



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

**Philosophy** .....3

**School, Student & Family Compact** .....4

**Article 1** .....5  
Conditions Which Favor The Development  
Of Good School Discipline

**Article 2** .....6  
Student Rights And Responsibilities

**Article 3** .....7  
Definitions Of Rules And Regulations

**Article 4** .....10  
Examples Of Disciplinary Infractions

**Article 5** .....15  
Guidelines For Determining Penalties

Discipline Guidelines .....17

**Article 6** .....33  
Student Searches And Controlled Substances

**Article 7** .....34  
Procedures Governing Student Suspensions

**Article 8** .....36  
Procedures Governing Student Expulsions

**Article 9** .....37  
Alternative to Suspension/Expulsion

**Article 10** .....38  
Suspension or Expulsion of Students With Disabilities

**Article 11** .....39  
Extracurricular Activities

**Article 12** .....40  
Extracurricular Code Of Conduct For  
Off-Campus/Non-School Related Offenses

**Article 13** .....42  
Driver Education Policy

**Article 14** .....43  
School Bus Rules And Regulations

**Article 15** .....44  
Attendance

**Article 16** .....45  
Sexual Abuse, Assault & Harassment

**Article 17** .....47  
Staff Ethics

**Article 18** .....48  
Student Dress Code For Grades K - 12

**Article 19** .....52  
Computer Network And Internet Safety,  
Access, And Use

**Article 20** .....55  
Bullying

Family Access/Portal Information  
Unified Parent/Student Sign-Off/Permission Sheet  
Technology Use Agreement  
2016-2017 Traditional Calendar  
School Violence Tip-Line



## 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 No Child Left Behind/Every Student Succeeds Council advocates that the following commitment of staff, students, and families will result in greater student achievement in 2016-2017.

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

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

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

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

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

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

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

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

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

# ARTICLE 1

## CONDITIONS WHICH FAVOR THE DEVELOPMENT OF GOOD SCHOOL DISCIPLINE

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

Danville Community Consolidated School District No. 118 is implementing 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 express their personality through dress that follows the guidelines presented in Article 18 (pg. 48) of the Ownership in Education handbook.
4. Each student has the right to expect that the school will be a safe place for all students to gain an education.
5. Each student has the right to expect to assist in making decisions concerning his/her own educational goals.
6. Each student has the right to be represented by an active student government selected by free school elections (optional at elementary level).
7. 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.
8. Each student has a right to make up missed work, assignments, and tests after an excused absence from school.
9. No student shall be required, as part of any applicable program, to submit to a survey, analysis or evaluation that reveals information concerning:
  - a. political affiliations;
  - b. mental and psychological problems potentially embarrassing to the student or his family;
  - c. sexual behavior and attitudes;
  - d. illegal, anti-social, self-incriminating, and demeaning behavior;
  - e. critical appraisals of other individuals with whom respondents have close family relationships;
  - f. legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers; or
  - g. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program), without the prior consent of the student (if the student is an adult or emancipated minor), or in the case of an unemancipated minor, without the prior written consent of the parent.

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

#### **RESPONSIBILITIES**

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

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

## **ARTICLE 3 DEFINITIONS OF RULES AND REGULATIONS**

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

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

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

During the school day, electronic signaling and cellular radio telecommunication devices must be stored out of sight in the “off” mode or unable to transmit or receive communication. Modes of operation such as silent vibrating or text messaging are considered unacceptable. Use of electronic signaling and cellular radio telecommunication devices is limited to after school hours and in emergency situations where a teacher or administrator approves the use of the device. Students are prohibited from using such devices during class time, lunch, or other free periods or hallway passing periods.

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

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

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

Legal Reference: 105 ILCS 5/10-20.28 720 ILCS 5/44-3  
105 ILCS 5/10-21.10

4. **EXPULSION:** The term "expulsion" means disciplinary action taken by the Board of Education whereby a student, by Board of Education resolution:
  - a. is separated from school attendance and related activities for a period of more than 10 school days.
  - b. is separated for the balance of the then current semester, current year and/or up to two calendar years. At the discretion of the Board of Education, such student may be permitted to complete required examinations in order to receive credit for courses taken in the then current semester or current year.
  
5. **GROSS DISOBEDIENCE AND MISCONDUCT:** Gross disobedience or misconduct is any conduct, behavior, or activity, as defined by the Board of Education in its policies, which causes, or may reasonably cause school authorities to forecast substantial injury or disruption or material interference with school-related activities or the rights of other students or school personnel or risk of the same.

Gross disobedience or misconduct may occur on school grounds, on a school bus or at a school activity or activity reasonably related to the school. It may occur in a situation other than on school grounds or at a school-related activity, provided, however, that direct relationship exists between the conduct of the student and school's educational function.
  
6. **OTHER REMEDIES:** The superintendent, principal, any administrative personnel, or any teacher of the school district shall be authorized to take reasonable action in connection with student misbehavior. Reasonable action might include:
  - a. assigning students alternative work;
  - b. counseling with a student or group of students;
  - c. delaying access to driver education;
  - d. meeting with a parent/guardian or group of parents;
  - e. rearranging class schedules;
  - f. requiring a student to remain after regular school hours for counseling with the teacher;
  - g. restricting extracurricular activities.

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

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

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

Legal Reference:	School Code: 105 ILCS 5/10-20.14	105 ILCS 5/2-3.130
	105 ILCS 5/14-8.05	23 Ill.Adm. Code 1.285
	105 ILCS 5/24-24	
14. **UNEXCUSED ABSENCE:** The term "unexcused absence" means any absence that does not meet the terms found in the *Illinois School Code* or with the policies of the school district for absence for valid cause. Please refer to examples of unexcused absences under Article 15.

15. **VALID CAUSE FOR ABSENCE:** "Valid cause" for absence shall be authorized for religious holidays, illness, death in the immediate family, verifiable medical or dental appointments, court appearances, pre-approved college visits, and pre-approved family vacations.

## ARTICLE 4

### EXAMPLES OF DISCIPLINARY INFRACTIONS

**The following are examples and are not the only acts for which disciplinary actions are warranted, nor do they in any way limit this policy as is provided under the Guidelines for Determining Penalties in Article 5, No. 7.**

		<u><b>Article 5</b></u>
1.	Alcohol	Liquids containing any intoxicating agent including, but not limited to, ethanol. <span style="float: right;">Page 17</span>
2.	Arson	The willful burning or destruction, attempt to burn or destroy, or articulated plans or threats to burn or destroy any District property through the use of fire, an explosive device, or any other combustion-type weapon capable of property destruction. <span style="float: right;">Page 17</span>
3.	Assault and Battery	Any unlawful touching of another, which is without justification or excuse. The two offenses differ from each other in that battery requires physical contact of some sort (bodily injury or offensive touching), whereas assault is committed without physical contact. <span style="float: right;">Page 17</span>
4.	Bullying	Bullying includes cyber-bullying and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following: (1) placing the student or students in reasonable fear of harm to the student's or students' person or property; (2) causing a substantially detrimental effect on the student's or students' physical or mental health; (3) substantially interfering with the student's or students' academic performance; or substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school. Bullying includes, but it not limited to, harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging any act of bullying. <span style="float: right;">Pages 17,55</span>
5.	Cheating	The willful act of obtaining, using, giving, or attempting to obtain, use, or give information in a fraudulent manner or any other deliberate violation of an academic rule. <span style="float: right;">Page 18</span>

6.	Consensual Sex	Willingly engaging in a sexual act on or near school property, including at any activity under school sponsorship.	Page 27
7.	Cyberbullying	Bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photoelectronic system, or photooptical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. Cyberbullying includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of bullying. Cyberbullying also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of bullying.	Pages 17,55
8.	Disrespect	To call derogatory names, dishonor, or in other manner abuse verbally or in writing any member of the school staff or student body.	Page 18
9.	Disruption	Any act, attempt, or articulated plan or threat that interferes with or disturbs the educational process or setting.	Page 19
10.	Distribution of Unauthorized Printed Materials	The act of distributing unauthorized materials on school property.	Page 26
11.	Dress Code Violation	The manner of dress not acceptable by the Board of Education for students as outlined in the Uniform Standard of Dress for each school.	Page 20
12.	Failure to Serve a Detention	The act of not serving an assigned detention.	Page 21
13.	False Alarms	The activation or attempting to activate a fire alarm or sprinkler system or making or attempting to make a false report, either written or oral, regarding a fire, bombing, or other catastrophe.	Page 22
14.	False Reports	The act of reporting incidents or making accusations or giving testimony to school personnel, which would affect the welfare of others or interferes with the educational process that are known to be untrue or reasonably should have been known to be untrue at the time they were made.	Page 22

15.	Fighting	Aggressive, hostile bodily contact with students and/or adults.	Page 21
16.	Fireworks or Explosives	Possession, use, sale, or attempted use or sale of fireworks explosives, or items capable of, or intended to, produce combustion, or concussion damage.	Page 21
17.	Forgery	The act of falsely using, in writing, the name of another person, or falsifying times, dates, grades, addresses, or other data.	Page 22
18.	Gambling	To wager or attempt to wager money or property on an uncertain outcome or the monetary participation or attempted participation in a game of chance.	Page 22
19.	Gang	A gang is an organized group of two or more persons, some of whom may be students, whose purpose, at least in part, is to exhibit or display intimidation, and/or threatening behavior toward others; to inflict physical injury or violence on any person (assault); to commit vandalism, extortion, or theft; to promote gang presence through display of gang symbols, graffiti or colors; to commit illegal acts; to violate school rules regarding gangs or solicitation of other students to further gang goals or activities; and/or to engage in any other course or pattern of criminal activity or the attempt to engage in any of the above conduct.	Pages 22,32
20.	Hazing	Hazing includes the performance of any act by a student for the purpose of induction or admission into any group, organization, or society associated or connected with the school district if the act is not sanctioned or authorized by the school district.	Page 23
21.	Horseplay	A rough or boisterous act that may reasonably lead to property damage and/or personal injury.	Page 23
22.	Inciting Others to Violence or Disobedience	Encourage or attempt to encourage others to demonstrate or protest which disrupts or may reasonably lead to disruption of the educational process, through written or spoken words, or actions.	Page 23
23.	Indecency in Behavior or Appearance	The act of offending against commonly recognized standards of health, safety, or propriety (including but not limited to necking, petting, fondling, and passionate kissing).	Page 24
24.	Insubordination	The willful failure to respond or carry out a reasonable request by authorized school personnel.	Page 24
25.	Littering	The act of a student not disposing or cleaning up of items no longer needed by the student.	Page 24
26.	Loitering	The act of being in or about any school building or property, or in specifically restricted areas of a school building or property at unauthorized times or without the specific authorization of the school's personnel.	Page 25

27.	Misrepresentation	The act of false identification of a student related to any school activities.	Page 25
28.	Obscenity	Conduct or language which is socially inappropriate due to the maturity level of the students, including but not limited to material that is pornographic, pervasively lewd and vulgar, or contains indecent or vulgar language.	Page 26
29.	Physical Attack	Causing or attempting to cause physical injury, which also may include sexual assault, to any student or other person on or off school property which includes school sponsored events.	Page 17
30.	Plagiarism	The act of willfully taking the ideas, writing, etc., from another and passing them off as one's own.	Page 18
31.	Sexting	The intentional act of creating, sending or receiving nude and/or sexually explicit images or audio and/or video messages electronically, via cell phone, computer, internet or other electronic device with or without consent of the individual who is subject of the images or messages. Sexting shall also include possessing or storing such images and messages on such electronic devices or in an electronic storage site on the internet, with or without the consent of the individual who is subject of the image.	Pages 26,32
32.	Sexual Abuse	The term includes unwanted intentional fondling or touching, either directly or through clothing, of intimate body parts, of any person or any part of the body of a child under 13 years of age.	Page 27
33.	Sexual Assault	The term is commonly identified as “rape” and involves threatened force, attempts at or actual sexual contact, bodily harm, or threats of bodily harm.	Pages 27,32
34.	Sexual Harassment	The act of sexual harassment, whether verbal, non-verbal, or physical as defined in Article 16.	Page 27
35.	Shakedown and/or Strong Arm	Extorting or attempting to extort money or other property of value by force, intimidation, coercion, or illegal means.	Page 27
36.	Stalking	Threatening or placing another in reasonable apprehension of receiving bodily harm, sexual assault, confinement, or restraint AND following or placing the intended victim under surveillance (at least twice).	Page 28
37.	Tardiness	The act of lateness to school, class, homeroom, or any other part of the student's schedule.	Page 30
38.	Telecommunication Devices	Use of electronic or telecommunication devices which include, but are not limited to, pagers and cellular telephones. Electronic signaling and cellular radio telecommunication devices must be stored out of sight in the “off” mode or unable to transmit or receive communication.	Page 28

39.	Theft	Taking or attempting to take the property of another without consent; the possession of stolen property having knowledge or should have had knowledge that the property was stolen; exerting and/or retaining unauthorized control over the property of another with intent to permanently deprive.	Page 28
40.	Threatening or Intimidating Acts or Aggressive Behavior or Acts	The use of aggressive or assertive words, either written or oral, or actions intended to threaten, injure, provoke, incite, coerce, intimidate, or harass another person, or damage District property or property of another. (See Bullying.)	Page 29
41.	Unauthorized Entry	The act of entering, or attempting to enter, without permission, with or without force, any rooms, vehicles, and personal property in or on school property.	Page 29
42.	Unauthorized Gatherings/Student Protest	Participating in a gathering or protests that disrupts the educational process (See Disruption)	Page 19
43.	Unauthorized Petitions	The act of presenting or distributing petitions which contain obscenities, libelous statements, and which are not within the bounds of protected free speech.	Page 30
44.	Unauthorized Sale or Distribution	The act of selling or distributing or attempting to sell or distribute any object or substance which has not been authorized for sale or distribution by the building principal to any person on school property.	Page 20
45.	Unexcused Absence	The act of unauthorized absences for any portion of the day from school, class, study hall, or any other part of the school day. Unauthorized absences are cumulative by the number of incidents or by unauthorized absences in an individual class.	Page 30
46.	Unlawful Drugs and Behavior Altering Substances/ Look-Alikes	Possession, use, or sale, or the attempted use or sale of any controlled substance, cannabis (including medical marijuana), alcohol, or look-a-like on District property or at a school sponsored event.	Pages 20,32
47.	Unlawful Drug Paraphernalia	Any device used in or with the consumption of unlawful drugs and behavior altering substances/look-alikes.	Page 20
48.	Use/Possession of Tobacco, Smoking Paraphernalia, and E-cigarettes	Exercise of control or consumption of cigarettes, e-cigarettes, cigars, pipes, or smoking tobacco in any other form, including smokeless or "chewing" tobacco.	Page 29

49.	Vandalism	Destroying, damaging, or attempting or threatening, either written or oral, to destroy or damage District property or property at a school sponsored event.	Page 31
50.	Weapons/ Look-Alikes	The act of possessing, using, or threatening to use any weapon. The term “weapon” means possession, use, control, or transfer of any object which may be used to cause bodily harm, including but not limited to knives, guns, firearms, rifles, shotguns, brass knuckles, billy clubs, mace, pepper spray, or look-alike thereof. Such items as baseball bats, bottles, locks, pencils, and others may be considered weapons if used or attempted to be used to cause bodily harm.	Pages 31,32

## ARTICLE 5

### GUIDELINES FOR DETERMINING PENALTIES

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

1. **These examples are not the only acts or conditions for which disciplinary actions are warranted, nor do they in any way limit this policy.**
2. Subsequent cases of the same offense or cumulative offenses may result in more severe disciplinary action.
3. Physical attack upon any person may be grounds for expulsion from school.
4. Expulsion may be levied on any student who is found to be carrying a weapon to, from or within the Danville Community Consolidated School District No. 118 schools, or to, from or in attendance at any school sponsored activity.
5. Any student who has initiated, or taken part in any act of vandalism or arson as described in this policy handbook may be expelled. Further, it shall be the policy of this Board of Education to seek to recover damages from the parent/guardian of any minor, or from any person who has initiated, or taken part in any act of vandalism as described in this policy.
6. These guidelines apply to all school sponsored activities.
7. Student discipline shall be issued on a case by case basis. In order to facilitate education and safety in schools and allow a safe learning environment for all, the District has developed the following discipline level system to demonstrate generally the appropriate discipline for a particular offense. The structure of this level system serves as a guide only and the list of offenses contained therein is not exclusive. Authorized district personnel, in their discretion, have the authority to increase the level of discipline or decrease the level of discipline from any guideline based on individual circumstances.

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

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

## DISCIPLINE GUIDELINES BEHAVIOR OFFENSE

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

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

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

Offense	Grades K-6	Grades 7-8	Grades 9-12
<p><b>Dress Code Violation</b></p>	<p><u>First Offense:</u> Warning notification and phone call to parent</p> <p><u>Second Offense:</u> Phone call to parent.</p> <p><u>Third Offense:</u> Dismissal pending parent conference.</p> <p><u>Fourth Offense:</u> Dismissal pending parent conference.</p> <p><u>Repeated Violations:</u> Up to three days out-of-school suspension.</p>	<p><u>First Offense:</u> Warning and phone call to parent</p> <p><u>Second Offense:</u> Dismissal pending parent conference</p> <p><u>Third Offense:</u> Assignment to Refocus Room for one day</p> <p><u>Fourth Offense:</u> Up to three days out-of-school suspension</p> <p><u>Repeated Violations:</u> Up to four days out-of-school suspension.</p>	<p><u>First Offense:</u> Warning and phone call to parent</p> <p><u>Second Offense:</u> Social Probation</p> <p><u>Third Offense:</u> Social Probation and dismissal pending parent conference</p> <p><u>Fourth Offense:</u> Up to three days out-of-school suspension</p> <p><u>Repeated Violations:</u> Up to four days out-of-school suspension.</p>
<p><b>Drugs</b></p> <p><b>Use (or attempted use)/Possession/Sale or Distribution</b></p> <p>(Includes behavior altering substances/ look-alikes, drug paraphernalia)</p>	<p>Up to 10 days out-of-school suspension and may lead to a referral to the Board of Education for expulsion.</p> <p>**** See Footnotes – pg. 32</p>	<p>Up to 10 days out-of-school suspension and may lead to a referral to the Board of Education for expulsion.</p> <p>**** See Footnotes – pg. 32</p>	<p>Up to 10 days out-of-school suspension and may lead to a referral to the Board of Education for expulsion.</p> <p>**** See Footnotes – pg. 32</p>

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

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

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

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

Offense	Grades K-6	Grades 7-8	Grades 9-12
<b>Loitering</b>	<p><u>First Offense</u>: Warning.</p> <p><u>Second Offense</u>: Detention. <b>Parent/guardian notified.</b></p> <p><u>Third Offense</u>: Dismissal pending parent conference.</p> <p><u>Repeated Offenses</u>: Fourth and subsequent violations may lead up to three days out-of-school suspension.</p>	<p><u>First Offense</u>: Warning.</p> <p><u>Second Offense</u>: Detention. <b>Parent/guardian notified.</b></p> <p><u>Third Offense</u>: Dismissal pending parent conference.</p> <p><u>Repeated Offenses</u>: Fourth and subsequent violations may lead up to three days out-of-school suspension.</p>	<p><u>First Offense</u>: Warning.</p> <p><u>Second Offense</u>: Detention. <b>Parent/guardian notified.</b></p> <p><u>Third Offense</u>: Dismissal pending parent conference.</p> <p><u>Repeated Offenses</u>: Fourth and subsequent violations may lead up to three days out-of-school suspension.</p>
<b>Misrepresentation</b>	<p><u>First Offense</u>: Dismissal pending parent conference.</p> <p><u>Second Offense</u>: Up to three days out-of-school suspension.</p> <p><u>Repeated Offenses</u>: Third and subsequent violations may lead up to four days out-of-school suspension.</p>	<p><u>First Offense</u>: Up to 3 days out-of-school suspension.</p> <p><u>Second Offense</u>: Second and subsequent violations may lead up to 10 days out-of-school suspension and/or expulsion.</p>	<p><u>First Offense</u>: Up to 3 days out-of-school suspension.</p> <p><u>Second Offense</u>: Second and subsequent violations may lead up to 10 days out-of-school suspension and/or expulsion.</p>

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

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

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

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

Offense	Grades K-6	Grades 7-8	Grades 9-12
<b>Unauthorized Petitions</b>	Up to 10 days out-of-school suspension and may lead to a referral to the Board of Education for expulsion.	Up to 10 days out-of-school suspension and may lead to a referral to the Board of Education for expulsion.	Up to 10 days out-of-school suspension and may lead to a referral to the Board of Education for expulsion.
<b>Unexcused Absence</b>	<p><u>First Offense:</u> Warning. <b>Parent/guardian notified.</b></p> <p><u>Second Offense:</u> Up to 30 minute detention. <b>Parent/Guardian notified.</b></p> <p><u>Third Offense:</u> Dismissal pending parent conference</p> <p><u>Repeated Offenses:</u> Fourth and subsequent violations may lead to referral to truancy office and/or the State's Attorney's Office.</p>	<p><u>First Offense:</u> 30 minute detention. <b>Parent/guardian notified.</b></p> <p><u>Second Offense:</u> 30 minute detention. Parent conference required.</p> <p><u>Third Offense:</u> Dismissal pending parent conference.</p> <p><u>Repeated Offenses:</u> Fourth and subsequent violations may lead to referral to truancy office and/or the State's Attorney's Office.</p>	<p>5 Day Letter sent home/Parent phone call</p> <p>9 Day Letter sent home/Parent phone call</p> <p>15 Day letter sent home and parent conference (face-to-face)</p> <p>Excessive unexcused absences may lead to referral to truancy officer and/or State's Attorney's Office.</p>
<b>Unexcused Tardiness</b>	<p><u>First Offense:</u> Warning. <b>Parent/guardian notified.</b></p> <p><u>Second Offense:</u> Dismissal pending parent conference.</p> <p><u>Subsequent Offenses:</u> Up to 30 minute detention and parent conference.</p>	<p><u>First Offense:</u> Warning. <b>Parent/guardian notified.</b></p> <p><u>Second Offense:</u> Up to 30 minute detention.</p> <p><u>Third Offense:</u> Dismissal pending parent conference.</p> <p><u>Fourth Offense:</u> Refocus Room for one day</p> <p><u>Repeated Offenses:</u> Fifth and subsequent violations may lead up to 10 days out-of-school suspension.</p>	<p>Students that are tardy 3 or more times within the week will receive the following:</p> <p><u>First Offense:</u> Dismissal Pending Parent Conference</p> <p><u>Second Offense:</u> After school tardy class for one hour (held on a tutoring day with transportation)</p> <p><u>Third Offense:</u> Social Probation</p> <p><u>Repeated Offenses:</u> Fourth and subsequent violations may lead up to 10 days out-of-school suspension.</p>

Offense	Grades K-6	Grades 7-8	Grades 9-12
<b>Vandalism/ Attempted Vandalism</b>	Up to 10 days out-of-school suspension and may lead to a referral to the Board of Education for expulsion.	Up to 10 days out-of-school suspension and may lead to a referral to the Board of Education for expulsion.	Up to 10 days out-of-school suspension and may lead to a referral to the Board of Education for expulsion.
<b>Weapons (or Look-alikes)  Use (or attempted use)/Possession/Sale Distribution</b>	Up to 10 days out-of-school suspension and may lead to a referral to the Board of Education for expulsion.  ***** See Footnotes – pg. 32	Up to 10 days out-of-school suspension and may lead to a referral to the Board of Education for expulsion.  **** See Footnotes – pg. 32	Up to 10 days out-of-school suspension and may lead to a referral to the Board of Education for expulsion.  ***** See Footnotes – pg. 32

## FOOTNOTES

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

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

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

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

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

## **ARTICLE 6**

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

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

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

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

Any evidence will be turned over to the police to determine if the evidence is a controlled substance.

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

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

## ARTICLE 7

# PROCEDURES GOVERNING STUDENT SUSPENSIONS

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

1. Explanation of Due Process:

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

2. a. The Superintendent, principals, and assistant principals are authorized to suspend students. The Superintendent of Schools shall be notified of any and all suspensions. Report of suspensions shall be in writing, stating complete details such as description of conduct and communication with parent/guardian. The report shall be received by the Superintendent as quickly as practicable.
- b. Parents or guardians of suspended students shall be notified of any and every suspension. Parents shall be informed of the reasons for the suspension, the administration's rationale for the duration of the suspension, and of their right to request review of the suspension before the Board of Education or a Board appointed hearing officer. For suspensions of four days or more, the notice also must include whether other behavioral and disciplinary interventions were attempted or if none were available. For suspensions of five days or more, the notice also must include whether appropriate and available support services will be offered or if none are available.
- c. Students suspended from school will be allowed to make up missed work due to the suspension. The missed work must be turned in to the teacher(s) within the designated number of days from the last day of the suspension in order to receive credit.

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

3. Formal Review Procedures:

a. The Hearing Officer:

The hearing officer is appointed by the Board of Education.

b. Statement of Reasons:

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

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

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

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

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

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

In the event that suspension is disallowed:

- (1) The student's record shall be expunged of all notations or remarks regarding the matter.

- (2) The student's absence shall be excused.
- (3) All educational opportunities missed by the student shall be afforded him/her.

## **ARTICLE 8**

### **PROCEDURES GOVERNING STUDENT EXPULSIONS**

1. Expulsion can only be given by the Board of Education. An expulsion may not last for more than two years.
2. At the time of initial suspension by the superintendent or principal, the suspending official should know whether, in his/her opinion, the behavior justifies expulsion. If, in his/her opinion, it does justify expulsion, the report to the parent/guardian of the suspension, including a statement of the reasons for the suspension, should also request the parents/guardians to appear at a meeting with the hearing officer to discuss their child's behavior which may lead to expulsion.
3. Expulsion shall take place only after the parents/guardians have been requested to appear at a meeting with a hearing officer appointed by the Board of Education to discuss their child's behavior. Such request shall be made by certified mail and shall state the time, place, and purpose of hearing.
4. Expulsion Hearing:
  - a. Shall be held at a time and location to be set by the school administration. In no case shall this be held later than 10 school days following initial suspension.
  - b. The school administration shall proceed first and the student may then respond.
  - c. All witnesses shall be subject to inquiry by both parties.
  - d. No more than five witnesses may be called by either party without the permission of the Hearing Officer.
  - e. Either party may record the proceedings at his/her own expense. The hearing officer will record a narrative of the proceedings on behalf of the Board of Education.
  - f. The review proceeding shall be held in executive session.
  - g. The rules of evidence shall not apply to review proceedings.
  - h. A written report shall be issued by the hearing officer to the student, his/her parent/guardian, and the Board of Education as soon as practicable after the review hearing. This report shall be sent by certified mail and shall include: (1) student's name; (2) those present at hearing; (3) reason and rationale of administrative recommendation for expulsion; (4) other interventions attempted and/or exhausted; (5) witnesses; (6) brief account of evidence; and (7) the hearing officer's recommendation as to sufficient evidence to warrant expulsion and any appropriate disciplinary action.
  - i. Parent/guardian receives a copy via certified mail of the hearing officer's report and witness statements, along with the hearing officer's recommendation regarding evidence and any appropriate disciplinary action.
  - j. If the student and parent/guardian wish to address the Board before it takes action on the case, a written request must be submitted to the hearing officer at least 24 hours (when possible) before the Board meeting . The Board of Education shall take such action on the hearing officer's report as it finds appropriate.

- k. The Board of Education reserves the right to offer additional education services to an expelled student on an individual basis as it deems necessary.
- l. The decision of the Board of Education will be forwarded by regular mail to the parent/guardian. The written expulsion decision must detail the specific reasons why removing the student from school is in the school district's best interest; provide a rationale with respect to the specific duration of the expulsion; and document whether other behavioral and disciplinary interventions were attempted or whether the school determined that there were no other appropriate and available interventions.

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

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

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

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

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

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

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

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

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

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

Students who are found for the first time to be in possession or under the influence of drugs and alcohol will receive opportunity to attend the Second Chance Program. In place of expulsion, the student may attend school in an alternative setting for 20 school days and do his/her assignments to maintain current in regularly scheduled classes. Second Chance students and family must sign a contract agreeing to regular attendance, assignment completion, and appropriate behavior; the student will participate in counseling offered during the school day. At the end of the 20 school days, the student must test negative on a school-provided drug test, at which time he/she will return to school and the regular schedule of courses. Failure to test negative at the end of the 20 days will result in the student being referred to the Board of Education for possible expulsion.

\*A student is ineligible for extra-curricular involvement while enrolled in an alternative to suspension/expulsion program.

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

1. Students with disabilities will be disciplined in accordance with the State and Federal law and Danville Community Consolidated School District No. 118 policy in a manner which takes into account the student's disability and special education placement.
2. As a result of gross disobedience or misconduct, a special education student ordinarily may be suspended or placed in an appropriate interim alternative educational setting or another setting by school personnel for up to ten (10) *consecutive or cumulative* school days without constituting a change in placement. However, the suspension or placement in an alternative setting for more than ten (10) *cumulative* school days may cause a change in placement for some students. The IEP or Section 504 Team shall determine whether the student's removal of 10 or more cumulative school days constitutes a change in placement. After a special education student is removed from his or her placement for ten (10) cumulative school days in a year, for any subsequent removal, the District must hold a Manifestation Determination Review and provide services to the extent necessary to enable the child to progress appropriately in the general curriculum and advance appropriately toward achieving IEP goals.
3. If a student carries a weapon to or at school, on school premises, or to or at a school function; knowingly possesses or uses illegal drugs, or sells or solicits the sale of a controlled substance while at school, on school premises, or at a school function; or has inflicted serious bodily injury upon another person while at school, on school premises, or at a school function, the IEP team may place the student in an appropriate interim alternative educational setting for up to 45 school days regardless of whether the student's behavior was a manifestation of his/her disability.
4. The Board also has the authority to expel a disabled student provided that the IEP or Section 504 Team has determined the misconduct was not a manifestation of the student's disability.
5. Within 10 school days after the date on which a decision to suspend, expel, or alternatively place, or otherwise discipline a student through a change of placement for more than 10 cumulative days, the IEP Team must convene a meeting and conduct a review of the relationship between the student's disability and the behavior subject to the disciplinary action.

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

## ARTICLE 11 EXTRACURRICULAR ACTIVITIES

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

a. Athletics	c. Cheerleaders	h. School Paper
b. Supportive or outside of class groups associated with music: Flags, Batons, Rifle, Marching Band, Music Competitions, etc.	d. Clubs	i. Yearbook
	e. Homecoming Court/ 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:** To participate in extracurricular activities, all students must meet the academic standards of the Illinois High School Association. Each student must pass 20 credit hours of high school work per week (equivalent of four solid classes), while maintaining a minimum cumulative G.P.A. of 2.0 or pass all classes taken. Eligibility will be reviewed every week. All missed work due to an excused absence is counted as a zero unless made up by the student within a reasonable amount of time; if not, the student may be declared ineligible.
3. **Grades 7-8:** To participate in extracurricular activities, a student must be passing all full unit subjects. Eligibility will be reviewed every week. Eligibility shall be based on quarter cumulative grades and a student receiving a failing grade in any full unit subject will be ineligible until the next eligibility check. If the sole reason for a student being declared ineligible is missed work due to an excused absence, the student should be given a reasonable amount of time to make up the work before being declared ineligible.

4. **Grades 4, 5, & 6:** Any student receiving an office discipline referral resulting in an overnight dismissal or suspension may not be allowed to participate in the extra-curricular activity during that time. Student must also be making academic progress towards meeting designated standards. This requirement will begin on the first day of practice and end after the last game or meet. All parents and students are required to sign-off on the permission slip prior to the first practice.
5. The information gathered through the building-wide eligibility check shall be given to the school's leadership team for analysis. It shall be up to the leadership team to provide feedback to the general staff for the improvement of curriculum and instruction.

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

### **STATEMENT OF POLICY**

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

### **STANDARDS OF CONDUCT**

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

Assault and battery, or attempted physical attack or physical attack  
 Attempted arson or arson  
 Attempted or false reports and false alarms, such as fire alarms, bomb threats  
 Attempted or inciting others to violence  
 Attempted possession, use or sale of explosives  
 Attempted or shakedown and/or strong arm  
 Attempted theft or theft

Attempted or use/possession or unauthorized sale or distribution of alcohol, unlawful drugs, look-alikes, behavior altering substances, drug paraphernalia, or material containing obscenity or similar contraband.  
 Attempted vandalism or vandalism  
 Possession or use of weapons/look-alikes  
 Sexting

### **DISCIPLINE**

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

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

### **DISCIPLINE PROCEDURE**

1. Decisions as to application of the extracurricular code pertaining to violations of such will be decided by the principal or designee in consultation with the coach, sponsor, or adviser based upon a preponderance of evidence.
2. Parent/guardian and student must be notified in writing before any disciplinary action.
3. The disposition of the case, the nature of the discipline, and decisions as to the length of suspension or dismissal, if any, will be contingent upon the seriousness of the violation and the circumstance involved. Infractions of the extracurricular code will be dealt with in an individual and consistent manner.
4. Decisions as to infractions of the extracurricular code will be rendered within 15 school days of either the alleged citations, or the date upon which school officials become aware of the alleged violation (this time may be extended by either party for just cause).
5. A student who has admitted to or has been found in violation of the extracurricular code may be suspended from competition, participation and/or practice in extracurricular activities for a period of time up to 180 school days, depending upon the severity of the violation.
6. If a parent or student wishes to appeal a ruling of a violation of the extracurricular code, he or she must submit a written request to the building principal's office. The request shall be filed within 10 school days of the determination of violation. The request must be signed by the student and student's parent or guardian.
7. A recommendation on the appeal will be made by the Danville Community Consolidated School District No. 118 hearing officer within 10 school days of notification of the appeal. The hearing officer's recommendation will be given to the Board of Education.
8. The Board of Education shall review the recommendation of the District's hearing officer. The parent/guardian and/or student may address the Board on behalf of the student.
9. The Board shall consider the appeal no later than at the second regularly scheduled meeting following receipt of the appeal. The Board shall issue its determination promptly after considering the appeal.
10. When a student who is a member of an extracurricular organization has been arrested or charged with a crime, the principal or designee, in consultation with the coach, sponsor, or adviser, will determine if the conduct which led to the arrest or charge falls within the extracurricular code of conduct. If a determination is made that the conduct is covered, the investigation and disposition of the matter may proceed before resolution of criminal proceedings. Procedure may then revert to No. 1 of this Discipline Procedure to ensure due process.
11. The time limits set forth in this section may be extended by the Board.

## **ARTICLE 13**

### **DRIVER EDUCATION POLICY**

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

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

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

## ARTICLE 14

# SCHOOL BUS RULES AND REGULATIONS

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

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

## ARTICLE 15 ATTENDANCE

Regular daily attendance is an important factor in a child's success in school. A child who has poor attendance gets behind in school work, becomes frustrated, develops a poor attitude toward school, and is more likely to drop out. Encouragement and the expectation that a child will attend school daily, starting with the first day of kindergarten and continuing throughout his/her school career, teaches children that school is important.

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

1. Authorized religious holidays.
2. Illness: absences of more than three consecutive and/or six non-consecutive days may require medical verification specifying date(s) student was medically unable to attend.
3. Death in the immediate family: spouse, child, parent, brother, sister, step parent or step sibling, grandparent, in-laws, guardian
4. Medical or dental appointment verified on a medical form specifying date(s) and time of service. A reasonable travel time will be allowed (these absences are valid only if every attempt has been made to make appointments outside school time).
5. Court appearances with subpoena or other legal document.
6. Pre-approved college visits.
7. Family vacations pre-approved according to district policy: all necessary arrangements for the absence must be completed five school days in advance of the absence; all work missed should be made up and grade credit shall be given for this work.

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

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

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

Upon returning from an unexcused absence, for reasons other than discipline, all work missed should be made up.

## **ARTICLE 16**

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

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

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

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

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

Sexual Harassment:

It is illegal and against Danville Community Consolidated School District No. 118 Board of Education policy for any employee, student, or other person, male or female, to sexually harass an employee or student while that employee or student is on school property or engaging in school activities or school business, or as a result of the employment or educational relationship by:

1. making unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, as a condition of an employee's continued employment, or a student's academic status;
2. making submission to or rejections of such unwelcome conduct the basis for employment or academic decisions affecting an employee or student; or
3. initiating conduct that has the purpose or effect of substantially interfering with an employee's professional performance or a student's academic performance, or creating an intimidating, hostile, or offensive working or educational environment by such conduct. This prohibition includes the act of sexting. Sexting shall be defined as the act of sending sexually explicit photos or messages electronically, primarily via cell phones and/or internet (Please see page 26 and 32 of this Handbook for more information on the act of sexting and the disciplinary consequences for engaging in this conduct).

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

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

**I. Reporting of Sexual Harassment**

- A. If a student believes that he or she has been sexually harassed, the student or parent of the student should report the alleged act immediately to the principal or other administrator, Title IX coordinator, or to the Superintendent. Any employee who receives a complaint of sexual harassment shall report the complaint to the Superintendent or designee. The Title IX coordinators may be contacted as follows:

Mrs. Dianna Kirk  
Director of Human Resources  
Danville Community Consolidated School  
District No. 118  
516 North Jackson Street  
Danville, IL 61832  
(217) 444-1050

Mr. John Hart  
Assistant Superintendent for Elementary Education  
Danville Community Consolidated School  
District No. 118  
516 North Jackson Street  
Danville, IL 61832  
(217) 444-1023

- B. There are no express time limits for initiating complaints under this Policy; however, every effort should be made to file such complaints as soon as possible, while facts are known and potential witnesses are available.
- C. All levels of administrators have a special responsibility for implementation of this Policy. If behavior is observed which violates this Policy, the person observing such behavior shall bring the matter to the attention of the Superintendent. In the event that the Superintendent is the employee whose observed behavior violates this Policy, the person observing such behavior shall bring the matter to the attention of the President of the Board of Education.
- D. If a student or parent complains of sexual harassment, or if a responsible employee observes the harassment of a student, that employee shall explain to the student, or parent, the avenues for informal and formal resolution of the complaint, including a description of the complaint handling procedures outlined in this section.

**II. Investigation of Sexual Harassment Complaint**

- A. The Superintendent (or the Board President, if appropriate) shall undertake an investigation of all complaints of sexual harassment or shall appoint an administrator or other qualified person to conduct the investigation. No complaint or identity of a complainant will be disclosed except when necessary to fully investigate the complaint and after notification to the complainant.
- B. The investigator shall file a written report of his/her findings with the Superintendent (or the Board of Education, if appropriate) within 28 days after the complaint has been made. In the event the report cannot be completed within 28 days, the report shall state the reasons for the delay. The complainant shall be notified of the findings of the investigation.
- C. The Superintendent (or the Board of Education, if appropriate) shall review the report and initiate any necessary disciplinary or remedial action as promptly as possible after receiving the report.

D. This Policy and implementing Rules and Regulations shall be discussed with students at appropriate intervals during their enrollment in the District.

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

## **ARTICLE 17 STAFF ETHICS**

1. An educator in the performance of professional duties shall be accountable for using the current scientific knowledge available concerning his/her profession.
2. An educator shall recognize basic dignities of all individuals with whom he/she interacts in the performance of professional duties.
3. An educator in the performance of professional duties shall exercise due care to protect the mental and physical safety of students, colleagues and subordinates for whom he/she is responsible.
4. An educator in the performance of professional duties shall be accountable for maintaining his/her integrity and shall avoid accepting anything of substantial value offered by another which is known to be or which may appear to be for the purpose of influencing judgment or the performance of duties.
5. An educator in the performance of professional duties shall accurately represent his/her professional qualifications.
6. An educator in the performance of professional duties shall be responsible to present any subject matter in a fair and accurate manner.
7. An educator in the performance of professional duties shall extend to students the opportunity for individual action in pursuit of learning and shall take steps to ensure that the students shall have access to varying points of view unless there is just cause to act otherwise.
8. An educator while performing professional duties shall take steps to ensure that his/her actions or that of another on his/her behalf do not result in the advancement of private economic interests. Private economic interests shall not be construed as including fair remuneration for professional services.
9. An educator in the performance of professional duties shall keep in confidence such information as he/she may secure unless disclosure serves professional purposes or is required by law.
10. An educator shall not use his/her professional position or property, or intentionally permit another person to use an educator's professional position or public property for which the educator is responsible, for partisan, political, or sectarian religious purposes.

11. An educator in the performance of professional duties shall direct persons to carry out only professional functions for which they are qualified, except assignments of short duration in emergency conditions.
12. Responsibility for acceptable conduct and dress will rest primarily with the employee as a professional individual. However, the administrative supervisor may require acceptable conduct and/or dress on the part of the employee.
13. No employee of the district shall, at any time, date a pupil of the district.

## **ARTICLE 18**

### **STUDENT DRESS CODE FOR GRADES K – 12**

#### **Uniform Standard of Dress, Grades K-12**

Danville School District No. 118 encourages a standard in behavior, dress, grooming, and appearance that reflects pride in self, home, and school. A standard for dress was adopted to improve the learning environment, to reduce classroom distractions, to bridge socio-economic differences between students, and to increase students' self-respect and self-esteem. This standard of dress allows students to focus on their academics rather than on peer pressure related to fads. This standard of dress will enhance the District's image within the community and improve school spirit. This standard of dress is in force for all Danville District No. 118 Schools, grades K-12, with the exception of Northeast School which already has its own uniform standard of dress.

Reasonable accommodations (no more than five days) will be given to transfer students registering during the school year.

#### **Shirts/Tops/Sweatshirts:**

Students may wear the following types of shirts, sweatshirts, and tops:

1. Grades K-8: Any solid colored shirt with a collar.
2. Grades 9-12: Collared polo or dress shirts, long or short sleeved in any color (all solid colors, all striped colors, all patterns, and all trim colors).
3. Turtle necks allowed
4. School shirt t-shirts (Grades K-8 only) allowed on school Spirit Days.
5. Commercially produced crew-neck school sweatshirts (of any solid color) with a collared shirt underneath will be allowed at all grade levels. No hoodies.
6. All shirts/tops may be tucked in. In the event they are not tucked in, shirts/tops must fall below the waist, but not be longer than three inches below the waist.
7. Polo and collared shirts are to be buttoned within two buttons from the top.
8. No midriff may be exposed.
9. Logo (hand-sized) on the front of shirt/top allowed.

School sweatshirts with hoodies allowed on School Spirit Days only.

**Sweaters/Sweater Vest:**

Students may wear sweaters or sweater vests in all solid colors, all striped colors, all patterns, and all trim colors as long as a collared shirt meeting the requirements of shirts/tops is worn underneath.

**Dresses/Jumpers:**

Students may wear dresses and jumpers subject to the following restrictions:

1. A dress must have short or long sleeves
2. A jumper must have a shirt underneath that meets the requirements of shirts/tops listed above
3. Tights, leggings, and jeggings may be worn in solid colors under a dress or jumper (tights, leggings and jeggings must be solid navy blue, black, white, gray, or tan/khaki in color)
4. No low cut
5. No flannel/fleece
6. No sweatpants/wind fabrics
7. No denim
8. No leather
9. No mesh
10. No nylon/vinyl/spandex
11. Dresses/jumpers must be no shorter than fingertip length plus one inch

**Khakis or Dress Pants/Shorts/Skirts/Skort:**

Students may wear pants, shorts, skirts, and skorts in solid navy blue, black, gray, brown or tan/khaki, subject to the following restrictions:

1. Pants must be worn at the waist
2. Must be no shorter than fingertip length plus one inch for shorts, skirts, and skorts
3. Capris pants are allowed as long as they meet the requirements herein
4. No flannel/fleece
5. No denim
6. No sweatpants/wind fabrics
7. No leather
8. No mesh
9. No nylon/vinyl/spandex
10. No leggings/jeggings unless worn under a skirt, dress, or jumper (leggings and jeggings must be solid navy blue, black, white, gray, or tan/khaki in color)
11. No bib-overalls
12. Patterned skirts allowed for grades 9-12

**Additional Standards of Dress**

1. Belts may be worn
2. No flip flops or house slippers may be worn

3. Footwear must have closed heel or back strap
4. Jewelry (except any that denotes gang affiliation)
5. Dress scarves are allowed
6. Jackets may be worn in classrooms due to variations in building temperatures. No hoodies.
7. Kenneth D. Bailey Academy students will follow the high school Uniform Standard of Dress guidelines

### **Spirit Wear and Dress Down Days:**

Students and/or team members may be allowed to wear appropriate spirit wear on special days as determined by the principal at each building in lieu of wearing the Uniform Standard of Dress. Hoodies on approved school sweatshirts are allowed on Spirit Days. Building administrators may also designate dress down days, conservatively, as incentives.

This standard of dress is not a prescribed uniform dress code that must be purchased from a specific vendor or must adhere to strict colors or types of clothing. The District chose the standard of dress based upon its knowledge of apparel that would be available locally and affordably.

### **Exemptions**

- **Bona Fide Religious**

The parent or legal guardian of a student (or a student who is 18 years of age or older) may object on religious grounds to the student's compliance with any portion of this dress code policy. In order to object, the parent or legal guardian (or student who is 18 years of age or older) shall submit a written statement which responds to the following questions:

1. For which part of the policy are you requesting an exemption?
2. What is the basis for the request for religious exemption?
3. What religious teaching, religious belief or religious practice prohibits compliance with this dress code?

In addition, all written objections must be accompanied by a signed statement of a religious official (such as minister, rabbi, imam, or other) or other person who can verify the good faith basis of the request. The principal or his/her designee shall review all objections. Students with legitimate religious objections shall not be required to comply with those portions of this policy which conflict with such good faith, religious requirements.

A religious exemption to the Uniform Standard of Dress policy only shall be granted if the requirements herein are completed in totality and the religious exemption can be verified by a bona fide religious leader. All other applications for religious exemption shall be denied.

If the application for religious exemption is denied, the student applying for the exemption may appeal the determination to the Superintendent, who will review the application and make his/her determination within 30 days of the appeal.

- **Case by Case Exemptions**

Each building administrator shall have the discretion to provide exceptions or accommodations to students who show good cause, including students who have medical needs for particular clothing. Such exceptions or accommodations will be made on a case by case basis and in a manner which maintains the integrity of the purpose of the standard of dress. The Board of Education reserves the right to modify this policy when deemed necessary.

LEGAL REF.: 105 ILCS 5/10-22.25b.

Tinker v. Des Moines Independent School District, 89 S.Ct. 733 (1969).

CROSS REF.: 7:130 (Student Rights and Responsibilities), 7:190 (Student Discipline)

The Board of Education believes the District has a strong interest in maintaining appropriate discipline in District schools and the orderly process of school function, discouraging behavior inconsistent with the basic educational mission of the District, preventing the endangerment of student health and safety, and preserving reasonable standards of decency. The Board of Education, therefore, prohibits student dress and grooming which may compromise any of these interests, including, but not limited to that which:

1. materially and substantially interferes with the requirements of appropriate discipline in the operation of District schools;
2. materially and substantially interferes with the rights of others;
3. is vulgar, indecent, obscene, or insulting;
4. conveys a message that promotes or encourages behavior that is inconsistent with the basic educational message of the District, such as tobacco, alcohol or illegal drug use, physical or sexual violence, or gang affiliation;
5. is contrary to accepted social standards in the community.

A student's appearance and the way he/she dresses are the responsibility of the student and the parent. Students are expected to use good personal hygiene, as well. If there is a question of safety or decency, a decision by the principal will be final. A parent will be notified and asked to bring a change of clothing to school. Parents are expected to update their contact information on a regular basis.

In addition to the uniform standard of dress, the following is in force for grades K-12 in Danville Community Consolidated School District No. 118. If a student does not follow the standard, he/she may be asked to remove the item, be sent home to change, etc.

1. Head Wear
  - a. The following head wear will not be worn in the building:
    - (1) Hats, ear guards, sweatbands
    - (2) Bandannas, scarves, hairnets, hoods
  - b. Outdoor:
    - (1) Hats must be worn with the bill forward or backwards only.
2. Pants
  - a. Pants must be worn up at the waist; neither underwear nor skin shall be exposed.
  - b. Both pant legs must be the same length.
  - c. Belts must be buckled and pants must be fastened.
  - d. Suspender straps should both be fastened.
3. Coats
  - a. Shall not be worn in the classroom.
  - b. Shall not be worn in the lunchroom.
4. Clothing and Accessories
  - a. Sunglasses are not to be worn in the building (unless prescription)
  - b. No gloves.

- c. Gang jewelry is not allowed. Examples of gang jewelry include crescent moon, five or six point star, playboy bunny, hand or glove, cane, guns, crown, swastika, Confederate flag, or drug related jewelry.
    - (1) Gang jewelry can be confiscated during school hours, as well as at extracurricular activities.
    - (2) Gang jewelry demonstrates membership or affiliation in any gang, including wearing, possessing, using, distributing, displaying or selling any clothing, jewelry, emblem, badge, symbol, sign or other items which are evidence of membership in a gang. For purposes of this policy, a gang is an organized group of two or more persons, some of whom may be students, whose purpose, in part, is to exhibit or display intimidation or threatening behavior toward others, to inflict physical injury or violence on any person (assault); to commit vandalism, extortion or theft, to promote gang presence through display of gang symbols, graffiti, or colors, to commit illegal acts, to violate school rules regarding gangs or solicitation of other students to further gang goals or activities.
  - d. Any clothing item which is too tight or revealing is not allowed.
  - e. Wallet chains are not allowed.
  - f. Undergarments are not to be visible.
5. Grooming/Tattoos  
This includes, but is not limited to, inappropriate body art, gang symbols, and insignias that are shaved into the hair which are unacceptable in the educational setting. Temporary or permanent tattoos with gang affiliation or that interfere with the learning environment will need to be covered.

## ARTICLE 19

### 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, Jackson Building, 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.

## ARTICLE 20 BULLYING

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

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

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

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

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

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

- Placing the student or students in reasonable fear of harm to the student's or students' person or property;

- Causing a substantially detrimental effect on the student's or students' physical or mental health;
- Substantially interfering with the student's or students' academic performance; or
- Substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.

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

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

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

### Bullying Prevention and Response Plan

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

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

Bullying is contrary to State law and the policy of this District. However, nothing in the District's bullying prevention and response plan is intended to infringe upon any right to exercise free expression or the free exercise of religion or religiously based views protected under

the First Amendment to the U.S. Constitution or under Section 3 of Article I of the Illinois Constitution. Students are encouraged to immediately report bullying. A report may be made orally or in writing to the District Complaint Manager or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the District Complaint Manager or any staff member. Anonymous reports are also accepted.

**Complaint Managers:**

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

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

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

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

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

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

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

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

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

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

**Grades K-6**

PBIS (Positive Behavior Intervention & Supports)  
CICO (Check-in, Check-out)  
BIST  
CHAMPS  
SEL (Social Emotional Learning)  
Counseling with social worker  
Group counseling  
Break Cards  
Outside agency support  
Home Visiting Program  
Behavior Contracts  
Peer Mediation  
Breaks in the office  
Duties/jobs throughout the classroom/school  
Restorative Practices

**Grades 7-8**

PBIS (Positive Behavior Intervention & Supports)  
CICO (Check-in, Check-out)  
BIST  
CHAMPS  
SEL (Social Emotional Learning) Groups  
Counseling with social worker  
Group counseling  
Break Cards  
Outside agency support  
Home Visiting Program  
Behavior Contracts  
Peer Mediation  
Breaks in the office  
Duties/jobs throughout the classroom/school  
Restorative Practices  
Alternative Education Program  
Refocus/Reset Room  
Saturday School  
School Resource Officer Support

**Grades 9-12**

BIST  
CHAMPS  
SEL (Social Emotion Learning) Groups  
Counseling with social worker  
Group counseling  
Break Cards  
Outside agency support  
Home Visiting Program  
Behavior Contracts  
Peer Mediation  
Breaks in the office  
Duties/jobs throughout the classroom/school  
Restorative Practices  
Alternative Education Program  
Refocus/Reset Room  
School Resource Officer Support

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

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

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

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

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