

**2023-2024**

# **OWNERSHIP IN EDUCATION**

## **HANDBOOK**



**DANVILLE SCHOOL DISTRICT 118**

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**OWNERSHIP IN EDUCATION  
RULES, RIGHTS, AND RESPONSIBILITIES**

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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 2023-2024.

### 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 schoolwork, 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 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. 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 the School Code, Board Policy, and procedural regulations 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. See Board Policies 7:190, 7:200, and 7:210.

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 temporarily 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 for equivalent credit after an excused absence from school, including for an out-of-school suspension or suspension from the bus.
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 or beliefs of the student or the student's parent/guardian;
  - b. mental and psychological problems potentially embarrassing to the student or the student's family;
  - c. behavior or attitudes about sex;
  - d. illegal, anti-social, self-incriminating, or demeaning behavior;
  - e. critical appraisals of other individuals with whom students 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).

The student's parent(s)/guardian(s) may: (1) inspect the survey or evaluation upon, and within a reasonable time of, their request, and/or (2) refuse to allow their child to participate in the activity described above. The school shall not penalize any student whose parent(s)/guardian(s) exercised this option.

**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 to set 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 STUDENT BEHAVIOR**

### **Board Policy 7:190, Student Behavior**

The goals and objectives of this policy are to provide effective discipline practices that: (1) ensure the safety and dignity of students and staff; (2) maintain a positive, weapons-free, and drug-free learning environment; (3) keep school property and the property of others secure; (4) address the causes of a student's misbehavior and provide opportunities for all individuals involved in an incident to participate in its resolution; and (5) teach students positive behavioral skills to become independent, self-disciplined citizens in the school community and society.

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

A student is subject to disciplinary action for engaging in prohibited student conduct, as described in the section with that name below, whenever the student's conduct is reasonably related to school or school activities, including, but not limited to:

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

### **Prohibited Student Conduct**

The school administration is authorized to discipline students for gross disobedience or misconduct, including but not limited to:

1. Using, possessing, distributing, purchasing, or selling tobacco or nicotine materials, including without limitation, electronic cigarettes.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling, or offering for sale:
  - a. Any illegal drug or controlled substance, or cannabis (including marijuana, hashish, and medical cannabis unless the student is authorized to be administered a medical cannabis infused product under Ashley's Law).
  - b. Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.
  - c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
  - d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited unless the student is authorized to be administered a medical cannabis infused product under Ashley's Law.

- e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
  - f. Any substance inhaled, injected, smoked, consumed, or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in tablet or powdered form.
  - g. Look-alike or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance, or other substance that is prohibited by this policy.
  - h. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.
  - i. Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they had the prohibited substance, as applicable, in their possession.
- 4. Using, possessing, controlling, or transferring a weapon as that term is defined in the Weapons section of this policy, or violating the Weapons section of this policy.
  - 5. Using or possessing an electronic paging device. Using a cellular telephone, video recording device, personal digital assistant (PDA), or other electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device, or cellular phone. Unless otherwise banned under this policy or by the Building Principal, all electronic devices must be kept powered-off or silenced and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's individualized education program (IEP); (c) it is used during the student's lunch period, or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
  - 6. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
  - 7. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a District staff member's request to stop, present school identification, or submit to a search.
  - 8. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards, and wrongfully obtaining test copies or scores.
  - 9. Engaging in hazing or any kind of bullying or aggressive behavior that does physical or psychological harm to a staff person or another student, or urging other students to engage in such conduct. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network, or other comparable conduct.
  - 10. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning), and sexual assault. This does not include the non-disruptive: (a) expression of gender or sexual orientation or preference, or (b) display of affection during non-instructional time.
  - 11. Teen dating violence, as described in Board policy 7:185, Teen Dating Violence Prohibited.
  - 12. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property.
  - 13. Entering school property or a school facility without proper authorization.



14. In the absence of a reasonable belief that an emergency exists, calling emergency responders (such as calling 911); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus, or at any school activity.
15. Being absent without a recognized excuse; State law and School Board policy regarding truancy control will be used with chronic and habitual truants.
16. Being involved with any public school fraternity, sorority, or secret society, by: (a) being a member; (b) promising to join; (c) pledging to become a member; or (d) soliciting any other person to join, promise to join, or be pledged to become a member.
17. Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia.
18. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism, and hazing.
19. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
20. Operating an unmanned aircraft system (UAS) or drone for any purpose on school grounds or at any school event unless granted permission by the Superintendent or designee.
21. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

For purposes of this policy, the term possession includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is: (a) on the student's person; (b) contained in another item belonging to, or under the control of, the student, such as in the student's clothing, backpack, or automobile; (c) in a school's student locker, desk, or other school property; or (d) at any location on school property or at a school-sponsored event.

Efforts, including the use of positive interventions and supports, shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else. The Superintendent or designee shall ensure that the parent/guardian of a student who engages in aggressive behavior is notified of the incident. The failure to provide such notification does not limit the Board's authority to impose discipline, including suspension or expulsion, for such behavior.

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

### **Disciplinary Measures**

School officials shall limit the number and duration of expulsions and out-of-school suspensions to the greatest extent practicable, and, where practicable and reasonable, shall consider forms of non-exclusionary discipline before using out-of-school suspensions or expulsions. School personnel shall not advise or encourage students to drop out voluntarily due to behavioral or academic difficulties.

Potential disciplinary measures include, without limitation, any of the following:

1. Notifying parent(s)/guardian(s).
2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal from the classroom.

5. Return of property or restitution for lost, stolen, or damaged property.
6. In-school suspension. The Building Principal or designee shall ensure that the student is properly supervised.
7. After-school study or Saturday study provided the student's parent/guardian has been notified. If transportation arrangements cannot be agreed upon, an alternative disciplinary measure must be used. The student must be supervised by the detaining teacher or the Building Principal or designee.
8. Community service with local public and nonprofit agencies that enhances community efforts to meet human, educational, environmental, or public safety needs. The District will not provide transportation. School administration shall use this option only as an alternative to another disciplinary measure, giving the student and/or parent/guardian the choice.
9. Seizure of contraband; confiscation and temporary retention of personal property that was used to violate this policy or school disciplinary rules.
10. Suspension of bus riding privileges in accordance with Board policy 7:220, Bus Conduct.
11. Out-of-school suspension from school and all school activities in accordance with Board policy 7:200, Suspension Procedures. A student who has been suspended may also be restricted from being on school grounds and at school activities.
12. Expulsion from school and all school activities for a definite time period not to exceed two calendar years in accordance with Board policy 7:210, Expulsion Procedures. A student who has been expelled may also be restricted from being on school grounds and at school activities.
13. Transfer to an alternative program if the student is expelled or otherwise qualifies for the transfer under State law. The transfer shall be in the manner provided in Article 13A or 13B of the School Code.
14. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, including but not limited to, illegal drugs (controlled substances), look-alikes, alcohol, or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies. \

The above list of disciplinary measures is a range of options that will not always be applicable in every case. In some circumstances, it may not be possible to avoid suspending or expelling a student because behavioral interventions, other than a suspension and expulsion, will not be appropriate and available, and the only reasonable and practical way to resolve the threat and/or address the disruption is a suspension or expulsion. Students enrolled in the District's State-funded preschool program(s) may be temporarily removed or transitioned to a new program in accordance with federal and State law. State law prohibits the expulsion of students from the program(s).

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

### **Weapons**

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

1. A firearm, meaning any gun, rifle, shotgun, or weapon as defined by Section 921 of Title 18 of the United States Code (18 U.S.C. § 921), firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act (430ILCS65/), or firearm as defined in Section 24-1 of the Criminal Code of 1961 (720 ILCS 5/24-1).
2. A knife, brass knuckles, or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including look-alikes of any firearm as defined above.

The expulsion requirement under either paragraph one or two above may be modified by the Superintendent, and the Superintendent's determination may be modified by the Board on a case-by-case basis. The Superintendent or designee may grant an exception to this policy, upon the prior request of an

adult supervisor, for students in theatre, cooking, ROTC, martial arts, and similar programs, whether or not school-sponsored, provided the item is not equipped, nor intended, to do bodily harm.

This policy's prohibitions concerning weapons apply regardless of whether: (1) a student is licensed to carry a concealed firearm, or (2) the Board permits visitors, who are licensed to carry a concealed firearm, to store a firearm in a locked vehicle in a school parking area.

### **Re-Engagement of Returning Students**

The Superintendent or designee shall maintain a process to facilitate the re-engagement of students who are returning from an out-of-school suspension, expulsion, or an alternative school setting. The goal of re-engagement shall be to support the student's ability to be successful in school following a period of exclusionary discipline and shall include the opportunity for students who have been suspended to complete or make up work for equivalent academic credit.

### **Required Notices**

A school staff member shall immediately notify the office of the Building Principal in the event that he or she: (1) observes any person in possession of a firearm on or around school grounds; however, such action may be delayed if immediate notice would endanger students under his or her supervision, (2) observes or has reason to suspect that any person on school grounds is or was involved in a drug-related incident, or (3) observes a battery committed against any staff member. Upon receiving such a report, the Building Principal or designee shall immediately notify the local law enforcement agency, Ill. Dept. of State Police (ISP), and any involved student's parent/guardian. School grounds includes modes of transportation to school activities and any public way within 1000 feet of the school, as well as school property itself.

### **Delegation of Authority**

Each teacher, and any other school personnel when students are under his or her charge, is authorized to impose any disciplinary measure, other than suspension, expulsion, corporal punishment, or in-school suspension, that is appropriate and in accordance with the policies and rules on student discipline. Teachers, other certificated [licensed] educational employees, and other persons 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 other persons, or for the purpose of self-defense or defense of property. Teachers may temporarily remove students from a classroom for disruptive behavior.

The Superintendent, Building Principal, Assistant Building Principal, or Dean of Students is authorized to impose the same disciplinary measures as teachers and may suspend students guilty of gross disobedience or misconduct from school (including all school functions) and from riding the school bus, up to 10 consecutive school days, provided the appropriate procedures are followed. The Board may suspend a student from riding the bus in excess of 10 school days for safety reasons.

### **Student Handbook**

The Superintendent, with input from the parent-teacher advisory committee, shall prepare disciplinary rules implementing the District's disciplinary policies. These disciplinary rules shall be presented annually to the Board for its review and approval.

A student handbook, including the District disciplinary policies and rules, shall be distributed to the students' parents/guardians within 15 days of the beginning of the school year or a student's enrollment.

## **ARTICLE 4**

### **STUDENT SEARCH & SEIZURE**

#### **Board Policy 7:140, Search and Seizure**

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

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

School authorities may inspect and search school property and equipment owned or controlled by the school (such as, lockers, desks, and parking lots), as well as personal effects left there by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there. This paragraph applies to student vehicles parked on school property. In addition, Building Principals shall require each high school student, in return for the privilege of parking on school property, to consent in writing to school searches of his or her vehicle, and personal effects therein, without notice and without suspicion of wrongdoing.

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

#### **Students**

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

When feasible, the search should be conducted as follows:

1. Outside the view of others, including students,
2. In the presence of a school administrator or adult witness, and
3. By a certificated employee or liaison police officer of the same sex as the student.

Immediately following a search, a written report shall be made by the school authority who conducted the search, and given to the Superintendent.

#### **Seizure of Property**

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

#### **Notification Regarding Student Accounts or Profiles on Social Networking Websites**

The Superintendent or designee shall notify students and their parents/guardians of each of the following 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.

1. 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.

## ARTICLE 5

### OUT-OF-SCHOOL SUSPENSION PROCEDURES

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

#### **Board Policy 7:200, Out-of-School Suspension Procedures**

The Superintendent or designee shall implement suspension procedures that provide, at a minimum, for each of the following:

1. A conference during which the charges will be explained, and the student will be given an opportunity to respond to the charges before he or she may be suspended.
2. A pre-suspension conference is not required, and the student can be immediately suspended when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process. In such cases, the notice and conference shall follow as soon as practicable.
3. An attempted phone call to the student's parent(s)/guardian(s).
4. A written notice of the suspension to the parent(s)/guardian(s) and the student, which shall:
  - a. Provide notice to the parent(s)/guardian(s) of their child's right to a review of the suspension;
  - b. Include information about an opportunity to make up work missed during the suspension for equivalent academic credit;
  - c. Detail the specific act of gross disobedience or misconduct resulting in the decision to suspend;
  - d. Provide rationale or an explanation of how the chosen number of suspension days will address the threat or disruption posed by the student or his or her act of gross disobedience or misconduct; and
  - e. Depending upon the length of the out-of-school suspension, include the following applicable information:
    - i. For a suspension of 3 school days or less, an explanation that the student's continuing presence in school would either pose:
      - a) A threat to school safety, or
      - b) A disruption to other students' learning opportunities.
    - ii. For a suspension of 4 or more school days, an explanation:
      - a) That other appropriate and available behavioral and disciplinary interventions have been exhausted,
      - b) As to whether school officials attempted other interventions or determined that no other interventions were available for the student, and
      - c) That the student's continuing presence in school would either:
        - i) Pose a threat to the safety of other students, staff, or members of the school community, or
        - ii) Substantially disrupt, impede, or interfere with the operation of the school.
    - iii. For a suspension of 5 or more school days, the information listed in section 4.e.ii., above, along with documentation by the Superintendent or designee determining what, if any, appropriate and available support services will be provided to the student during the length of his or her suspension.

5. A summary of the notice, including the reason for the suspension and the suspension length, must be given to the Board by the Superintendent or designee.
6. Upon request of the parent(s)/guardian(s), a review of the suspension shall be conducted by the Board or a hearing officer appointed by the Board. At the review, the student's parent(s)/guardian(s) may appear and discuss the suspension with the Board or its hearing officer and may be represented by counsel. Whenever there is evidence that mental illness may be the cause for the suspension, the Superintendent or designee shall invite a representative from a local mental health agency to consult with the Board. After presentation of the evidence or receipt of the hearing officer's report, the Board shall take such action as it finds appropriate. If the suspension is upheld, the Board's written suspension decision shall specifically detail items (a) and (e) in number 4, above.

### **Explanation of Due Process for Out-of-School Suspensions**

Due process requires, in connection with an out-of-school suspension, that the student be given verbal or written notice of the charges against him or her, and an opportunity to respond to the charges before he/she is suspended. Generally, this pre-suspension conference should precede the student being suspended from school. The student's immediate suspension may occur where the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process. Nonetheless, the necessary notice and conference should follow as soon as practicable.

The Superintendent, principals, assistant principals, and deans 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. The Board of Education also shall be notified of all suspensions as required by law.

Students suspended from school will be allowed to make up missed work for equivalent credit 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.

Any student who has been suspended shall attend a mandatory re-engagement 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.

### **Suspension Review Procedures**

Upon request of the parent(s)/guardian(s), a review of the suspension shall be conducted by the Board or a hearing officer appointed by the Board. Please note, a student's suspension begins immediately; the suspension is not stayed or "on hold" if a suspension review is requested. If a suspension review is requested by the student's parent/guardian, the review will be held pursuant to the School Code and Board Policy 7:200.

The suspension review shall be held at a date, time, and location set by the school administration. The suspension review shall be conducted according to the following procedures:

- (1) The school administration may make a short opening statement, and then the student may make a short opening statement.
- (2) The school administration shall present the District's evidence through documents and witnesses.
- (3) The student then presents his/her evidence through documents and witnesses.

- (4) All witnesses may be asked questions by both parties and the Hearing Officer. The Hearing Officer may ask questions of either party.
- (5) No more than five witnesses may be called by either party without the permission of the Hearing Officer.
- (6) Both parties may make closing statements.
- (7) The formal rules of evidence do not apply to suspension review proceedings.

#### **Report of Hearing Officer and Board of Education Decision**

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 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 recommendation regarding the suspension.

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.

The Board of Education shall review the findings of the Hearing Officer at a duly called meeting and shall take such action as it finds appropriate. The names of suspended students will not be made public. The Board shall issue a written suspension decision consistent with the School Code and Board Policy 7:200.

## **ARTICLE 6 EXPULSION PROCEDURES**

#### **Board Policy 7:210, Expulsion Procedures**

The Superintendent or designee shall implement expulsion procedures that provide, at a minimum, for the following:

1. Before a student may be expelled, the student and his or her parent(s)/guardian(s) shall be provided a written request to appear at a hearing to determine whether the student should be expelled. The request shall be sent by registered or certified mail, return receipt requested. The request shall:
  - a. Include the time, date, and place for the hearing.
  - b. Briefly describe what will happen during the hearing.
  - c. Detail the specific act of gross disobedience or misconduct resulting in the decision to recommend expulsion.
  - d. List the student's prior suspension(s).
  - e. State that the School Code allows the Board of Education to expel a student for a definite period of time not to exceed 2 calendar years, as determined on a case-by-case basis.
  - f. Ask that the student or parent(s)/guardian(s) or attorney inform the Superintendent or Board Attorney if the student will be represented by an attorney and, if so, the attorney's name and contact information.
2. Unless the student and parent(s)/guardian(s) indicate that they do not want a hearing or fail to appear at the designated time and place, the hearing will proceed. It shall be conducted by the Board or a hearing officer appointed by it. If a hearing officer is appointed, he or she shall report

to the Board the evidence presented at the hearing and the Board shall take such final action as it finds appropriate. Whenever there is evidence that mental illness may be the cause for the recommended expulsion, the Superintendent or designee shall invite a representative from a local mental health agency to consult with the Board.

3. During the expulsion hearing, the Board or hearing officer shall hear evidence concerning whether the student is guilty of the gross disobedience or misconduct as charged. School officials must provide: (1) testimony of any other interventions attempted and exhausted or of their determination that no other appropriate and available interventions were available for the student, and (2) evidence of the threat or disruption posed by the student. The student and his or her parent(s)/guardian(s) may be represented by counsel, offer evidence, present witnesses, cross-examine witnesses who testified, and otherwise present reasons why the student should not be expelled. After presentation of the evidence or receipt of the hearing officer's report, the Board shall decide the issue of guilt and take such action as it finds appropriate.
4. If the Board acts to expel the student, its written expulsion decision shall:
  - a. Detail the specific reason why removing the student from his or her learning environment is in the best interest of the school.
  - b. Provide a rationale for the specific duration of the recommended expulsion.
  - c. Document how school officials determined that all behavioral and disciplinary interventions have been exhausted by specifying which interventions were attempted or whether school officials determined that no other appropriate and available interventions existed for the student.
  - d. Document how the student's continuing presence in school would (1) pose a threat to the safety of other students, staff, or members of the school community, or (2) substantially disrupt, impede, or interfere with the operation of the school.
5. Upon expulsion, the District may refer the student to appropriate and available support services.

### **Expulsion Hearing Procedures**

- (1) The school administration may make a short opening statement, and then the student may make a short opening statement.
- (2) The school administration shall present the District's evidence through documents and witnesses.
- (3) The student then presents his/her evidence through documents and witnesses.
- (4) All witnesses may be asked questions by both parties and the Hearing Officer. The Hearing Officer may ask questions of either party.
- (5) No more than five witnesses may be called by either party without the permission of the Hearing Officer.
- (6) Both parties may make closing statements.
- (7) The formal rules of evidence do not apply to expulsion proceedings.

### **Report of Hearing Officer and Board of Education Decision**

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 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) a summary of the evidence; and (7) the Hearing Officer's recommendation as to whether the student committed the misconduct and any appropriate disciplinary action.

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 reserves the right to offer additional education services to an expelled student on an individual basis as it deems necessary.

#### **THE DECISION OF THE BOARD OF EDUCATION SHALL BE FINAL.**

All students who have been expelled shall attend a mandatory re-engagement meeting with the Superintendent and/or Assistant Superintendent prior to re-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 to be successful in the learning environment.

## **ARTICLE 7 ALTERNATIVES TO SUSPENSION / EXPULSION**

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

### **Alternative Education/Refocus Room**

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 also may receive intervention during this time, utilizing various social emotional supports. 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**

Students are referred by the building administrator and must also be found eligible through a review based on program criteria. 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.

### **Regional Safe Schools**

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., provided 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.

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

## **ARTICLE 8**

### **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 may be suspended for up to ten (10) consecutive or cumulative school days without constituting 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 (1) carries a weapon to or possess a weapon at school, on school premises, or to or at a school function; (2) 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 (3) 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. Within 10 school days after the date on which a decision to suspend, expel, or alternatively place, or otherwise discipline a student for more than 10 cumulative school 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. This meeting is called a manifestation determination review (MDR).
5. If the IEP Team decides that the offense is a manifestation of the student's disability, the IEP Team must review the student's IEP, including the student's Behavior Intervention Plan (BIP), to determine if any changes to the IEP are appropriate based on the student's misconduct, including considering a change to the student's placement. If the student does not already have a BIP, the team should consider whether an Functional Behavioral Assessment (FBA) needs to be conducted and a BIP developed.
6. 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.
7. 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.

## ARTICLE 9 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/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 (Bylaw 3.020) and the Danville District 118 Board of Education (Policy 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 Board Policy 7:40, *Nonpublic School Students, Including Parochial and Home-Schooled Students*, and 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 semester 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 10

## EXTRACURRICULAR CODE OF CONDUCT

### 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 including but not limited to:

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, depending upon the 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 PROCEDURES**

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 11**

### **SCHOOL BUS RULES AND REGULATIONS**

Students 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 Board Policies 7:190 and 7:220.

Buses are equipped with video and audio systems which may record internal and external activities of the school bus. Electronic visual and audio recordings may be used on school buses to monitor conduct and to promote and maintain a safe environment for students and employees when transportation is provided for any school related activity. Students are prohibited from tampering with electronic recording devices and will be disciplined in accordance with the Board's discipline policy and shall reimburse the District for any necessary repairs or replacement.

1. **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.                        | f. Do not throw any object out the windows.                            |
| b. Cooperate with the bus driver.                                   | g. Keep hands, feet, and head inside the bus.                          |
| c. Do not be destructive.   | h. Keep the bus clean.   |
| d. Do not eat, drink, or smoke on the bus.                          | i. Observe the same conduct as in a classroom.                         |
| e. Do not possess or use any drug or alcoholic beverage on the bus. | j. Stay in seat. The bus driver or a school official may assign seats. |

2. **BUS VANDALISM:** Vandalism to a school bus is to be considered a violation of school policy and a criminal offense.
3. **REPORTING OF DISCIPLINE MATTERS:** A school bus driver shall report student misconduct on a bus by making 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. Disciplinary consequences, up to and including suspension from the bus and suspension or expulsion from school, shall be determined by District/school officials.
4. **BUS SUSPENSION:** The Superintendent or designee is authorized to suspend a student from riding the school bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct, including but not limited to, the following:
  1. Prohibited student conduct as defined in Board of Education policy 7:190, Student Behavior.
  2. Willful injury or threat of injury to a bus driver or to another rider.
  3. Willful and/or repeated defacement of the bus.
  4. Repeated use of profanity.
  5. Repeated willful disobedience of a directive from a bus driver or other supervisor.
  6. Such other behavior as the Superintendent or designee deems to threaten the safe operation of the bus and/or its occupants.

If a student is suspended from riding the bus for gross disobedience or misconduct on a bus, the Board of Education may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons. The District's regular suspension procedures as set forth in Board Policy 7:200 and in Article 7 shall be used to suspend a student's privilege to ride a school bus.
5. **MAKE UP WORK:** In the event a student is suspended 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 for equivalent academic credit. It is the parents' responsibility to notify the school that the student does not have alternative transportation and arrange for missing assignments.

## **ARTICLE 12**

### **TITLE IX SEXUAL HARASSMENT**

#### **Title IX Sexual Harassment Prohibited**

Sexual harassment affects a student's ability to learn and an employee's ability to work. Providing an educational and workplace environment free from sexual harassment is an important District goal. The District does not discriminate on the basis of sex in any of its education programs or activities, and it complies with Title IX of the Education Amendments of 1972 (Title IX) and its implementing regulations (34 C.F.R. Part 106) concerning everyone in the District's education programs and activities, including applicants for employment, students, parents/guardians, employees, and third parties.

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.

#### Definitions from 34 C.F.R. §106.30

*Complainant* means an individual who is alleged to be the victim of conduct that could constitute sexual harassment.

*Education program or activity* includes locations, events, or circumstances where the District has substantial control over both the Respondent and the context in which alleged sexual harassment occurs.

*Formal Title IX Sexual Harassment Complaint* means a document filed by a Complainant or signed by the Title IX Coordinator alleging sexual harassment against a Respondent and requesting that the District investigate the allegation.

*Respondent* means an individual who has been reported to be the perpetrator of the conduct that could constitute sexual harassment.

*Supportive measures* mean non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the Complainant or the Respondent before or after the filing of a Formal Title IX Sexual Harassment Complaint or where no Formal Title IX Sexual Harassment Complaint has been filed.

#### Title IX Sexual Harassment Prevention and Response

The Superintendent or designee will ensure that the District prevents and responds to allegations of Title IX Sexual Harassment as follows:

1. Ensures that the District's comprehensive health education program in Board policy 6:60, Curriculum Content, incorporates (a) age-appropriate sexual abuse and assault awareness and prevention programs in grades pre-K through 12, and (b) age-appropriate education about the warning signs, recognition, dangers, and prevention of teen dating violence in grades 7-12. This includes incorporating student social and emotional development into the District's educational program as required by State law and in alignment with Board policy 6:65, Student Social and Emotional Development.
2. Incorporates education and training for school staff pursuant to policy 5:100, Staff Development Program, and as recommended by the Superintendent, Title IX Coordinator, Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, or a Complaint Manager.
3. Notifies applicants for employment, students, parents/guardians, employees, and collective bargaining units of this policy and contact information for the Title IX Coordinator by, at a minimum, prominently displaying them on the District's website, if any, and in each handbook.



made available to such persons.

### Making a Report

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:

Mrs. Kimberly Pabst  
Director of Human Resources  
110 East Williams  
Danville, IL 61832  
[PabstK@danville118.org](mailto:PabstK@danville118.org)  
(217) 444-1050

### Processing and Reviewing a Report or Complaint

Upon receipt of a report, the Title IX Coordinator and/or designee will promptly contact the Complainant to: (1) discuss the availability of supportive measures, (2) consider the Complainant's wishes with respect to supportive measures, (3) inform the Complainant of the availability of supportive measures with or without the filing of a Formal Title IX Sexual Harassment Complaint, and (4) explain to the Complainant the process for filing a Formal Title IX Sexual Harassment Complaint.

Further, the Title IX Coordinator will analyze the report to identify and determine whether there is another or an additional appropriate method(s) for processing and reviewing it. For any report received, the Title IX Coordinator shall review Board policies 2:260, Uniform Grievance Procedure; 5:20, Workplace Harassment Prohibited; 5:90, Abused and Neglected Child Reporting; 5:120, Employee Ethics; Conduct; and Conflict of Interest; 7:20, Harassment of Students Prohibited; 7:180, Prevention of and Response to Bullying, Intimidation, and Harassment; 7:185, Teen Dating Violence Prohibited; and 7:190, Student Behavior, to determine if the allegations in the report require further action.

Reports of alleged sexual harassment will be confidential to the greatest extent practicable, subject to the District's duty to investigate and maintain an educational program or activity that is productive, respectful, and free of sexual harassment.

### 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 receives training on issues of relevance to create an investigative report that fairly summarizes relevant evidence. 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.
5. 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.
6. Include reasonably prompt timeframes for conclusion of the grievance process.
7. Describe the range of possible disciplinary sanctions and remedies the District may implement following any determination of responsibility.
8. Base all decisions upon the preponderance of evidence standard.
9. Include the procedures and permissible bases for the Complainant and Respondent to appeal.
10. Describe the range of supportive measures available to Complainants and Respondents.
11. 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 (105 ILCS 5/10-23.13) mandates that Illinois public schools provide evidence-informed 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 and evidence-informed curriculum 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**

Engaging in teen dating violence that takes place at school, on school property, at school-sponsored activities, or in vehicles used for school-provided transportation is prohibited. For purposes of this policy, the term teen dating violence occurs whenever a middle school or high school student uses or threatens to use physical, mental, or emotional abuse to control an individual in the dating relationship; or uses or threatens to use sexual violence in the dating relationship.

The Superintendent or designee shall develop and maintain a program to respond to incidents of teen dating violence that:

1. Fully implements and enforces each of the following Board policies:
  - a. 2:260, Uniform Grievance Procedure. This policy provides a method for any student, parent/guardian, employee, or community member to file a complaint if he or she believes that the School Board, its employees, or its agents have violated his or her rights under the State or federal Constitution, State or federal statute, Board policy, or various enumerated bases.
  - b. 2:265, Title IX Sexual Harassment Grievance Procedure. This policy prohibits any person from engaging in sexual harassment in violation of Title IX of the Education Amendments of 1972. Prohibited conduct includes but is not limited to sexual assault, dating violence, domestic violence, and stalking.
  - c. 7:20, Harassment of Students Prohibited. This policy prohibits any person from harassing, intimidating, or bullying a student based on the student's actual or perceived characteristics of sex; sexual orientation; gender identity; and gender-related identity or expression (this policy includes more protected statuses).
  - d. 7:180, Prevention of and Response to Bullying, Intimidation, and Harassment. This policy prohibits students from engaging in bullying, intimidation, and harassment at school, school-related events and electronically. Prohibited conduct includes threats, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying.

2. Encourages anyone with information about incidents of teen dating violence to report them to any of the following individuals:
  - a. Any school staff member. School staff shall respond to incidents of teen dating violence by following the District's established procedures for the prevention, identification, investigation, and response to bullying and school violence.
  - b. The Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, or a Complaint Manager identified in policy 7:20, Harassment of Students Prohibited.
3. Incorporates age-appropriate instruction in grades 7 through 12, in accordance with the District's comprehensive health education program in Board policy 6:60, Curriculum Content. This includes incorporating student social and emotional development into the District's educational program as required by State law and in alignment with Board policy 6:65, Student Social and Emotional Development.
4. Incorporates education for school staff, as recommended by the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, or a Complaint Manager.
5. Notifies students and parents/guardians of this policy.

## **ARTICLE 13 STAFF ETHICS**

### **5:120, Employee Ethics; Conduct; and Conflict of Interest**

#### **Professional and Appropriate Conduct**

All District employees are expected to maintain high standards in their school relationships, to demonstrate integrity and honesty, to be considerate and cooperative, and to maintain professional and appropriate relationships with students, parents, staff members, and others. In addition, the Code of Ethics for Illinois Educators, adopted by the Illinois State Board of Education, is incorporated by reference into this policy. Any employee who sexually harasses a student, willfully or negligently fails to report an instance of suspected child abuse or neglect as required by the Abused and Neglected Child Reporting Act (325 ILCS 5/), engages in grooming as defined in 720 ILCS 5/11-25, engages in grooming behaviors, violates boundaries for appropriate school employee-student conduct, or otherwise violates an employee conduct standard will be subject to discipline up to and including dismissal.

The Superintendent or designee shall identify appropriate employee conduct standards and provide them to all District employees. Standards related to school employee-student conduct shall, at a minimum:

1. Incorporate the prohibitions noted in paragraph 1 of this policy;
2. Define prohibited grooming behaviors to include, at a minimum, sexual misconduct. Sexual misconduct is (i) any act, including but not limited to, any verbal, nonverbal, written, or electronic communication or physical activity, (ii) by an employee with direct contact with a student, (iii) that is directed toward or with a student to establish a romantic or sexual relationship with the student. Examples include, but are not limited to:
  - a. A sexual or romantic invitation
  - b. Dating, or soliciting a date
  - c. Engaging in sexualized or romantic dialog

- d. Making sexually suggestive comments that are directed toward or with a student
  - e. Self-disclosure or physical exposure of a sexual, romantic, or erotic nature
  - f. A sexual, indecent, romantic, or erotic contact with the student
3. Identify expectations for employees to maintain professional relationships with students, including expectations for employee-student boundaries based upon students' ages, grade levels, and developmental levels. Such expectations shall establish guidelines for specific areas, including but not limited to:
- a. Transporting a student
  - b. Taking or possessing a photo or video of a student
  - c. Meeting with a student or contacting a student outside the employee's professional role
4. Reference employee reporting requirements of the Abused and Neglected Child Reporting Act (325 ILCS 5/), Title IX of the Education Amendments of 1972 (20 U.S.C. §1681 et seq.), and the Elementary and Secondary Education Act (20 U.S.C. § 7926);
5. Outline how employees can report prohibited behaviors and/or boundary violations pursuant to Board policies 2:260, Uniform Grievance Procedure; 2:265, Title IX Sexual Harassment Grievance Procedure; and 5:90, Abused and Neglected Child Reporting; and
6. Reference required employee training related to educator ethics, child abuse, grooming behaviors, and boundary violations as required by law and policies 2:265, Title IX Sexual Harassment Grievance Procedure; 4:165, Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors; 5:90, Abused and Neglected Child Reporting; and 5:100, Staff Development Program.

## ARTICLE 14

### 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.

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

Beginning with the 2021-2022 school year, 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).

#### Annual Notice to Parents about Educational Technology Vendors Under the Student Online Personal Protection Act

School districts throughout the State of Illinois contract with different educational technology vendors for beneficial K-12 purposes such as providing personalized learning and innovative educational technologies and increasing efficiency in school operations.

Under Illinois' Student Online Personal Protection Act, or SOPPA (105 ILCS 85/), educational technology vendors and other entities that operate Internet websites, online services, online applications, or mobile applications that are designed, marketed, and primarily used for K-12 school purposes are referred to in SOPPA as operators. SOPPA is intended to ensure that student data collected by operators is protected, and it requires those vendors, as well as school districts and the Ill. State Board of Education, to take a number of actions to protect online student data.

Depending upon the particular educational technology being used, our District may need to collect different types of student data, which is then shared with educational technology vendors through their online sites, services, and/or applications. Under SOPPA, educational technology vendors are prohibited from selling or renting a student's information or from engaging in targeted advertising using a student's information. Such vendors may only disclose student data for K-12 school purposes and other limited purposes permitted under the law.

In general terms, the types of student data that may be collected and shared include personally identifiable information (PII) about students or information that can be linked to PII about students, such as:

- Basic identifying information, including student or parent/guardian name and student or parent/guardian contact information, username/password, student ID number
- Demographic information
- Enrollment information
- Assessment data, grades, and transcripts
- Attendance and class schedule
- Academic/extracurricular activities
- Special indicators (e.g., disability information, English language learner, free/reduced meals or homeless/foster care status)
- Conduct/behavioral data
- Health information



- Food purchases
- Transportation information
- In-application performance data
- Student-generated work
- Online communications
- Application metadata and application use statistics
- Permanent and temporary school student record information

Operators may collect and use student data only for K-12 purposes, which are purposes that aid in the administration of school activities, such as:

- Instruction in the classroom or at home (including remote learning)
- Administrative activities
- Collaboration between students, school personnel, and/or parents/guardians
- Other activities that are for the use and benefit of the school district

Any questions or concerns regarding this policy can be directed to the district Privacy Officer, Mrs. Annette Hummel, Director of Technology, at (217) 444-1585, or at [hummela@danville118.org](mailto:hummela@danville118.org).

## ARTICLE 15 BULLYING

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.

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.

*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:

1. 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.
2. 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.
3. 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

4. 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.
5. 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.

6. 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.
7. A reprisal or retaliation against any person who reports an act of bullying **is prohibited**. Any person's act of reprisal or retaliation will be subject to disciplinary action, up to and including discharge with regard to employees, or suspension and/or expulsion with regard to students.
8. A student will not be punished for reporting bullying or supplying information, even if the District's investigation concludes that no bullying occurred. However, a person who is found to have falsely accused another of bullying, as a means of retaliation, as a means of bullying, or provided false information will be treated as either: (a) bullying, (b) student discipline up to and including suspension and/or expulsion, and/or (c) both (a) and (b) 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.

9. The Superintendent or designee shall post this policy on the District's 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 be distributed annually to parents/guardians, students, and school personnel (including new employees when hired), and must also be provided periodically throughout the school year to students and faculty.
10. Pursuant to State law and policy 2:240, Board Policy Development, the Board monitors this policy every two years by conducting a review and re-evaluation of this policy to make any necessary and appropriate revisions. The Superintendent or designee shall assist the Board with its re-evaluation and assessment of this policy's outcomes and effectiveness. Updates to this policy will reflect any necessary and appropriate revisions. This process shall include, without limitation:
  - a. The frequency of victimization;
  - b. Student, staff, and family observations of safety at a school;
  - c. Identification of areas of a school where bullying occurs;
  - d. The types of bullying utilized; and
  - e. Bystander intervention or participation.

The evaluation process may use relevant data and information that the District already collects for other purposes. Acceptable documentation to satisfy the re-evaluated policy submission include one of the following:

- 1) An updated version of the policy with the amendment/modification date included in the reference portion of the policy;
- 2) If no revisions are deemed necessary, a copy of board minutes indicating that the policy was re-evaluated and no changes were deemed to be necessary, or a signed statement from the board; or
- 3) A signed statement from the Board President indicating that the Board reevaluated the policy and no changes to it were necessary.

The Superintendent or designee must post the information developed as a result of the policy re-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. Reviews and re-evaluations in years they are due must be submitted to ISBE by September 30



Complete  
Both Sides

## Technology Use Agreement

For Students of  
Danville Community Consolidated School District No. 118  
2023 - 2024 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, Annette Hummel, Director of Information Technology, at (217) 444-1032, or at [HummelA@danville118.org](mailto:HummelA@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  
2023-2024 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.

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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

**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 SCHOOL DISTRICT 118

## **ADMINISTRATION** 444-1000

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

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

Superintendent: Dr. Alicia Geddis 444-1004

Assistant Superintendent: John Hart, Ed.S. 444-1012

Buildings & Grounds Director: Skip Truex 444-1020

Buildings & Grounds Director of Operations: Seth Oldfield 444-1569

Buildings & Grounds Assistant Director: Tyler Weidenburner

Director of Business/Finance: Narcissus Rankin 444-1040

Director of Educational Support: Kelly Truex 444-1024

Curriculum Director: MaryEllen Bunton 444-1098

Food Service Director: Zetta Piggott 444-1071

Director of Special Education: Molly Bailey 444-1081

Assistant Special Education Director: Lindsey Nixon 444-1081

Information Technology Director: Annette Hummel 444-1032

Human Resources Director: Kimberly Pabst 444-1050

Human Resources Assistant Director: Markeesha Parker

Director of Early Learning: Chris Rice 444-1095

## **DANVILLE HIGH SCHOOL** 444-1500

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

Principal: Jacob Bretz 444-1504

Associate Principal: DeMarko Wright 444-1549

Associate Principal: Elizabeth Cosat 444-1530

Assistant Principal: Betsy Porter 444-1512

Assistant Principal: Scot Vogel 444-1517

## **KENNETH D. BAILEY ACADEMY** 477-0300

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

Principal: Mitzi Campbell 477-0302

Assistant Principal: Jamie Skovran 477-0302

## **NORTH RIDGE MIDDLE SCHOOL** 444-3400

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

Principal: Michael Gourley 444-3406

Assistant Principal: Matt Thompson 444-3402

Assistant Principal: Nathan Henderson 444-3405

## **SOUTH VIEW UPPER ELEMENTARY** 444-1800

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

Principal: Robin Fluno 444-1803

Assistant Principal: Steve Martin 444-1802

Assistant Principal: Elizabeth Edrington 444-1806

## **EDISON ELEMENTARY** 444-3350

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

Principal: Kristin Shanks 444-3350

## **LIBERTY ELEMENTARY** 444-3000

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

Principal: Amber Davis 444-3002

## **MARK DENMAN ELEMENTARY** 444-3200

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

Principal: Stacie Sollars 444-3206

Assistant Principal: Blake Bodine 444-3202

Assistant Principal: Brent Lockhart 444-3232

## **MEADE PARK ELEMENTARY** 444-1925

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

Principal: Tanner DeLaurier 444-1927

## **NORTHEAST ELEMENTARY MAGNET** 444-3050

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

Principal: Justin Thorlton 444-3050

## **SOUTHWEST ELEMENTARY** 444-3500

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

Principal: Charles Proffitt 444-3502

## **TRANSPORTATION**

First Student 920-1348

Centralized Registration 444-1059

Skyward Family Access 444-1033

Weather Hotline 444-1725

## **BOARD OF EDUCATION** 444-1001

President: Randal P. Ashton, DDS 443-4041

Vice-President: Shannon Schroeder 213-1212

Member: Kimberly Corley 304-8361

Member: Darlene Halloran 443-1178

Member: Pastor Thomas W. Miller 260-4809

Member: Elder Tyson Parks 369-3920

Member: Alice Payne 446-5343

Secretary: Lakesha Robinson 444-1001



Please visit websites for additional information  
and resources for both parents and students.

Follow us on Facebook at:  
[www.facebook.com/district118](https://www.facebook.com/district118)