Up to three days out-of-school suspension.</p> <p><u>Repeated Offenses:</u> Fourth and subsequent violations may lead to suspension of up to 10 school days and/or expulsion</p> |
| <b>Damage to Property</b>       | Up to 10 days out-of-school suspension and may lead to a referral to the Board of Education for expulsion.  | Up to 10 days out-of-school suspension and may lead to a referral to the Board of Education for expulsion.  | Up to 10 days out-of-school suspension and may lead to a referral to the Board of Education for expulsion.  |

| Offense                                 | Grades K-6  | Grades 7-8   | Grades 9-12  |
|---|---|--|--|
| <b>Disruption</b>                       | <p><u>First Offense:</u> Conference with classroom teacher and/or appropriate administrator either before or after school and parent/guardian contacted by teacher and/or administrator.</p> <p><u>Second Offense:</u> 30-minute detention. Parent/guardian notified.</p> <p><u>Third Offense:</u> 30-minute detention. Student and parent conference required.</p> <p><u>Repeated Offenses:</u> Subsequent violations will result in up to 10 days out-of-school suspension.</p> | <p><u>First Offense:</u> Conference with classroom teacher and/or appropriate administrator either before or after school and parent/ guardian contacted by teacher and/or administrator.</p> <p><u>Second Offense:</u> 45-minute detention Parent/guardian notified.</p> <p><u>Third Offense:</u> 45-minute detention Student and parent conference required.</p> <p><u>Fourth Offense:</u> Up to four days out-of-school suspension.</p> <p><u>Repeated Offenses:</u> Subsequent violations will result in up to 10 days out-of-school suspension.</p> | <p><u>First Offense:</u> Conference and detention for up to 55 minutes with classroom teacher, parent/guardian notified by teacher.</p> <p><u>Second Offense:</u> One day out-of-school suspension. Student and parent conference required.</p> <p><u>Third Offense:</u> Referred to Dean for up to a three day out-of-school suspension.</p> <p><u>Repeated Offenses:</u> Subsequent violations will result in up to a 10 day out-of-school suspension and/or recommendation for expulsion.</p> |
| <b>Disruption in Assigned Detention</b> | <p><u>First Offense:</u> Warning</p> <p><u>Second Offense:</u> Up to three days out-of-school suspension.</p> <p><u>Repeated Offenses:</u> Third and subsequent violations may lead up to four days out-of-school suspension.</p>   | <p><u>First Offense:</u> Warning</p> <p><u>Second Offense:</u> Up to three days out-of-school suspension.</p> <p><u>Repeated Offenses:</u> Third and subsequent violations may lead up to 10 days out-of-school suspension.</p>  | <p><u>First Offense:</u> Warning</p> <p><u>Second Offense:</u> Up to three days out-of-school suspension.</p> <p><u>Repeated Offenses:</u> Third and subsequent violations may lead up to 10 days out-of-school suspension.</p>  |

| Offense  | Grades K-6   | Grades 7-8  | Grades 9-12  |
|--|--|---|--|
| <p><b>Dress Code Violation</b><br/> <u>Note: Each building shall provide support for students not in compliance with the D118 Dress Code policy.</u></p>                 | <p><u>First Offense:</u> Warning and phone call to parent.</p> <p><u>Second Offense:</u> Insubordination (See page 24)</p> <p><u>Repeated Violations:</u> Up to three days out-of-school suspension.</p> | <p><u>First Offense:</u> Warning and phone call to parent.</p> <p><u>Second Offense:</u> Insubordination (See page 24)</p> <p><u>Repeated Violations:</u> Up to four days out-of-school suspension.</p> | <p><u>First Offense:</u> Warning</p> <p><u>Second Offense:</u> Parent notification</p> <p><u>Third Offense:</u> Dress Code Contract</p> <p><u>Repeated Violations:</u> Up to four days out-of-school suspension.</p> |
| <p><b>Drugs</b></p> <p><b>Use (or attempted use)/Possession/Sale or Distribution</b></p> <p>(Includes behavior altering substances/ look-alikes, drug paraphernalia)</p> | <p>Up to 10 days out-of-school suspension and may lead to a referral to the Board of Education for expulsion.</p> <p>**** See Footnotes – pg. 32</p>   | <p>Up to 10 days out-of-school suspension and may lead to a referral to the Board of Education for expulsion.</p> <p>**** See Footnotes – pg. 32</p>  | <p>Up to 10 days out-of-school suspension and may lead to a referral to the Board of Education for expulsion.</p> <p>**** See Footnotes – pg. 32</p>   |

| Offense  | Grades K-6  | Grades 7-8  | Grades 9-12   |
|--|---|---|---|
| <p><b>Explosives/<br/>Fireworks</b></p> <p><b>Use (or attempted use)/Possession/Sale or Distribution</b></p> | <p>Up to 10 days out-of-school suspension and may lead to a referral to the Board of Education for expulsion.</p>   | <p>Up to 10 days out-of-school suspension and may lead to a referral to the Board of Education for expulsion.</p>   | <p>Up to 10 days out-of-school suspension and may lead to a referral to the Board of Education for expulsion.</p>   |
| <p><b>Failure to Serve Detention</b></p>   | <p>Students who fail to serve a detention will receive a dismissal pending parent conference. If the detention is still not served and/or the issue not resolved at the parent conference, the student may be suspended one day.</p>  | <p>Students who fail to serve a detention will receive a dismissal pending parent conference. If the detention is still not served and/or the issue not resolved at the parent conference, the student may be suspended one day.</p>  | <p>Students who fail to serve a detention will receive a dismissal pending parent conference. If the detention is still not served and/or the issue not resolved at the parent conference, the student may be suspended one day.</p>  |
| <p><b>Fighting</b></p>   | <p><u>First Offense:</u> Dismissal pending parent conference. Depending on severity of the behavior, up to three days out-of-school suspension.</p> <p><u>Second Offense:</u> Up to four days out-of-school suspension.</p> <p><u>Repeated Offenses:</u> Up to 10 days out-of-school suspension and may lead to a referral to the Board of Education for expulsion.</p> | <p><u>First Offense:</u> Dismissal pending parent conference. Depending on severity of the behavior, up to three days out-of-school suspension.</p> <p><u>Second Offense:</u> Up to four days out-of-school suspension.</p> <p><u>Repeated Offenses:</u> Up to 10 days out-of-school suspension and may lead to a referral to the Board of Education for expulsion.</p> | <p><u>First Offense:</u> Dismissal pending parent conference. Depending on severity of the behavior, up to three days out-of-school suspension.</p> <p><u>Second Offense:</u> Up to four days out-of-school suspension.</p> <p><u>Repeated Offenses:</u> Up to 10 days out-of-school suspension and may lead to a referral to the Board of Education for expulsion.</p> |

| Offense   | Grades K-6  | Grades 7-8   | Grades 9-12  |
|---|---|--|--|
| <b>False Alarm/<br/>Attempted False<br/>Alarm<br/>False Reports</b>                               | Up to 10 days out-of-school suspension and may lead to referral to the Board of Education for expulsion.  | Up to 10 days out-of-school suspension and may lead to referral to the Board of Education for expulsion.   | Up to 10 days out-of-school suspension and may lead to referral to the Board of Education for expulsion.   |
| <b>Forgery</b>  | <p><u>First Offense:</u> Detention. Parent/guardian notified.</p> <p><u>Second Offense:</u> Dismissal pending parent conference.</p> <p><u>Repeated Offenses:</u> Third and subsequent violations may lead up to three days out-of-school suspension.</p> | <p><u>First Offense:</u> Dismissal pending parent conference.</p> <p><u>Second Offense:</u> Up to three days out-of-school suspension.</p> <p><u>Repeated Offenses:</u> Third and subsequent violations may lead up to 10 days out-of-school suspension.</p>   | <p><u>First Offense:</u> Up to three days out-of-school suspension.</p> <p><u>Second Offense:</u> Four days out-of-school suspension.</p> <p><u>Repeated Offenses:</u> Third and subsequent violations may lead up to 10 days out-of-school suspension.</p>    |
| <b>Gambling</b>   | <p><u>First Offense:</u> Warning.</p> <p><u>Second Offense:</u> Dismissal pending parent conference.</p> <p><u>Repeated Offenses:</u> Third and subsequent violations may lead up to four days out-of-school suspension.</p>                              | <p><u>First Offense:</u> Dismissal pending parent conference.</p> <p><u>Second Offense:</u> Up to three days out-of-school suspension.</p> <p><u>Repeated Offenses:</u> Third and subsequent violations may lead up to four days out-of-school suspension.</p> | <p><u>First Offense:</u> Dismissal pending parent conference.</p> <p><u>Second Offense:</u> Up to three days out-of-school suspension.</p> <p><u>Repeated Offenses:</u> Third and subsequent violations may lead up to four days out-of-school suspension.</p> |
| <b>Gang Related Activity</b><br>(Includes unsanctioned organization insignias and/or activities.) | Up to 10 days out-of-school suspension and may lead to a referral to the Board of Education for expulsion.<br><br>*See Footnotes - pg. 32   | Up to 10 days out-of-school suspension and may lead to a referral to the Board of Education for expulsion.<br><br>*See Footnotes - pg. 32  | Up to 10 days out-of-school suspension and may lead to a referral to the Board of Education for expulsion.<br><br>*See Footnotes - pg. 32  |

| Offense  | Grades K-6  | Grades 7-8   | Grades 9-12   |
|--|---|--|---|
| <b>Hazing</b>  | <p><u>First Offense:</u> Up to three days out-of-school suspension. Parent/guardian notified.</p> <p><u>Second Offense:</u> Second and subsequent violations may lead up to four days out-of-school suspension.</p> <p><u>Third Offense:</u> Up to 10 days out-of-school suspension and may lead to a referral to the Board of Education for expulsion.</p> | <p><u>First Offense:</u> Up to three days out-of-school suspension. Parent/guardian notified.</p> <p><u>Second Offense:</u> Second and subsequent violations may lead up to four days out-of-school suspension</p> <p><u>Third Offense:</u> Up to 10 days out-of-school suspension and may lead to a referral to the Board of Education for expulsion.</p> | <p><u>First Offense:</u> Up to three days out-of-school suspension. Parent/guardian notified.</p> <p><u>Second Offense:</u> Second and subsequent violations may lead up to four days out-of-school suspension.</p> <p><u>Third Offense:</u> Up to 10 days out-of-school suspension and may lead to a referral to the Board of Education for expulsion.</p> |
| <b>Horseplay</b>   | <p><u>First Offense:</u> Warning</p> <p><u>Second Offense:</u> Parent Conference</p> <p><u>Repeated Offenses:</u> Dismissal pending parent conference.</p>  | <p><u>First Offense:</u> Parent Conference</p> <p><u>Second Offense:</u> Dismissal pending parent conference.</p> <p><u>Repeated Offenses:</u> Third and subsequent violations may lead up to three days out-of-school suspension.</p>   | <p><u>First Offense:</u> Parent Conference</p> <p><u>Second Offense:</u> Dismissal pending a parent conference</p> <p><u>Repeated Offenses:</u> Third and subsequent violations may lead up to three days out-of-school suspension</p>  |
| <b>Inciting Others to Violence or Disobedience / Attempting to Incite Others to Violence or Disobedience</b> | <p>Up to 10 days out-of-school suspension and may lead to a referral to the Board of Education for expulsion.</p>   | <p>Up to 10 days out-of-school suspension and may lead to a referral to the Board of Education for expulsion.</p>  | <p>Up to 10 days out-of-school suspension and may lead to a referral to the Board of Education for expulsion.</p>   |



| Offense                                    | Grades K-6   | Grades 7-8   | Grades 9-12   |
|--|--|--|---|
| <b>Indecency in Behavior or Appearance</b> | <p><u>First Offense:</u> Dismissal pending parent conference.</p> <p><u>Second Offense:</u> Up to three days out-of-school suspension.</p> <p><u>Repeated Offenses:</u> Third and subsequent violations may lead up to 10 days out-of-school suspension.</p>                                     | <p><u>First Offense:</u> Dismissal pending parent conference.</p> <p><u>Second Offense:</u> Up to three days out-of-school suspension.</p> <p><u>Repeated Offenses:</u> Third and subsequent violations may lead up to 10 days out-of-school suspension.</p>                                     | <p><u>First Offense:</u> One day suspension and dismissal pending a parent conference.</p> <p><u>Second Offense:</u> Up to three days out-of-school suspension.</p> <p><u>Repeated Offenses:</u> Third and subsequent violations may lead up to 10 days out-of-school suspension</p>            |
| <b>Insubordination</b>                     | <p><u>First Offense:</u> Dismissal pending parent conference.</p> <p><u>Second Offense:</u> Up to three days out-of-school suspension.</p> <p><u>Repeated Offenses:</u> Third and subsequent violations may lead up to four days out-of-school suspension.</p>                                   | <p><u>First Offense:</u> Dismissal pending parent conference.</p> <p><u>Second Offense:</u> Up to three days out-of-school suspension.</p> <p><u>Repeated Offenses:</u> Third and subsequent violations may lead up to ten days out-of-school suspension and/or Board expulsion.</p>             | <p><u>First Offense:</u> Dismissal pending parent conference.</p> <p><u>Second Offense:</u> Up to three days out-of-school suspension.</p> <p><u>Repeated Offenses:</u> Third and subsequent violations may lead up to ten days out-of-school suspension and/or Board expulsion</p>             |
| <b>Littering</b>                           | <p><u>First Offense:</u> Warning.</p> <p><u>Second Offense:</u> Detention. Parent/guardian notified.</p> <p><u>Third Offense:</u> Dismissal pending parent conference.</p> <p><u>Repeated Offenses:</u> Fourth and subsequent violations may lead up to three days out-of-school suspension.</p> | <p><u>First Offense:</u> Warning.</p> <p><u>Second Offense:</u> Detention. Parent/guardian notified.</p> <p><u>Third Offense:</u> Dismissal pending parent conference.</p> <p><u>Repeated Offenses:</u> Fourth and subsequent violations may lead up to three days out-of-school suspension.</p> | <p><u>First Offense:</u> Warning</p> <p><u>Second Offense:</u> Detention. Parent/guardian notified.</p> <p><u>Third Offense:</u> Dismissal pending parent conference.</p> <p><u>Repeated Offenses:</u> Fourth and subsequent violations may lead up to three days out-of-school suspension.</p> |

| Offense                  | Grades K-6   | Grades 7-8   | Grades 9-12  |
|--------------------------|--|--|--|
| <b>Loitering</b>         | <p><u>First Offense:</u> Warning.</p> <p><u>Second Offense:</u> Detention. Parent/guardian notified.</p> <p><u>Third Offense:</u> Dismissal pending parent conference.</p> <p><u>Repeated Offenses:</u> Fourth and subsequent violations may lead up to three days out-of-school suspension.</p> | <p><u>First Offense:</u> Warning.</p> <p><u>Second Offense:</u> Detention. Parent/guardian notified.</p> <p><u>Third Offense:</u> Dismissal pending parent conference.</p> <p><u>Repeated Offenses:</u> Fourth and subsequent violations may lead up to three days out-of-school suspension.</p> | <p><u>First Offense:</u> Parent/Guardian notified</p> <p><u>Second Offense:</u> Dismissal pending parent conference.</p> <p><u>Repeated Offenses:</u> Up to three days out-of-school suspension.</p>     |
| <b>Misrepresentation</b> | <p><u>First Offense:</u> Dismissal pending parent conference.</p> <p><u>Second Offense:</u> Up to three days out-of-school suspension.</p> <p><u>Repeated Offenses:</u> Third and subsequent violations may lead up to four days out-of-school suspension.</p>                                   | <p><u>First Offense:</u> Up to three days out-of-school suspension.</p> <p><u>Second Offense:</u> Second and subsequent violations may lead up to 10 days out-of-school suspension and/or expulsion.</p>   | <p><u>First Offense:</u> Up to three days out-of-school suspension.</p> <p><u>Second Offense:</u> Second and subsequent violations may lead up to 10 days out-of-school suspension and/or expulsion.</p> |

| Offense  | Grades K-6   | Grades 7-8  | Grades 9-12   |
|--|--|---|---|
| <p><b>Obscene Materials or Contraband</b></p> <p><b>Use (or attempted use)/Possession/Sale or Distribution</b></p> | <p>Up to 10 days out-of-school suspension and may lead to a referral to the Board of Education for expulsion.</p>  | <p>Up to 10 days out-of-school suspension and may lead to a referral to the Board of Education for expulsion.</p>   | <p>Up to 10 days out-of-school suspension and may lead to a referral to the Board of Education for expulsion.</p>   |
| <p><b>Obscenity</b></p>  | <p><u>First Offense:</u> Warning and parent phone conference.</p> <p><u>Second Offense:</u> Up to three days out-of-school suspension.</p> <p><u>Repeated Offenses:</u> Third and subsequent violations may lead up to four days out-of-school suspension.</p> | <p><u>First Offense:</u> Warning and parent phone conference</p> <p><u>Second Offense:</u> Up to three days out-of-school suspension.</p> <p><u>Repeated Offenses:</u> Third and subsequent violations may lead up to four days out-of-school suspension.</p> | <p><u>First Offense:</u> Warning and parent phone conference</p> <p><u>Second Offense:</u> Up to three days out-of-school suspension.</p> <p><u>Repeated Offenses:</u> Third and subsequent violations may lead up to four days out-of-school suspension.</p> |
| <p><b>Sexting</b></p>  | <p>Up to 10 days out-of-school suspension and may lead to a referral to the Board of Education for expulsion. Additionally, the local police authorities will be contacted for criminal prosecution.</p> <p>**See Footnotes - pg. 32</p>                       | <p>Up to 10 days out-of-school suspension and may lead to a referral to the Board of Education for expulsion. Additionally, the local police authorities will be contacted for criminal prosecution.</p> <p>**See Footnotes - pg. 32</p>                      | <p>Up to 10 days out-of-school suspension and may lead to a referral to the Board of Education for expulsion. Additionally, the local police authorities will be contacted for criminal prosecution.</p> <p>**See Footnotes - pg. 32</p>                      |

| Offense   | Grades K-6   | Grades 7-8   | Grades 9-12  |
|---|--|--|--|
| <p><b>Sexual Abuse/<br/>Sexual Harassment</b></p> <p><i>(Title IX procedures and protocols will be followed.)</i></p> | <p><u>First Offense:</u> Dismissal pending parent conference.</p> <p><u>Second Offense:</u> Up to three days out-of-school suspension.</p> <p><u>Repeated Offenses:</u> Third and subsequent violations may lead to up to 10 days out-of-school suspension and or Board expulsion.</p> | <p><u>First Offense:</u> Up to three days out-of-school suspension and/or expulsion.</p> <p><u>Second Offense:</u> Second and subsequent violations may lead up to four days out-of-school suspension and/or expulsion.</p> <p><u>Repeated Offenses:</u> Third and subsequent violations may lead to up to 10 days out-of-school suspension/and or Board expulsion</p> | <p><u>First Offense:</u> Up to three days out-of-school suspension and/or expulsion.</p> <p><u>Second Offense:</u> Second and subsequent violations may lead up to four days out-of-school suspension and/or expulsion.</p> <p><u>Repeated Offenses:</u> Third and subsequent violations may lead to up to 10 days out-of-school suspension/and or Board expulsion</p> |
| <p><b>Sexual Assault</b></p>  | <p>*** See Footnotes pg. 32</p>  | <p>Up to 10 days out-of-school suspension and may lead to a referral to the Board of Education for expulsion. Additionally, the local police authorities will be contacted for criminal prosecution.</p>   | <p>Up to 10 days out-of-school suspension and may lead to a referral to the Board of Education for expulsion. Additionally, the local police authorities will be contacted for criminal prosecution.</p>   |
| <p><b>Sexual Activity</b><br/>(consensual sex)</p>  | <p>Up to 10 days out-of-school suspension and may lead to a referral to the Board of Education for expulsion.</p>  | <p>Up to 10 days out-of-school suspension and may lead to a referral to the Board of Education for expulsion.</p>  | <p>Up to 10 days out-of-school suspension and may lead to a referral to the Board of Education for expulsion.</p>  |
| <p><b>Shakedown/Strong Arm</b></p>  | <p>Up to 10 days out-of-school suspension and may lead to a referral to the Board of Education for expulsion.</p>  | <p>Up to 10 days out-of-school suspension and may lead to a referral to the Board of Education for expulsion.</p>  | <p>Up to 10 days out-of-school suspension and may lead to a referral to the Board of Education for expulsion.</p>  |

| Offense                          | Grades K-6  | Grades 7-8  | Grades 9-12   |
|----------------------------------|---|---|---|
| <b>Stalking</b>                  | <p><u>First Offense:</u> Dismissal pending parent conference.</p> <p><u>Second Offense:</u> Up to three days out-of-school suspension.</p> <p><u>Repeated Offenses:</u> Third and subsequent violations may lead to up to 10 days out-of-school suspension.</p>                             | <p><u>First Offense:</u> Up to three days out-of-school suspension.</p> <p><u>Second Offense:</u> Second and subsequent violations may lead up to 10 days out-of-school suspension and/or expulsion.</p>  | <p><u>First Offense:</u> Up to three days out-of-school suspension</p> <p><u>Second Offense:</u> Second and subsequent violations may lead up to 10 days out-of-school suspension and/or expulsion.</p> |
| <b>Telecommunication Devices</b> | <p><u>First Offense:</u> Device is confiscated and held until the conclusion of the Dismissal Pending Parent Conference.</p> <p><u>Second and Repeated Offenses:</u> Device will be confiscated and made available to parent/guardian upon notification of suspension up to three days.</p> | <p><u>First Offense:</u> Device is confiscated and held until the conclusion of the Dismissal Pending Parent Conference.</p> <p><u>Second and Repeated Offenses:</u> Device will be confiscated and made available to parent/guardian upon notification of suspension up to three days.</p> | <p><u>First Offense:</u> Student conference</p> <p><u>Second Offense:</u> Dismissal pending parent conference.</p> <p><u>Repeated Offenses:</u> Up to three days out-of-school suspension.</p>          |
| <b>Theft / Attempted Theft</b>   | <p>Up to 10 days out-of-school suspension and may lead to a referral to the Board of Education for expulsion.</p>   | <p>Up to 10 days out-of-school suspension and may lead to a referral to the Board of Education for expulsion.</p>   | <p>Up to 10 days out-of-school suspension and may lead to a referral to the Board of Education for expulsion</p>  |

| Offense  | Grades K-6  | Grades 7-8  | Grades 9-12   |
|--|---|---|---|
| <b>Threatening or Intimidating Verbal/Physical Acts or Behavior</b>            | <p><u>First Offense:</u> Dismissal pending parent conference. Depending on severity of the behavior, up to three days out-of-school suspension.</p> <p><u>Second Offense:</u> Up to four days out-of-school suspension.</p> <p><u>Repeated Offenses:</u> Up to 10 days out-of-school suspension and may lead to a referral to the Board of Education for expulsion.</p> | <p><u>First Offense:</u> Dismissal pending parent conference. Depending on severity of the behavior, up to three days out-of-school suspension.</p> <p><u>Second Offense:</u> Up to four days out-of-school suspension.</p> <p><u>Repeated Offenses:</u> Up to 10 days out-of-school suspension and may lead to a referral to the Board of Education for expulsion.</p> | <p><u>First Offense:</u> Dismissal pending parent conference. Depending on severity of the behavior, up to three days out-of-school suspension.</p> <p><u>Second Offense:</u> Up to four days out-of-school suspension.</p> <p><u>Repeated Offenses:</u> Up to 10 days out-of-school suspension and may lead to a referral to the Board of Education for expulsion.</p> |
| <b>Tobacco, Smoking Paraphernalia, E-cigarettes, and Vaping Use/Possession</b> | <p><u>First Offense:</u> Warning and Parent /guardian notified.</p> <p><u>Second Offense:</u> Second and subsequent violations may lead up to 10 days out-of-school suspension.</p>   | <p><u>First Offense:</u> Dismissal pending parent conference.</p> <p><u>Second Offense:</u> Second and subsequent violations may lead up to 10 days out-of-school suspension.</p>   | <p><u>First Offense:</u> Up to three days out of school suspension. Parent notified.</p> <p><u>Second Offense:</u> Second and subsequent violations may lead up to 10 days out-of-school suspension.</p>  |
| <b>Unauthorized Entry</b>  | <p><u>First Offense:</u> Dismissal pending parent conference.</p> <p><u>Second Offense:</u> Up to three days out-of-school suspension.</p> <p><u>Repeated Offenses:</u> Third and subsequent violations may lead up to 10 days out-of-school suspension.</p>  | <p><u>First Offense:</u> Up to 10 days out of school suspension.</p> <p><u>Second Offense:</u> Second and subsequent violations may lead up to 10 days out-of-school suspension and/or expulsion.</p>   | <p><u>First Offense:</u> Up to 10 days out of school suspension.</p> <p><u>Second Offense:</u> Second and subsequent violations may lead up to 10 days out-of-school suspension and/or expulsion.</p>   |

| Offense                       | Grades K-6   | Grades 7-8  | Grades 9-12  |
|-------------------------------|--|---|--|
| <b>Unauthorized Petitions</b> | Up to 10 days out-of-school suspension and may lead to a referral to the Board of Education for expulsion.   | Up to 10 days out-of-school suspension and may lead to a referral to the Board of Education for expulsion.  | Up to 10 days out-of-school suspension and may lead to a referral to the Board of Education for expulsion.   |
| <b>Unexcused Absence</b>      | <p><u>First Offense:</u> Warning. Parent/guardian notified.</p> <p><u>Second Offense:</u> Dismissal pending parent conference.</p> <p><u>Repeated Offenses:</u> Subsequent violations may lead to referral to truancy office and/or the State's Attorney's Office.</p> | <p><u>First Offense:</u> Warning. Parent/guardian notified.</p> <p><u>Second Offense:</u> Dismissal pending parent conference.</p> <p><u>Repeated Offenses:</u> Subsequent violations may lead to referral to truancy office and/or the State's Attorney's Office.</p>  | <p><u>First Offense:</u> Parent/guardian notified.</p> <p><u>Second Offense:</u> Dismissal pending parent conference.</p> <p><u>Repeated Offenses:</u> Subsequent violations may lead to referral to truancy office and/or the State's Attorney's Office.</p>  |
| <b>Unexcused Tardiness</b>    | <p><u>First Offense:</u> Warning. Parent/guardian notified.</p> <p><u>Second Offense:</u> Dismissal pending parent conference.</p> <p><u>Subsequent Offenses:</u> Up to 30 minute detention and parent conference.</p>   | <p><u>First Offense:</u> Warning. Parent/guardian notified.</p> <p><u>Second Offense:</u> Up to 30-minute detention.</p> <p><u>Third Offense:</u> Dismissal pending parent conference.</p> <p><u>Fourth Offense:</u> Refocus Room for one day</p> <p><u>Repeated Offenses:</u> Fifth and subsequent violations may lead up to 10 days out-of-school suspension.</p> | <p><u>First &amp; Second Offense:</u> Written Warning</p> <p><u>Third &amp; Fourth Offense:</u> Automated phone call/email</p> <p><u>Fifth Offense:</u> Dismissal pending parent conference</p> <p><u>Sixth Offense:</u> Social Probation</p> <p><u>Seventh Offense:</u> ½ day Refocus/Social Probation</p> <p><u>Eighth Offense:</u> Full day Refocus/Social Probation</p> <p><u>Repeated Offenses:</u> May lead to 10 day out-of-school suspension</p> |

| Offense  | Grades K-6  | Grades 7-8  | Grades 9-12   |
|--|---|---|---|
| <b>Verbal Aggression</b>   | <p><u>First Offense:</u> Student and parent conference.</p> <p><u>Second Offense:</u> Up to three days out-of-school suspension.</p> <p><u>Repeated Offenses:</u> Third and subsequent violations may lead to suspension of up to 10 school days.</p> | <p><u>First Offense:</u> Student and parent conference.</p> <p><u>Second Offense:</u> Up to three days out-of-school suspension.</p> <p><u>Repeated Offenses:</u> Third and subsequent violations may lead to suspension of up to 10 school days and/or expulsion</p> | <p><u>First Offense:</u> Student and parent conference.</p> <p><u>Second Offense:</u> Up to three days out-of-school suspension.</p> <p><u>Repeated Offenses:</u> Third and subsequent violations may lead to suspension of up to 10 school days and/or expulsion</p> |
| <p><b>Weapons (or Look-alikes)</b></p> <p><b>Use (or attempted use)/Possession/Sale Distribution</b></p> | <p>Up to 10 days out-of-school suspension and may lead to a referral to the Board of Education for expulsion.</p> <p>***** See Footnotes – pg. 32</p>   | <p>Up to 10 days out-of-school suspension and may lead to a referral to the Board of Education for expulsion.</p> <p>**** See Footnotes – pg. 32</p>  | <p>Up to 10 days out-of-school suspension and may lead to a referral to the Board of Education for expulsion.</p> <p>***** See Footnotes – pg. 32</p>   |



## FOOTNOTES

\* **Gang Related Activity:** First offense of passive display of insignias denoting gang membership and/or any group not sanctioned by school officials within the school, may result in up to 10 days out-of-school suspension and referral to the Board of Education for expulsion.

\*\* **Sexting:** Students who are found intentionally creating, possessing, or sending explicit photos or messages electronically, including audio, video, and image media, primarily via cell phones and or the internet at school or at a school-sponsored activity, or students who are found creating, possessing, or sending sexually explicit photos or messages of another student regardless of where such act occurs, may be subject to disciplinary action up to and including suspension from school for 10 days and referral to the Board of Education for expulsion proceedings. Additionally, the local police authorities will be contacted for criminal prosecution.

\*\*\* **Sexual Assault:** The term is commonly identified as “rape” and involves threatened force, attempts at or actual sexual contact, bodily harm or threats of bodily harm, except that these factors, however, are not issues for reported victims under 13 years of age. By law, persons under 13 years of age cannot make a determination of whether the act was sexually illegal in nature. All incidents will be immediately reported to police, regardless of offense, location or time.

\*\*\*\* **Unlawful Drugs or Behavior Altering Substances/Look-alikes:** The Board, at its discretion, may, for any student expelled for the sale, distribution, use, possession, or under the influence of any unlawful drugs, behavior altering substances, or look-alikes, decrease the student's expulsion period if the student participates in evaluation, counseling, and treatment at a program or clinic approved by the school district, provided that the student may return to school only at the end of his or her expulsion period, if it is determined by the clinic that the student is drug free.

\*\*\*\*\* **Weapons:** Pursuant to the federal *Gun-Free Schools Act* and Section 10-22.6 of the *School Code*, it is the policy of this Board of Education to expel from school for at least one calendar year (but no longer than two calendar years) any student who has possession or control of or uses or transfers a “weapon” at school, any school sponsored activity or event, or any activity or event which bears a reasonable relationship to school. The term “weapon” in this context is defined in the Rules and Regulations implementing this Policy. The Superintendent may modify the expulsion period, and the Superintendent's determination may be modified by the Board of Education on a case by case basis. The Superintendent or his or her designee shall maintain a written record of any modifications to the expulsion period. Students eligible for special education and related services shall be considered for expulsion or other discipline for bringing weapons to school pursuant to the *Individuals With Disabilities Education Act* and as set out in the procedures set forth in the Rules and Regulations accompanying this Policy. For purposes of this section, the term “weapon” means possession, use, control, or transfer of any object which may be used to cause bodily harm, including but not limited to a weapon as defined by Section 921 of Title 18, *United States Code*, firearm as defined in Section 1.1 of the *Firearm Owners Identification Act* [430 ILCS 65/1.1], use of weapon as defined in Section 24-1 of the *Criminal Code* [720 ILCS 5/24-1], knives, guns, firearms, rifles, shotguns, brass knuckles, billy clubs, or look-alikes thereof. Such items as baseball bats, pipes, bottles, locks, sticks, pencils, and pens may be considered weapons if used or attempted to be used to cause bodily harm.

## **ARTICLE 6**

### **STUDENT SEARCHES AND CONTROLLED SUBSTANCES**

Students have no expectation of privacy in lockers, desks, parking lots, or other school property owned and controlled by the school, as well as the personal effects left in those places. Authorized administrators may search a student, student lockers, desks, parking lots, and other school property owned or controlled by the school, as well as personal effects left in those places and areas by students, whenever there are reasonable grounds for suspecting that such search will turn up evidence that a student violated or is violating the law or the rules of the school district. Authorized administrators may conduct periodic suspicion-less inspections of school lockers and other school property for the purposes of a) providing for the health, safety, and supervision of students in the absence of their parents, and b) the inventorying of school supplies and property. If the search is productive (or the student surrenders the contraband to the school officials), the matter will be handled within the framework of this Ownership in Education Policy.

If a student is observed by district personnel possessing, distributing, purchasing or selling any drugs, behavior altering substances or look-alikes, vaping, smoking marijuana, consuming or under the influence of alcohol or other behavior altering or unlawful substances, or involved in any transaction in any way with controlled substances, school officials will conduct an investigation that may lead to an expulsion hearing.

Law enforcement officials will be asked to conduct an investigation when a school official's investigation results in the discovery of criminal activity. Reasonable effort will be made by school officials to have the student's parent/guardian present during the police investigation. During the interim period, the student will be detained in an administrative office until the police and/or parents/guardians arrive. The police will determine whether they wish to file charges.

Any evidence will be turned over to the police for processing.

In cases dealing with unlawful drugs, behavior altering substances, or look-alikes, the student may be suspended for 10 school days, an expulsion hearing scheduled, and the student may be turned over to the police.

The Board, at its discretion, may, for any student expelled for the sale, distribution, use, possession or under the influence of any unlawful drugs, behavior altering substances or look-alikes, decrease the student's expulsion period if the student participates in evaluation, counseling and/or treatment at a program or clinic approved by the school district provided that the student may only return to school at the end of his or her expulsion period, if it is determined by the program or clinic that the student is drug free.

## ARTICLE 7

# PROCEDURES GOVERNING STUDENT SUSPENSIONS

The purpose of these procedures shall be to assure compliance with the *School Code of Illinois* and provide for the fair and equitable treatment of all suspension cases in Danville Community Consolidated School District No. 118.

1. Explanation of Due Process:

Due process requires, in connection with a suspension of up to 10 school days, that the student be given immediate oral or written notice of the charges against him or her, and if the student denies them, an explanation of the evidence the authorities have, and an opportunity to present his/her version. Generally, notice and hearing should precede the student's removal from school. The removal may immediately follow the misconduct (1) if prior notice and hearing are not feasible, and (2) where the student's presence endangers persons or property or threatens disruption of the academic process, thus justifying immediate removal from school. Nonetheless, the necessary notice and hearing should follow as soon as practicable.

2. a. The Superintendent, principals, and assistant principals are authorized to suspend students. The Superintendent of Schools shall be notified of any and all suspensions. Report of suspensions shall be in writing, stating complete details such as description of conduct and communication with parent/guardian. The report shall be received by the Superintendent as quickly as practicable.

b. Parents or guardians of suspended students shall be notified of any and every suspension. Parents shall be informed of the reasons for the suspension, the administration's rationale for the duration of the suspension, and of their right to request review of the suspension before the Board of Education or a Board appointed hearing officer. For suspensions of four days or more, the notice also must include whether other behavioral and disciplinary interventions were attempted or if none were available. For suspensions of five days or more, the notice also must include whether appropriate and available support services will be offered or if none are available.

c. Students suspended from school will be allowed to make up missed work due to the suspension. The missed work must be turned in to the teacher(s) within the designated number of days from the last day of the suspension in order to receive credit.

Students suspended will be allowed the number of days equal to the number of days suspended to make up work. Students and/or parents should request homework during the suspension rather than waiting until the student returns to school.

d. Any student who has been suspended shall attend a mandatory re-entry meeting with school personnel upon their return from suspension. The purpose of this meeting is to establish clear behavioral expectations and define additional supports that the student may need in order to be successful.

3. Formal Review Procedures:

a. The Hearing Officer:

The Hearing Officer is appointed by the Board of Education.

- b. Statement of Reasons:  
As soon as practicable, a statement of reasons for the suspension and the rules and regulations violated by the student's conduct shall be sent to the student and his/her parent/guardian.

If a formal review hearing is requested by the parents/guardians or student, the hearing officer shall establish a date, time, and place of the review and a statement of the procedure to be followed shall be given to the student and his/her parent/guardian.

- c. The Review Hearing Procedures may be summarized as follows:

- (1) Shall be held at a time and location set by the school administration. In no case shall this hearing be held later than 10 school days following initial suspension.
- (2) The school administration shall proceed first and the student may then respond.
- (3) All witnesses shall be subject to inquiry by both parties.
- (4) No more than five witnesses may be called by either party without the permission of the Hearing Officer.
- (5) Either party may record the proceedings at his/her own expense. The Hearing Officer will record a narrative of the hearing on behalf of the Board.
- (6) The review hearing shall be held in executive session.
- (7) The rules of evidence shall not apply to review proceedings.

4. Report of Hearing Officer and Board of Education Disposition:

- a. A written report shall be issued by the Hearing Officer to the student, his/her parent/guardian, and the Board of Education as soon as practicable after the review hearing. This report shall be sent by certified mail and shall include: (1) student's name; (2) those present at hearing; (3) administrative rationale for suspension and duration; (4) other interventions attempted and/or exhausted; (5) witnesses; (6) brief account of evidence; and (7) the Hearing Officer's determination of sufficient evidence to warrant suspension and appropriate disciplinary action.
- b. If the student and parent/guardian wish to address the Board before it takes action on the case, a written request must be submitted to the Hearing Officer at least 24 hours (or such other time as stated in a letter to the parents) before the Board meeting.
- c. The Board of Education shall review each of the findings of the Hearing Officer at a duly called meeting. If the Board of Education concurs with the findings of the Hearing Officer, the minutes of the meeting shall reflect that concurrence. The names of suspended students will not be made public. The suspension begins on the first school day after the student is sent home.

In the event that suspension is disallowed:

- (1) The student's record shall be expunged of all notations or remarks regarding the matter.
- (2) The student's absence shall be excused.
- (3) All educational opportunities missed by the student shall be afforded him/her.

## **ARTICLE 8**

### **PROCEDURES GOVERNING STUDENT EXPULSIONS**

1. Expulsion can only be given by the Board of Education. An expulsion may not last for more than two years.
2. At the time of initial suspension by the Superintendent or Principal, the suspending official should know whether, in his/her opinion, the behavior justifies expulsion. If, in his/her opinion, it does justify expulsion, the report to the parent/guardian of the suspension, including a statement of the reasons for the suspension, should also request the parents/guardians to appear at a meeting with the hearing officer to discuss their child's behavior which may lead to expulsion.
3. Expulsion shall take place only after the parents/guardians have been requested to appear at a meeting with a Hearing Officer appointed by the Board of Education to discuss their child's behavior. Such request shall be made by certified mail and shall state the time, place, and purpose of hearing.
4. Expulsion Hearing:
  - a. Shall be held at a time and location to be set by the school administration. In no case shall this be held later than 10 school days following initial suspension.
  - b. The school administration shall proceed first and the student may then respond.
  - c. All witnesses shall be subject to inquiry by both parties.
  - d. No more than five witnesses may be called by either party without the permission of the Hearing Officer.
  - e. Either party may record the proceedings at his/her own expense. The hearing officer will record a narrative of the proceedings on behalf of the Board of Education.
  - f. The review proceeding shall be held in executive session.
  - g. The rules of evidence shall not apply to review proceedings.
  - h. A written report shall be issued by the Hearing Officer to the student, his/her parent/guardian, and the Board of Education as soon as practicable after the review hearing. This report shall be sent by certified mail and shall include: (1) student's name; (2) those present at hearing; (3) reason and rationale of administrative recommendation for expulsion; (4) other interventions attempted and/or exhausted; (5) witnesses; (6) brief account of evidence; and (7) the Hearing Officer's recommendation as to sufficient evidence to warrant expulsion and any appropriate disciplinary action.
  - i. Parent/guardian receives a copy via certified mail of the Hearing Officer's report and witness statements, along with the Hearing

- Officer's recommendation regarding evidence and any appropriate disciplinary action.
- j. If the student and parent/guardian wish to address the Board before it takes action on the case, a written request must be submitted to the Hearing Officer at least 24 hours (when possible) before the Board meeting. The Board of Education shall take such action on the Hearing Officer's report as it finds appropriate.
  - k. The Board of Education reserves the right to offer additional education services to an expelled student on an individual basis as it deems necessary.
  - l. The decision of the Board of Education will be forwarded by regular mail to the parent/guardian. The written expulsion decision must detail the specific reasons why removing the student from school is in the school district's best interest; provide a rationale with respect to the specific duration of the expulsion; and document whether other behavioral and disciplinary interventions were attempted or whether the school determined that there were no other appropriate and available interventions.

**THE DECISION OF THE BOARD OF EDUCATION SHALL BE FINAL.** However, the Board, at its own discretion, may increase or decrease the discipline applied as circumstances warrant.

All students who have been expelled shall attend a mandatory re-entry meeting with the Superintendent and/or Assistant Superintendent prior to enrollment and attendance in District 118 schools. The purpose of this meeting is to establish clear behavioral expectations and define additional supports that the student may need in order to be successful.

## **ARTICLE 9 ALTERNATIVE TO SUSPENSION/EXPULSION**

The District provides alternatives to suspensions and/or expulsions, as outlined below:

### **Alternative Education/Refocus Room – Grades 5 - 12**

Students may be assigned to the Alternative Education/Refocus Room in place of an out-of-school suspension. The student will be able to do his/her schoolwork and receive credit for it during this assignment. Students considered for this assignment would include, but not be limited to: non-repetitive offenders, students with non-violent behavior, students with an Individualized Education Plan, etc. Sites will be located at the high school, middle school, and upper elementary levels.

### **Danville Community Consolidated School District No. 118 Alternative Programs—Grades 6 - 12**

Students are referred by the building administrator and must also be found eligible through a screening/review. The Board of Education may also place a student into one of these alternative programs. While the primary focus of the program is to serve students with academic, attendance, and/or socialization needs who may benefit by placement in an alternative setting, suspension/expulsion-eligible students may also be recommended for some of the program seats, as space is available, if the students meet the program criteria. If a student is accepted, the student must (1) complete assignments, (2) maintain good attendance, and (3) follow disciplinary expectations; failure to do so may result in the student being dropped from the program and/or being referred to the Board of Education for possible expulsion. [Per case law, building administrators should not transfer students to an alternative program without either permission of the parents or a hearing before the Board.]

## **Regional Safe Schools – Grades 6 - 12**

In lieu of expulsion, the Board of Education may refer expulsion-eligible students to the RSS program administered by the Vermilion County Regional Office of Education. The student is considered for enrollment of one semester at an interview conducted by RSS staff. If accepted, the student may continue his/her studies, earn credit, etc., providing that the student (1) completes assignments, (2) maintains good attendance, and (3) follows the disciplinary expectations; failure to do so would result in the student being dropped from the RSS program and referred to the Board of Education for possible expulsion.

## **Second Chance Program – Grades 6 - 12**

Students who are found to be in possession or under the influence of drugs and alcohol will receive opportunity to attend the Second Chance Program. In place of expulsion, the student may attend school in an alternative setting for 25 school days and do his/her assignments to maintain current in regularly scheduled classes. Second Chance students and family must sign a contract agreeing to regular attendance, assignment completion, and appropriate behavior; the student will participate in counseling offered during the school day. At the end of the 25 school days, the student must test negative on a school-provided drug test, at which time he/she will return to school and the regular schedule of courses. Students will be afforded the opportunity to attend two sessions of the Second Chance Program, each with 30 days before the student has to test. Failure to test negative for drug use may result in the student being referred to a different program for substance abuse intervention.

\*A student is ineligible for extra-curricular involvement and attendance at district extra-curricular events (unless otherwise specified in their disciplinary resolution by the Board of Education) while enrolled in an alternative to suspension/expulsion program and/or virtual education.

\*\*A chart listing all alternatives to suspension/expulsion can be found on pg. 54.

## **ARTICLE 10 SUSPENSION OR EXPULSION OF STUDENTS WITH DISABILITIES**

1. Students with disabilities will be disciplined in accordance with the State and Federal law and Danville Community Consolidated School District No. 118 policy in a manner which takes into account the student's disability and special education placement.
2. As a result of gross disobedience or misconduct, a special education student ordinarily may be suspended or placed in an appropriate interim alternative educational setting or another setting by school personnel for up to ten (10) *consecutive or cumulative* school days without constituting a change in placement. However, the suspension or placement in an alternative setting for more than ten (10) *cumulative* school days may cause a change in placement for some students. The IEP or Section 504 Team shall determine whether the student's removal of 10 or more cumulative school days constitutes a change in placement. After a special education student is removed from his or her placement for ten (10) cumulative school days in a year, for any subsequent removal, the District must hold a Manifestation Determination Review and provide services to the extent necessary to enable the child to progress appropriately in the general curriculum and advance appropriately toward achieving IEP goals.
3. If a student carries a weapon to or at school, on school premises, or to or at a school function; knowingly possesses or uses illegal drugs, or sells or solicits the sale of a controlled substance while at school, on school premises, or at a school function; or has inflicted serious bodily injury upon another person while at school, on school premises, or at a school function, the IEP team may place the student in an appropriate interim alternative educational setting for up to 45 school days regardless of whether the student's behavior was a manifestation of his/her disability.

4. The Board also has the authority to expel a disabled student provided that the IEP or Section 504 Team has determined the misconduct was not a manifestation of the student's disability.
5. Within 10 school days after the date on which a decision to suspend, expel, or alternatively place, or otherwise discipline a student through a change of placement for more than 10 cumulative days, the IEP Team must convene a meeting and conduct a review of the relationship between the student's disability and the behavior subject to the disciplinary action.
6. If the IEP Team decides that the offense is a direct result of the student's disability, the IEP Team may develop and provide for implementation of an appropriate modification to the student's IEP to address the offense, including a change of the student's placement.
7. Within 10 business days after taking disciplinary action to suspend a student for more than 10 cumulative days in a school year or to place the student in an interim alternative educational setting up to 45 school days or to otherwise discipline the student through a change in placement for more than 10 days, the IEP Team will either develop or review the student's behavior intervention plan.
8. If it is decided that the offense is not a manifestation of the student's disability, regular district disciplinary procedures will be followed. If a disabled student is expelled by the Board, the IEP Team shall convene to determine the nature and type of special education services the District shall provide during the period of the expulsion to ensure that the student receives a free appropriate public education.

## ARTICLE 11 EXTRACURRICULAR ACTIVITIES

1. All extracurricular activities are privileged activities that occur outside of normal school hours and are not included as a part of a Board of Education accredited curricular offering. Some examples of extracurricular activities are:
 

|   |                                    |                    |
|---|------------------------------------|--------------------|
| a. Athletics  | c. Cheerleaders                    | h. School Paper    |
| b. Supportive or outside of class groups associated with music: Flags, Batons, Rifle, Marching Band, Music Competitions, etc. | d. Clubs                           | i. Yearbook        |
|   | e. Homecoming Court/<br>Prom Court | j. Safety Patrol   |
|   | f. Pompettes                       | k. Scholastic Bowl |
|   | g. Student Council                 |                    |

This is not an inclusive list. Other activities may be subject to the eligibility policy as determined by the principal.

2. **Grades 9-12:** Scholastic requirements set by IHSA and the Danville District 118 Board of Education (6:190) must be met:
  - Must pass 5 academic classes in previous semester to be eligible for an activity.
  - Must be passing 5 academic classes per week to be eligible. PE and Fitness Training are included as one of the 5 academic classes.



- Meet all other eligibility requirements of IHSA. Exception: Seniors in the Work Study Program must be passing 5 academic classes, which also include PE or Fitness Training or the current IHSA requirement.

\* Homeschool students must adhere to participation regulations outlined in the D118 Extra-Curricular Handbook, pg. 15.

3. **Grades 7-8:** Students must be passing all classes with minimum of 60% average or higher to remain eligible to compete in extra-curricular activities. Eligibility shall be based on quarter cumulative grades. Students shall be given a reasonable amount of time to make up any missed work due to an excused absence prior to being declared ineligible
4. **Grades 4, 5, & 6:** Any student receiving an office discipline referral resulting in an overnight dismissal or suspension may not be allowed to participate in the extra-curricular activity during that time. Student must also be making academic progress towards meeting designated standards. This requirement will begin on the first day of practice and end after the last game or meet. All parents and students are required to sign-off on the permission slip prior to the first practice.
5. The information gathered through the building-wide eligibility check shall be given to the school's leadership team for analysis. It shall be up to the leadership team to provide feedback to the general staff for the improvement of curriculum and instruction.

## ARTICLE 12 EXTRACURRICULAR CODE OF CONDUCT FOR OFF-CAMPUS/NON-SCHOOL RELATED OFFENSES

### STATEMENT OF POLICY

All extracurricular participants in **Grades 7-12** are representatives of their school and community. They act as leaders and may be looked up to by other students and younger age groups. The safety and health of each participant should be safeguarded by proper conduct by all students. For these reasons, we expect Grades 7-12 extracurricular participants to maintain high standards of conduct during the school year and the extracurricular season. The participant's conduct in and out of school shall be such as to bring no discredit to the student, his/her parents, the school, the team or organization. Students who participate in extracurricular activities should be ambassadors of goodwill in all areas of athletic competition and other extracurricular activities and should represent Danville Community Consolidated School District No. 118 in a positive manner.

### STANDARDS OF CONDUCT

As a result of these expectations, and because extracurricular activities are considered a privilege and not a student right, the following code of conduct shall apply to all extracurricular participants regardless of the sport or activity during the school and/or the extracurricular season. Grades 7-12 extracurricular participants are expected to refrain from involvement in offenses as listed below:

Assault and battery, or attempted physical attack or physical attack  
Attempted arson or arson

Attempted or false reports and false alarms, such as fire alarms, bomb threats  
Attempted or inciting others to violence

Attempted possession, use or sale of explosives  
Attempted or shakedown and/or strong arm  
Attempted theft or theft  
Attempted or use/possession or unauthorized sale or  
distribution of alcohol, unlawful drugs, look-alikes,  
behavior altering substances, drug paraphernalia, or

material containing obscenity or similar contraband.  
Attempted vandalism or vandalism  
Possession or use of weapons/look-alikes  
Sexting

### **DISCIPLINE**

Violations of any of the above standards may lead to suspension from extracurricular participation for a period of time up to 180 school days, dependent upon severity of the violation.

If any extracurricular participant is dropped for disciplinary action from a team or activity, he/she may not try out for another team or activity during the time of the extracurricular suspension.

### **DISCIPLINE PROCEDURE**

1. Decisions as to application of the extracurricular code pertaining to violations of such will be decided by the principal or designee in consultation with the coach, sponsor, or adviser based upon a preponderance of evidence.
2. Parent/guardian and student must be notified in writing before any disciplinary action.
3. The disposition of the case, the nature of the discipline, and decisions as to the length of suspension or dismissal, if any, will be contingent upon the seriousness of the violation and the circumstance involved. Infractions of the extracurricular code will be dealt with in an individual and consistent manner.
4. Decisions as to infractions of the extracurricular code will be rendered within 15 school days of either the alleged citations, or the date upon which school officials become aware of the alleged violation (this time may be extended by either party for just cause).
5. A student who has admitted to or has been found in violation of the extracurricular code may be suspended from competition, participation and/or practice in extracurricular activities for a period of time up to 180 school days, depending upon the severity of the violation.
6. If a parent or student wishes to appeal a ruling of a violation of the extracurricular code, he or she must submit a written request to the building principal's office. The request shall be filed within 10 school days of the determination of violation. The request must be signed by the student and student's parent or guardian.
7. A recommendation on the appeal will be made by the Danville Community Consolidated School District No. 118 Hearing Officer within 10 school days of notification of the appeal. The Hearing Officer's recommendation will be given to the Board of Education.
8. The Board of Education shall review the recommendation of the District's Hearing Officer. The parent/guardian and/or student may address the Board on behalf of the student.

9. The Board shall consider the appeal no later than at the second regularly scheduled meeting following receipt of the appeal. The Board shall issue its determination promptly after considering the appeal.
10. When a student who is a member of an extracurricular organization has been arrested or charged with a crime, the principal or designee, in consultation with the coach, sponsor, or adviser, will determine if the conduct which led to the arrest or charge falls within the extracurricular code of conduct. If a determination is made that the conduct is covered, the investigation and disposition of the matter may proceed before resolution of criminal proceedings. Procedure may then revert to No. 1 of this Discipline Procedure to ensure due process.
11. The time limits set forth in this section may be extended by the Board.

## **ARTICLE 13 DRIVER EDUCATION POLICY**

It shall be the policy of the Board of Education to provide, as a sophomore course offering, both classroom and behind the wheel driver education instruction. Such course offerings shall also be open to students residing within Danville Community Consolidated School District No. 118 boundaries enrolled in recognized private or parochial Grades 9-12 or students who are home-schooled.

It shall further be the policy of the Board of Education that:

1. To be eligible for driver education, a student must have earned eight credits.
2. Any first year student with three suspensions or one expulsion within a school year, shall be prohibited from taking the behind the wheel phase of driver education until his/her third year.
3. Any second year student (sophomore) with two suspensions or one expulsion within a school year, shall be prohibited from taking the behind the wheel phase of driver education until his/her third year.
4. Any third year student with two suspensions or one expulsion within a school year, shall be prohibited from taking the behind the wheel phase of driver education until his/her fourth year.
5. Any fourth year student with two suspensions or one expulsion within a school year, shall be prohibited from taking the behind the wheel phase of driver education until the second semester of his/her fourth year.
6. Students already enrolled in driver education instruction and then incurring suspension or expulsion as outlined in 3, 4 or 5 above, will be dropped immediately (without credit) from taking the behind the wheel phase of driver education and will be rescheduled at a later time (in accordance with 3, 4 or 5 above).

## ARTICLE 14

# SCHOOL BUS RULES AND REGULATIONS

Passengers on Danville Community Consolidated School District No. 118 buses, including transportation to any school related activity, are expected to behave as they would in a classroom. Misconduct on a bus will not be tolerated as it may endanger the safety and well-being of others. Inappropriate student behavior will be identified and processed in accordance with ARTICLE 4 and ARTICLE 5, by the administrator in charge. Buses are equipped with video and audio systems which may record internal and external activities.

1. **DETENTION OF BUS STUDENTS:** Bus students may be held for detention up to 55 minutes before or after school as a discipline measure for misbehavior on the school bus. However, such detention will not occur on the same day as the precipitating offense.
2. **STUDENT RULES:** Passengers must obey the following rules when riding a school bus. A student who breaks any of the rules will face disciplinary action and may lose bus riding privileges.
  - a. Be courteous and use no profane language.
  - b. Cooperate with the bus driver.
  - c. Do not be destructive.
  - d. Do not eat, drink, or smoke on the bus.
  - e. Do not possess or use any drug or alcoholic beverage on the bus.
  - f. Do not throw any object out the windows.
  - g. Keep hands, feet, and head inside the bus.
  - h. Keep the bus clean.
  - i. Observe the same conduct as in a classroom.
  - j. Stay in seat. The bus driver or a school official may assign seats.
3. **BUS VANDALISM:** Vandalism to a school bus is to be considered a violation of school policy and a criminal offense.
4. **REPORTING OF DISCIPLINE MATTERS:** A school bus driver shall, when a student causes an undesirable situation on a bus, make a verbal report of the incident to the building principal or to the principal's designee. The verbal report shall be followed by a written report to the building principal or to the principal's designee. It is to be further understood that final decisions on the disciplinary problems, suspensions or expulsions shall rest with the school district or its designated representative.
5. **BUS SUSPENSION/EXPULSION:** The term "bus suspension" means disciplinary action taken whereby a student is denied bus transportation to and from school for up to 10 days (expulsion-more than 10 days). A Hearing Officer appointed by the Board of Education will hear all expulsions.
6. **MAKE UP WORK:** In the event a student is suspended or expelled from the bus and cannot attend school because of a lack of alternate transportation, the student will be allowed to make up all missed work. It is the parents' responsibility to notify the school that the student does not have alternative transportation and arrange for missing assignments.

## ARTICLE 15 ATTENDANCE

Regular daily attendance is an important factor in a child's success in school. A child who has poor attendance gets behind in school work, becomes frustrated, develops a poor attitude toward school, and is more likely to drop out. Encouragement and the expectation that a child will attend school daily, starting with the first day of kindergarten and continuing throughout his/her school career, teaches children that school is important. Chronic Absenteeism (any reason for absence) is now reported as an indicator of school improvement. Consequently, pre-arranged absences are highly discouraged.

### THE FOLLOWING REASONS FOR ABSENCES ARE VALID/EXCUSED:

1. Authorized religious holidays.
2. Illness: absences of more than three consecutive and/or six non-consecutive days may require medical verification specifying date(s) student was medically unable to attend.
3. Death in the immediate family: spouse, child, parent, brother, sister, stepparent or step sibling, grandparent, in-laws, guardian.
4. Medical or dental appointment verified on a medical form specifying date(s) and time of service. A reasonable travel time will be allowed (these absences are valid only if every attempt has been made to make appointments outside school time).
5. Court appearances with subpoena or other legal document.
6. Pre-approved college visits.

Upon returning from an excused absence, all work missed should be made up, and grade credit shall be given for this work.

### THE FOLLOWING ARE EXAMPLES OF UNEXCUSED ABSENCES/TARDIES:

1. Failure of parent or guardian to call in for an excused absence. Parent or guardian must notify (phone call or note) the school within 48 hours of the student's return, otherwise the absence is unexcused.
2. Any situation in which the student leaves school without an excused dismissal.
3. Babysitting.
4. Birthday or other celebrations.
5. Employment.
6. Hunting, fishing, and attendance at sporting events that are not school sponsored.
7. Missing the school bus.
8. Oversleeping.
9. Shopping.
10. College visits not approved in advance.

Upon returning from an unexcused absence, all work missed should be made up.

Gr. 9-12: Students may be dropped for a semester for non-attendance if age 17 and older (105 ILCS5/26-2).

## **ARTICLE 16**

# **SEXUAL ABUSE, ASSAULT, & TITLE IX HARASSMENT**

Sexual Abuse – The term includes unwanted intentional fondling or touching, either directly or through clothing, of intimate body parts of any person, or any part of the body of a child under 13 years of age, for the purpose of sexual gratification or arousal of the victim or the accused. Immediate disposition is at the discretion of school authorities (e.g., clearing corridors, sending students to office, securing the building).

Incidents of the following nature will be reported to police without unreasonable delay including the offense location or time:

- a) Where force or threatened force or bodily harm is involved.
- b) Where there is a victim who is unable to understand or consent.
- c) Where the victim is less than 13 years of age (consent is not an issue).
- d) Where there is a second or subsequent complaint by the same victim regardless of age.
- e) Where a weapon is displayed.

Sexual Assault – The term is commonly identified as “rape” and involves threatened force, attempts at or actual sexual contact, bodily harm or threats of bodily harm, except that these factors, however, are not issues for reported victims under 13 years of age. By law, persons under 13 years of age cannot make a determination of whether the act was sexually illegal in nature. All incidents will be immediately reported to police, regardless of offense, location, or time.

Title IX Sexual Harassment Prohibited:

Sexual harassment as defined in Title IX (Title IX Sexual Harassment) is prohibited. Any person, including a District employee or agent, or student, engages in Title IX Sexual Harassment whenever that person engages in conduct on the basis of an individual’s sex that satisfies one or more of the following:

1. A District employee conditions the provision of an aid, benefit, or service on an individual’s participation in unwelcome sexual conduct; or
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District’s educational program or activity; or
3. Sexual assault as defined in 20 U.S.C. §1092(f)(6)(A)(v), dating violence as defined in 34 U.S.C. §12291(a)(10), domestic violence as defined in 34 U.S.C. §12291(a)(8), or stalking as defined in 34 U.S.C. §12291(a)(30).

Examples of sexual harassment include, but are not limited to, touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, spreading rumors related to a person’s alleged sexual activities, rape, sexual battery, sexual abuse, and sexual coercion.

An employee engaging in sexual harassment will be subject to discipline, up to and including termination. A student engaging in sexual harassment will be subject to discipline, up to and including expulsion.

The Superintendent is authorized to promulgate rules and regulations implementing this policy.

**I. Reporting of Sexual Harassment**

A person who wishes to make a report under this Title IX Sexual Harassment grievance procedure may make a report to the Title IX Coordinator, Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any employee with whom the person is comfortable speaking. A person who wishes to make a report may choose to report to a person of the same gender. School employees shall respond to incidents of sexual harassment by promptly making or forwarding the report to the Title IX Coordinator. An employee who fails to promptly make or forward a report may be disciplined, up to and including discharge.

Title IX Coordinator:  
Dr. Elizabeth Yacobi  
Assistant Superintendent for Secondary Education  
110 East Williams  
Danville, IL 61832  
[yacobie@danville118.org](mailto:yacobie@danville118.org)  
(217) 444-1012

**Formal Title IX Sexual Harassment Complaint Grievance Process**

When a Formal Title IX Sexual Harassment Complaint is filed, the Title IX Coordinator will investigate it or appoint a qualified person to undertake the investigation.

The Superintendent or designee shall implement procedures to ensure that all Formal Title IX Sexual Harassment Complaints are processed and reviewed according to a Title IX grievance process that fully complies with 34 C.F.R. §106.45. The District's grievance process shall, at a minimum:

1. Treat Complainants and Respondents equitably by providing remedies to a Complainant where the Respondent is determined to be responsible for sexual harassment, and by following a grievance process that complies with 34 C.F.R. §106.45 before the imposition of any disciplinary sanctions or other actions against a Respondent.
2. Require an objective evaluation of all relevant evidence – including both inculpatory and exculpatory evidence – and provide that credibility determinations may not be based on a person's status as a Complainant, Respondent, or witness.
3. Require that any individual designated by the District as a Title IX Coordinator, investigator, decision-maker, or any person designated by the District to facilitate an informal resolution process: a. Not have a conflict of interest or bias for or against complainants or respondents generally or an individual Complainant or Respondent. b. Receive training on the definition of sexual harassment, the scope of the District's education program or activity, how to conduct an investigation and grievance process (including hearings, appeals, and informal resolution processes, as applicable), and how to serve impartially.

4. Require that any individual designated by the District as an investigator receiving training on issues of relevance to create an investigative report that fairly summarizes relevant evidence.
5. Require that any individual designated by the District as a decision-maker receive training on issues of relevance of questions and evidence, including when questions and evidence about the Complainant's sexual predisposition or prior sexual behavior are not relevant.
6. Include a presumption that the Respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.
7. Include reasonably prompt timeframes for conclusion of the grievance process.
8. Describe the range of possible disciplinary sanctions and remedies the District may implement following any determination of responsibility.
9. Base all decisions upon the preponderance of evidence standard.
10. Include the procedures and permissible bases for the Complainant and Respondent to appeal.
11. Describe the range of supportive measures available to Complainants and Respondents.
12. Not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.

#### Enforcement

Any District employee who is determined, at the conclusion of the grievance process, to have engaged in sexual harassment will be subject to disciplinary action up to and including discharge. Any third party who is determined, at the conclusion of the grievance process, to have engaged in sexual harassment will be addressed in accordance with the authority of the Board in the context of the relationship of the third party to the District, e.g., vendor, parent, invitee, etc. Any District student who is determined, at the conclusion of the grievance process, to have engaged in sexual harassment will be subject to disciplinary action, including, but not limited to, suspension and expulsion consistent with student behavior policies. Any person making a knowingly false accusation regarding sexual harassment will likewise be subject to disciplinary action.

This policy does not increase or diminish the ability of the District or the parties to exercise any other rights under existing law.

#### Retaliation Prohibited

The District prohibits any form of retaliation against anyone who, in good faith, has made a report or complaint, assisted, or participated or refused to participate in any manner in a proceeding under this policy. Any person should report claims of retaliation using Board policy 2:260, Uniform Grievance Procedure.

Any person who retaliates against others for reporting or complaining of violations of this policy or for participating in any manner under this policy will



be subject to disciplinary action, up to and including discharge, with regard to employees, or suspension and expulsion, with regard to students.

### **Erin's Law**

Erin's Law is named after childhood sexual assault survivor, author, speaker and activist Erin Merryn. Erin's Law (in Illinois, Public Act 96-1524) mandates that Illinois public schools provide training to certified staff on prevention of child sexual abuse. It also mandates that public school children pre-kindergarten through 12th grade be educated on how to protect themselves from sexual abuse. Students learn age-appropriate techniques to recognize child sexual abuse and tell a trusted adult. School personnel learn about child sexual abuse. Any questions or concerns regarding this topic can be addressed by building administrators, guidance counselors, or school social workers.

### **Teen Dating Violence**

The Center for Disease Control and Prevention (CDC) reports that one in eleven adolescents say they have been the victim of physical dating violence. Illinois law requires middle schools and high schools to incorporate age appropriate education about teen dating violence into their curriculum. As a result, our schools teach students the signs and symptoms of an unhealthy relationship, how to respond, and who to notify healthy or unhealthy relationship habits may develop early. High school students report that they see dating violence among their peers. Dating violence during teen years can lead to unhealthy relationships. This may disrupt normal development and can contribute to other destructive behaviors in our children. If you would like more information about teen dating violence, please contact the building principal, social worker, or guidance counselor.

Legal Reference: Title IX of the Education Amendment of 1972 (20 USC Section 1681 et. seq.); *Illinois Human Rights Act* (775 ILCS 5/1-10 et. seq.); Title VII of the *Civil Rights Act of 1964*; 42 USC Section 2000e et. seq.; 29 CFR Section 1604.11(A)

## **ARTICLE 17 STAFF ETHICS**

1. An educator in the performance of professional duties shall be accountable for using the current scientific knowledge available concerning his/her profession.
2. An educator shall recognize basic dignities of all individuals with whom he/she interacts in the performance of professional duties.
3. An educator in the performance of professional duties shall exercise due care to protect the mental and physical safety of students, colleagues and subordinates for whom he/she is responsible.
4. An educator in the performance of professional duties shall be accountable for maintaining his/her integrity and shall avoid accepting anything of substantial value offered by another which is known to be or which may appear to be for the purpose of influencing judgment or the performance of duties.
5. An educator in the performance of professional duties shall accurately represent his/her professional qualifications.
6. An educator in the performance of professional duties shall be responsible to present any subject matter in a fair and accurate manner.

7. An educator in the performance of professional duties shall extend to students the opportunity for individual action in pursuit of learning and shall take steps to ensure that the students shall have access to varying points of view unless there is just cause to act otherwise.
8. An educator while performing professional duties shall take steps to ensure that his/her actions or that of another on his/her behalf do not result in the advancement of private economic interests. Private economic interests shall not be construed as including fair remuneration for professional services.
9. An educator in the performance of professional duties shall keep in confidence such information as he/she may secure unless disclosure serves professional purposes or is required by law.
10. An educator shall not use his/her professional position or property, or intentionally permit another person to use an educator's professional position or public property for which the educator is responsible, for partisan, political, or sectarian religious purposes.
11. An educator in the performance of professional duties shall direct persons to carry out only professional functions for which they are qualified, except assignments of short duration in emergency conditions.
12. Responsibility for acceptable conduct and dress will rest primarily with the employee as a professional individual. However, the administrative supervisor may require acceptable conduct and/or dress on the part of the employee.
13. No employee of the district shall, at any time, date a pupil of the district.

## **ARTICLE 18**

### **COMPUTER NETWORK AND INTERNET SAFETY, ACCESS, AND USE**

- I. Access to the District computer network is consistent with and beneficial to the educational mission of the District. Such access serves as a natural extension of the educational lessons learned within the classroom by providing access to educational resources and reference materials, by reinforcing the specific subject matter taught, by requiring the use of critical thinking skills, by promoting tolerance for diverse views, and by teaching socially appropriate forms of civil discourse and expression. Therefore, students shall be allowed access to the District computer network consistent with the District's curriculum, educational mission, and the Acceptable Use Policy adopted by the Board of Education and outlined in the Ownership in Education manual.
- II. **Use of Computer Network**
  - A. **Acceptable Use**

Access to the District computer network must be for bona fide educational or research purposes consistent with the District's educational mission. Access also must comply with the Policy, Computer Network and Internet Safety, Access and Use Policy, these Rules and Regulations, other rules, regulations or other terms or conditions of computer network access (**complete text of policy is available from the Building Principal or District Website**) and all other disciplinary policies and regulations necessary for the safety and educational concerns of the District.

- a. The District's computer network is part of the educational curriculum and is not intended to be used as a public forum for general use.
- b. Access to the computer network is a privilege, not a right.
- c. Any electronic communications or files created on, stored on, or sent to, from or via computer network are the property of the District. Consequently, users do not have any expectation of privacy with respect to such messages and files. Users should remember that such messages and files can be recovered from the computer network's back-up system even after they have been deleted from a user's individual account.

**B. Unacceptable Use**

Any use which disrupts the proper and orderly operation and discipline of schools in the District; threatens the integrity or efficient operation of the District computer network; violates the rights of others; is socially inappropriate or inappropriate for a student's age or maturity level; is primarily intended as an immediate solicitation of funds; is illegal or for illegal purposes of any kind; or constitutes gross disobedience or misconduct is an unacceptable use. Use of the District computer network for any unacceptable use will result in the suspension or revocation of computer network privileges, disciplinary action, and/or appropriate legal action.

Unacceptable uses of the District's computer network specifically include, **but are not limited to**, the following:

- 1. Taking any steps which threaten, or which may reasonably be interpreted to threaten with harm, any person, group of persons, building, or property, including but not limited to cyberbullying, regardless of whether the user intends to carry out such threat;
- 2. Compromising the privacy or safety of other individuals by disclosing personal addresses, telephone numbers, or other personal identifying information;
- 3. Accessing, using or possessing any material in a manner that constitutes or furthers fraud (including academic fraud), libel, slander, plagiarism, forgery, or a violation of copyright or other intellectual property right;
- 4. Using the computer network for commercial, private, or personal financial gain, including gambling;
- 5. Deliberately accessing, creating, displaying, transmitting, or otherwise possessing or disseminating material which contains pornography, obscenity, or sexually explicit, pervasively lewd and vulgar, or indecent or inappropriate language, text, sounds, or visual depictions;
- 6. Intentionally sending sexually explicit photos or messages electronically, including audio, video and image media, primarily via cell phones and/or the Internet.

7. Creating or forwarding chain letters, "spam," or other unsolicited or unwanted messages;
8. Creating or sending e-mail or other communications which purport to come from another individual (commonly known as "spoofing"), or otherwise assuming an anonymous or false identity in communicating with other individuals, businesses, or organizations;
9. Modifying, disabling, compromising, or otherwise circumventing any anti-virus, user authentication, or other security feature maintained on the District network or on any external computer, computer system, or computer account;
10. Using or accessing another user's computer network account or password, with or without consent from that user;
11. Disclosing any computer network password (including your own) to any other individual;
12. Downloading or installing text files, images, or other files or software to the District's computer network without prior permission from the Superintendent, Building Principal, or their designees;
13. Creating or deliberately downloading, uploading, or forwarding any computer virus or otherwise attempting to modify, destroy, or corrupt computer files maintained by any individual on any computer;
14. Participating in, or subscribing to, mailing lists, newsgroups, chat services, electronic bulletin boards, or any other association or service which would cause a large number of e-mails or other electronic messages to be sent to the District's computer network;
15. Using encryption software or otherwise encoding or password-protecting any file which is created with, sent to, received by, or stored on the District's computer network;
16. Attempting to commit any action which would constitute an unacceptable use if accomplished successfully.

### **III. Enforcement**

The failure of any user to abide by the Policy, these Rules and Regulations, or other rules, regulations or other terms or conditions of computer network access adopted by the Board of Education will result in the suspension or revocation of the user's computer network privileges, disciplinary action, and/or appropriate legal action. Computer network privileges may be suspended or revoked by the Superintendent or Building Principal. Disciplinary measures, if any, will be considered and imposed consistent with District discipline policies.

#### **IV. Student Online Personal Protection Act (SOPPA)**

Effective July 1, 2021, school districts are required by the Student Online Personal Protection Act (SOPPA) to provide additional guarantees that student data is protected when collected by educational technology companies, and that data is used for beneficial purposes only (Legal Reference: 105 ILCS 85; *Use of Educational Technologies; Student Data Privacy and Security, 7:345*).

School districts must:

1. Annually post a list of all operators of online services or applications utilized by the district.
2. Annually post all data elements that the school collects, maintains, or discloses to any entity. This information must also explain how the school uses the data, and to whom and why it discloses the data.
3. Post contracts for each operator within 10 days of signing.
4. Annually post subcontractors for each operator.
5. Post the process for how parents can exercise their rights to inspect, review and correct information maintained by the school, operator, or ISBE.
6. Post data breaches within 10 days and notify parents within 30 days.
7. Create a policy for who can sign contracts with operators.
8. Designate a privacy officer to ensure compliance.
9. Maintain reasonable security procedures and practices. Agreements with vendors in which information is shared must include a provision that the vendor maintains reasonable security procedures and practices.

Although not required by law, Danville District #118 completes the following to meet the above requirements:

- Provide teachers with the list of online operators that are safe and approved for use.
- Develop a process for keeping data inventory up to date.

Any questions or concerns regarding this policy can be directed to the district Privacy Officer, Dr. Elizabeth Yacobi, Assistant Superintendent of Secondary Education, at (217) 444-1012, or at [yacobie@danville118.org](mailto:yacobie@danville118.org).

## ARTICLE 19 BULLYING

### Prevention of and Response to Bullying, Intimidation, and Harassment

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

Bullying on the basis of actual or perceived race, color, national origin, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic **is prohibited** in each of the following situations:

- During any school-sponsored education program or activity.
- 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.
- Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
- Through the transmission of information from a computer that is accessed at a non-school related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by a school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school. This item (4) applies only in cases in which a school administrator or teacher receives a report that bullying through this means has occurred and it does not require a district or school to staff or monitor any non-school related activity, function, or program.

Definitions from Section 27-23.7 of the School Code (105 ILCS 5/27-23.7)

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

- Placing the student or students in reasonable fear of harm to the student's or students' person or property;
- Causing a substantially detrimental effect on the student's or students' physical or mental health;

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

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

*Restorative measures* means a continuum of school-based alternatives to exclusionary discipline, such as suspensions and expulsions, that: (i) are adapted to the particular needs of the school and community, (ii) contribute to maintaining school safety, (iii) protect the integrity of a positive and productive learning climate, (iv) teach students the personal and interpersonal skills they will need to be successful in school and society, (v) serve to build and restore relationships among students, families, schools, and communities, and (vi) reduce the likelihood of future disruption by balancing accountability with an understanding of students' behavioral health needs in order to keep students in school.

*School personnel* means persons employed by, on contract with, or who volunteer in a school district, including without limitation school and school district administrators, teachers, school guidance counselors, school social workers, school counselors, school psychologists, school nurses, cafeteria workers, custodians, bus drivers, school resource officers, and security guards.

### Bullying Prevention and Response Plan

The Superintendent or designee shall develop and maintain a bullying prevention and response plan that advances the District's goal of providing all students with a safe learning environment free of bullying and harassment. This plan must be consistent with the following requirements:

Using the definition of *bullying* as follows: *Bullying: The use of written or verbal communications or physical conduct intended to psychologically injure, harass, humiliate, coerce or intimidate another person.* Bullying may take various forms, including without limitation one or more of the following: harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. This list is meant to be illustrative and non-exhaustive.

Bullying is contrary to State law and the policy of this District. However, nothing in the District's bullying prevention and response plan is intended to infringe upon any right to exercise free expression or the free exercise of religion or religiously based views protected under the First Amendment to the U.S. Constitution or under Section 3 of Article I of the Illinois Constitution.

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.

**Complaint Managers:**

Mrs. Kimberly Pabst,  
Director of Human Resources  
110 E. Williams St., Danville, IL 61832  
pabstk@danville118.org  
217-444-1050

Mr. John Hart,  
Assistant Superintendent  
110 E. Williams St., Danville, IL 61832  
hartj@danville118.org  
217-444-1023

Consistent with Federal and State laws and rules governing student privacy rights, the Superintendent or designee shall promptly inform parent(s)/guardian(s) of all students involved in an alleged incident of bullying and discuss, as appropriate, the availability of social work services, counseling, school psychological services, other interventions, and restorative measures.

The Superintendent or designee shall promptly investigate and address reports of bullying, by, among other things:

- Making all reasonable efforts to complete the investigation within 10 school days after the date the report of the incident of bullying was received and taking into consideration additional relevant information received during the course of the investigation about the reported incident of bullying.
- Involving appropriate school support personnel and other staff persons with knowledge, experience, and training on bullying prevention, as deemed appropriate, in the investigation process.
- Notifying the Building Principal or school administrator or designee of the report of the incident of bullying as soon as possible after the report is received.
- Consistent with Federal and State laws and rules governing student privacy rights, providing parents and guardians of the students who are parties to the investigation information about the investigation and an opportunity to meet with the principal or school administrator or his or her designee to discuss the investigation, the findings of the investigation, and the actions taken to address the reported incident of bullying.

The Superintendent or designee shall investigate whether a reported act of bullying is within the permissible scope of the District's jurisdiction and shall require that the District provide the victim with information regarding services that are available within the District and community, such as counseling, support services, and other programs.

The Superintendent or designee shall use interventions to address bullying, which may include, but are not limited to, school social work services, restorative measures, social-emotional skill building, counseling, school psychological services, and community-based services.

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 District'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.

The District's bullying prevention and response plan must be based on the engagement of a range of school stakeholders, including students and parents/guardians.

Options that school personnel and parent(s) or guardian(s) may consider are:

Participation in these district programs might assist a student with these types of behavioral problems:

**Grades K-6**

PBIS (Positive Behavior Intervention & Supports)  
CICO (Check-in, Check-out)  
BIST  
CHAMPS  
SEL (Social Emotional Learning) Groups  
Counseling with social worker  
Group counseling  
Break Cards  
Outside agency support  
Home Program Interventionist Support  
Behavior Contracts  
Peer Mediation  
Breaks in the office  
Duties/jobs throughout the classroom/school  
Restorative Practices  
Re-entry meeting with Superintendent and/or Assistant Superintendent  
Second Step

**Grades 7-8**

PBIS (Positive Behavior Intervention & Supports)  
CICO (Check-in, Check-out)  
BIST  
CHAMPS  
SEL (Social Emotional Learning) Groups  
Counseling with social worker  
Group counseling  
Break Cards  
Outside agency support  
Home Program Interventionist Support  
Behavior Contracts  
Facilitated Peer Mediation  
Breaks in the office  
Duties/jobs throughout the classroom/school  
Restorative Practices  
Alternative Education Program  
Refocus and Recovery Room  
Running Club  
School Resource Officer Support  
Re-entry meeting with Superintendent and/or Assistant Superintendent  
Second Step

**Grades 9-12**

BIST  
SOARS  
SEL (Social Emotional Learning) Groups  
Counseling with social worker  
Group counseling  
Break Cards  
Outside agency support  
Home Program Interventionist Support  
Behavior Contracts  
Peer Mediation  
Breaks in the office  
Duties/jobs throughout the classroom/school  
Restorative Practices  
Alternative Education Program  
Refocus/Reset Room  
School Resource Officer Support  
Re-entry meeting with Superintendent and/or Assistant Superintendent

or participation in these community based programs: Boys and Girls Club, Project Success, Peer Court, local physicians' clinics, Your Family Resource Center, Center for Youth & Family Solutions, YMCA, Big Brothers and Big Sisters, Laura Lee Fellowship House, Boys and Girls Scouts.

The Superintendent or designee shall post this policy on the District's Internet website, if any, and include it in the student handbook, and, where applicable, post it where other policies, rules, and standards of conduct are currently posted. The policy must also be distributed annually to parents/guardians, students, and school personnel, including new employees when hired.

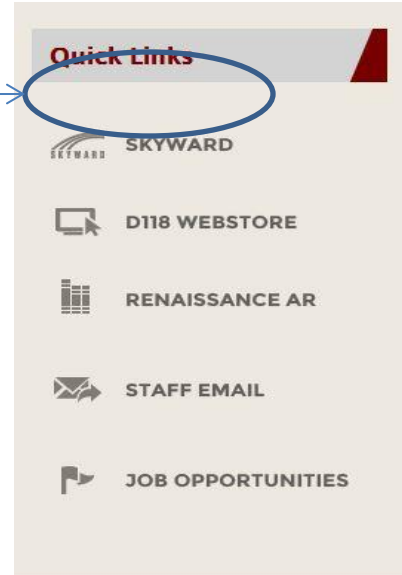
The Superintendent or designee shall assist the Board with its evaluation and assessment of this policy's outcomes and effectiveness. This process shall include, without limitation:

- The frequency of victimization;
- Student, staff, and family observations of safety at a school;
- Identification of areas of a school where bullying occurs;
- The types of bullying utilized;
- Bystander intervention or participation.

The evaluation process may use relevant data and information that the District already collects for other purposes. The Superintendent or designee must post the information developed as a result of the policy evaluation on the District's website, or if a website is not available, the information must be provided to school administrators, Board members, school personnel, parents/guardians, and students.

## Skyward Family Access

Skyward Family Access will allow parents and students to view information anytime, anywhere online. Parents and students can see grades, assignments, attendance, schedule, test scores, graduation requirements, food purchases, and much more.



### Follow these steps to get started using Skyward Family Access:

A screenshot of the Skyward Family Access login page. At the top, there is the Skyward logo and 'DANVILLE CCSD 118'. Below this, there are two input fields: 'Login ID:' and 'Password:'. A 'Sign In' button is located below the password field. There is a link for 'Forgot your Login/Password?'. At the bottom right, there is a version number '05.13.02.00.12-10.2'. At the bottom left, there is a 'Login Area:' dropdown menu with 'Family/Student Acces' selected.

- Open an internet browser.
- Open the Danville School District home page at [www.danville118.org](http://www.danville118.org).
- Click on Skyward link in the Quick Links section
- The Skyward Family Access window will open.
- Enter a username and password. Then click sign in. **First time users must contact their school office for a user name and password.**

- The first screen shows Administrator Messages, Activity Messages, and Class Messages.
- All students from the same family can be viewed with one login. At the top of the page, click the drop down arrow to the right of the displayed student name to select other students.
- A column on the left lists all of the areas where information is provided.

### The following areas can be viewed by parents:

1. A **Calendar** is provided for teachers to enter announcements, events, and/or assignments.
2. The **Student Information** tab shows the basic student demographic information.

3. The **Gradebook** has a list of the student's classes with tabs to view progress and report card grades, missing assignments, and comments.
4. The **Message Center** is a place where teachers can post messages to individual students or classes.
5. **Attendance** shows a calendar with absent days marked. Users can click on the date to see more details.
6. The **Schedule** lists the student's classes, when and where they meet, and the teacher's name.
7. The **Discipline** area lists the student's infractions and actions. Not all infractions are entered in Skyward. All in-school and out-of-school suspensions and expulsions are entered.
8. The **Graduation Requirements** section applies to Danville High School.
9. **Test Scores** show assessment information that has been imported or manually entered into Skyward such as ACT and ISAT testing scores.
10. **Food Service** shows all meal transactions including the items purchased and account information.
11. **Fee Management** shows student's purchases and payments for high school and middle school students.
12. The **Activities** lists the student's extra-curricular activities.
13. **Academic History** provides a list of all courses a student has completed including the school year and grades earned.
14. **E-mail Notifications** allow parents to choose to receive email notifications about attendance, grades, and progress reports. Parents must provide an email address and select the notifications they wish to receive.
15. **Health Information** lists student's health information provided by the guardian.
16. **Login History** is a log of users logging into Family Access.
17. Click Logout when finished.

**Contact Kayla Michelin (444-1056) in the Technology Office if assistance is needed.**



Complete  
Both Sides

## Technology Use Agreement

For Students of  
Danville Community Consolidated School District No. 118  
2021 - 2022 School Year

**Grades K-2:** The parent or legal guardian of each student must sign this Technology Use Agreement before the student will be granted access to the District's hardware, software, or computer network systems, including the internet.

**Grades 3-12:** Each student AND his or her parent/legal guardian must sign this Technology Use Agreement before being Granted access to the District's hardware, software, or computer network systems, including the Internet.

I will read the TECHNOLOGY ACCEPTABLE USE POLICY in the Ownership in Education handbook before/after signing this Agreement. The signatures on this document indicate the parties who signed have read or will read the terms and conditions carefully and understand their significance.

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_  
*Please Print (Last) (First) (MI)*

School: \_\_\_\_\_ Age: \_\_\_\_\_

### STUDENT SECTION:

I will read the Danville Community Consolidated School District No. 118 Computer Network and Internet Safety, Access And Use policy in the Ownership in Education handbook. I agree to follow the rules contained in the policy. I understand that if I violate the rules, my account on the Internet and other technology use privileges may be terminated, and I may face other disciplinary measures. I hereby release the District and its Board of Education, employees, and agents from any claims and damages arising from use, or inability to use these systems and services.

User's Signature: \_\_\_\_\_

### PARENT OR GUARDIAN SECTION (all students):

As the parent or legal guardian of the student signing above, I will read or have read the Danville Community Consolidated School District No. 118 Computer Network and Internet Safety, Access and Use policy in the Ownership in Education handbook, and grant permission for my son or daughter to use technology in the schools and to access the Internet. I understand that the district's computing resources are designed for educational purposes. I understand that it is impossible for the school to restrict access to all controversial materials, and I will hold harmless the District, its employees, agents and Board of Education for any harm caused by materials or software obtained via District networks. Furthermore, I accept full responsibility for supervision if and when my child's use is not in a school setting. I will discuss or have discussed the terms of the Computer Network and Internet Safety, Access and Use policy with my child. I hereby request that my child be allowed access to the District's computer hardware, software and network systems, including the Internet, unless otherwise stipulated.

**NOTIFICATIONS:**

In accordance with the Right to Privacy in the School Setting Act, 105 ILCS 75/:

1. School officials may not request or require a student or his or her parent/guardian to provide a password or other related account information to gain access to the student's account or profile on a social networking website.
2. School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination.

**Student Online Personal Protection Act (SOPPA)**

Effective July 1, 2021, school districts are required by the Student Online Personal Protection Act (SOPPA) to provide additional guarantees that student data is protected when collected by educational technology companies, and that data is used for beneficial purposes only (Legal Reference: 105 ILCS 85; Use of Educational Technologies; Student Data Privacy and Security, 7:345).

School districts must:

1. Annually post a list of all operators of online services or applications utilized by the district.
2. Annually post all data elements that the school collects, maintains, or discloses to any entity. This information must also explain how the school uses the data, and to whom and why it discloses the data.
3. Post contracts for each operator within 10 days of signing.
4. Annually post subcontractors for each operator.
5. Post the process for how parents can exercise their rights to inspect, review and correct information maintained by the school, operator, or ISBE.
6. Post data breaches within 10 days and notify parents within 30 days.
7. Create a policy for who can sign contracts with operators.
8. Designate a privacy officer to ensure compliance.
9. Maintain reasonable security procedures and practices. Agreements with vendors in which information is shared must include a provision that the vendor maintains reasonable security procedures and practices.

Any questions or concerns regarding this policy can be directed to the district Privacy Officer, Dr. Elizabeth Yacobi, Assistant Superintendent of Secondary Education, at (217) 444-1012, or at [yacobie@danville118.org](mailto:yacobie@danville118.org).

Parent/Guardian Name: \_\_\_\_\_ Date: \_\_\_\_\_  
*(Please Print)*

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

**If you do not want your student to access the Internet, please write a letter to the building principal expressing your desire to deny your student access.**



## Unified Sign-Off/Permission Sheet

For Students of  
Danville Community Consolidated School District No. 118  
2021-2022 School Year

Student Name: \_\_\_\_\_  
*Please Print (Last) (First)*

Grade: \_\_\_\_\_ Date: \_\_\_\_\_ Homeroom Teacher: \_\_\_\_\_  
(Grades K-8 Only)

My student will bring this book home at the beginning of the school year. We will read and discuss the **Ownership in Education- Rules, Rights, and Responsibilities**, including the **Extracurricular Code of Conduct and the School, Student and Family Compact**. Within the first two weeks of the school year, my child will understand the values and the penalties for disobeying the rules.

Danville Community Consolidated School District No. 118 is proud of the accomplishments of our students. During this school year, we plan to videotape and photograph students in various school related activities. Such use includes the display, distribution, publication, transmission, or otherwise use of photographs, images, and/or video taken of my child for use in materials that include, but may not be limited to, printed materials such as brochures and newsletters, videos, and digital images.

Students will not be identified by name in any photos published on the District's web. The District's web page documents may not include a student's phone number, address, names of other family members or names of friends. The District's documents may not include any information that indicates the physical location of a student at any given time, other than attendance at a particular school, or participation in activities.

**IF A PARENT DOES NOT WISH THEIR STUDENT'S NAME, PICTURE, WORK, OR INFORMATION TO APPEAR ON A SCHOOL WEB PAGE, THE PARENT MUST NOTIFY THE PRINCIPAL OF THE SCHOOL IN WRITING.**

Student Signature: \_\_\_\_\_  
Students in Grades 7-12 only

Parent/Guardian Signature: \_\_\_\_\_  
Every parent/guardian must sign

Remember to also read and sign the Technology Use Agreement on the back of this page. All parents and students in grade 3-12 must sign.

**Danville High School students will not be allowed to attend classes unless the Unified Sign-Off/Permission Sheet and Technology Use Agreement are signed and returned.**

## **SCHOOL VIOLENCE TIP-LINE**

The Illinois State Police will administer the School Violence Tip-Line which will provide a means for students to report threats of violence and weapon violations on school grounds. The statewide toll-free number, **1-800-477-0024**, will be physically answered at the Illinois State Police Communications Center in Springfield.

Calls will be answered by state police employees who will forward the information to the local sheriff or police department and the appropriate ISP district. The local law enforcement agency will be responsible for notifying the affected school in the community from which the call originates.

In the event that the caller is in crisis, the ISP telecommunicator will transfer the call to the designated mental health worker. The School Violence Tip-Line should not be used for emergency situations. In an emergency situation, call your local fire/police agency (911 if available).

The School Violence Tip-Line will encourage students to speak up and tell a teacher, counselor, or administrator if they have seen a weapon or believe a violent incident is to take place.

The Tip-Line is an option in those cases when the caller fears reprisal if the caller is considering committing acts of violence and is unwilling to sacrifice anonymity.

## **SCHOOL HOTLINES**

**Hotline number for Danville High School .....444-1535**

**Hotline number for North Ridge Middle School .....444-3493**

**Hotline number for South View Upper Elementary .....444-1812**





**CONTACT INFORMATION FOR DANVILLE COMMUNITY CONSOLIDATED SCHOOL DISTRICT NO. 118**

**ADMINISTRATION**

Superintendent: Dr. Alicia Geddis  
 Asst. Superintendent Secondary: Dr. Elizabeth Yacobi  
 Asst. Superintendent Elementary: John Hart  
 Buildings & Grounds Director: Skip Truex  
 Director of Business/Finance: Narcissus Rankin  
 Director of Educational Support: Kelly Truex  
 Curriculum Director: MaryEllen Bunton  
 Food Service Director: Zetta Piggott  
 Director of Special Education: Molly Bailey  
 Asst. Special Education Director: Lindsey Nixon  
 Information Technology Director: Annette Hummel  
 Human Resources Director: Kimberly Pabst

Centralized Registration  
 Skyward Family Access  
 Weather Hotline

**DANVILLE HIGH SCHOOL**

Principal: Tracy Cherry  
 Associate Principal: DeMarko Wright  
 Assistant Principal: Jacob Bretz  
 Assistant Principal: Amanda Campbell

444-1000  
 444-1004  
 444-1012  
 444-1023  
 444-1022  
 444-1041  
 444-1062  
 444-1086  
 444-1071  
 444-1080  
 444-1030  
 444-1585  
 444-1027

444-1059  
 444-1056  
 444-1725

444-1500  
 444-1504  
 444-1549  
 444-1547  
 444-1517

**KENNETH D. BAILEY ACADEMY**

Principal: Mitzi Campbell

477-0300  
 477-0302

**NORTH RIDGE MIDDLE SCHOOL**

Principal: Eliza Brooks  
 Associate Principal: Robin Fluno

444-3400  
 444-3403  
 444-3402

**SOUTH VIEW UPPER ELEMENTARY**

Principal: Lindsey Prunkard  
 Assistant Principal: Tanner DeLaurier  
 Assistant Principal: Kristin Shanks

444-1800  
 444-1803  
 444-1837  
 444-1806

**MARK DENMAN ELEMENTARY**

Principal: Stacie Sollars  
 Assistant Principal: Derrius Hightower

444-3200  
 444-3206  
 444-3200

**EDISON ELEMENTARY SCHOOL**

Principal: Betsy Porter

444-3350  
 444-3360

**GARFIELD ELEMENTARY**

Principal: Nicole Zaayer

444-1750  
 444-1752

**LIBERTY ELEMENTARY**

Principal: Angelique Simon

444-3000  
 444-3002

**MEADE PARK ELEMENTARY**

Principal: Chris Rice

444-1925  
 444-1927

**NORTHEAST MAGNET SCHOOL**

Principal: Justin Thorlton

444-3050  
 444-3052

**SOUTHWEST ELEMENTARY**

Principal: Jonathan Rossi

444-3500  
 444-3502

**TRANSPORTATION**

First Student Bus Garage

431-5404

**BOARD OF EDUCATION**

President: Randal P. Ashton, DDS  
 Vice-President: Shannan Schroeder  
 Member: Johnnie Carey  
 Member: William Dobbles  
 Member: Darlene Halloran  
 Member: Lon Henderson  
 Member: Pastor Thomas W. Miller  
 Board of Education Secretary

443-4041  
 213-1212  
 918-1563  
 443-3421  
 443-1178  
 443-5830  
 446-8214  
 444-1001

Please visit our website for additional information  
 and resources for both parents and students

[www.danville118.org](http://www.danville118.org)

Or follow us on Facebook at:

[www.facebook.com/district118](https://www.facebook.com/district118)