STUDENT HANDBOOK 2026-2027

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2026-2027
DANVILLE HIGH SCHOOL STUDENT HANDBOOK
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DANVILLE HIGH SCHOOL MISSION AND GOALS

Danville High School promotes school success and nurtures lifelong learners through Rigor, Relevance, and Relationships.

It is the goal of DHS that each student will:

- Read critically and with understanding.
- Communicate effectively in speech and writing.
- Understand natural phenomena, their causes, and effects.
- Solve problems efficiently using mathematics and logic.
- Appreciate the past for its potential to improve the future.
- Understand the rights and responsibilities of citizenship.
- Develop skills and qualities that enhance employability.
- Express themselves creatively and respond to the creative expression of others.
- Treat others with empathy and respect.
- Work cooperatively with others.
- Exhibit personal fitness, both physical and emotional.
- Set personal goals and develop plans to achieve them.
- Recognize the need for new knowledge and be able to seek it.

DANVILLE DISTRICT 118 OWNERSHIP IN EDUCATION MANUAL | BOARD OF EDUCATION POLICY | DANVILLE HIGH SCHOOL STUDENT HANDBOOK

All rules, rights, and responsibilities outlined in the board-approved Ownership in Education (OIE) manual apply to students and staff at Danville High School. The OIE shall be furnished to the parents or guardians of each student within 15 days after the beginning of the school year, or within 15 days after a transfer student begins classes in the district. All parents and students must sign documentation indicating they have read the OIE and agree to abide by the rules laid forth within. The Danville High School Student Handbook provides rules and regulations specific to Danville High School. It also provides a summary of District 118 Board of Education Policy. Please note that from time-to-time board policies are updated by the Board of Education at Board meetings. These policies are available online at the district website and at the David L. Fields Administrative Center. Board of Education policies supersede the Danville High School Student Handbook. Please be aware that rules and regulations specific to Danville High School laid forth in the Danville High School Student Handbook may be amended by the Danville High School administration throughout the year.

ABSENCES

Subject to specific requirements in State law, the following children are not required to attend public school: (1) any child attending a private school (including a home school) or parochial school, (2) any child who is physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), (3) any child lawfully and necessarily employed, (4) any child over 12 and under 14 years of age while in confirmation classes, (5) any child absent because of religious reasons, including to observe a religious holiday, for religious instruction, or because his or her religion forbids secular activity on a particular day(s) or time of day, and (6) any child 16 years of age or older who is employed and is enrolled in a graduation incentives program.

For students who are required to attend school there are two types of absences: excused and unexcused. Excused absences include: illness (including up to 5 days per school year for mental or behavioral health of the student), observance of a religious holiday or event, death in the immediate family, family emergency, situations beyond the control of the student as determined by the school board, circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical health or safety, attending a military honors funeral to sound TAPS, or other reason as approved by the building principal. Students eligible to vote are also excused for up to two hours to vote in a primary, special, or general election.

Additionally, a student will be excused for up to 5 days in cases where the student's parent/guardian is an active duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat-support postings. The Board of Education, in its discretion, may excuse a student for additional days relative to such leave or deployment. A student and the student's parent/guardian are responsible for obtaining assignments from the student's teachers prior to any excused absences and for ensuring that such assignments are completed by the student prior to his or her return to school.

Students who are excused from school will be given a reasonable timeframe to make up missed homework and classwork assignments.

All other absences are considered unexcused. Pre-arranged excused absences must be approved by the building principal.

The school may require documentation explaining the reason for the student's absence.

In the event of any absence, the student's parent/guardian is required to call the school at (217)444-1680, before 8:00 a.m. to explain the reason for the absence. If a call has not been made to the school by 10:00 a.m. on the day of a student's absence, a school official will call the home to inquire why the student is not at school. If the parent/guardian cannot be contacted, the student will be required to submit a signed note from the parent/guardian explaining the reason for the absence. Failure to do so shall result in an unexcused absence. Upon request of the parent/guardian, the reason for an absence will be kept confidential.

ACCEPTABLE USE OF THE DISTRICT'S ELECTRONIC NETWORKS

Acceptable Use of the District's Electronic Networks

All use of the District's electronic networks shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These procedures do not attempt to state all required or prohibited behavior by users. However, some specific examples are provided. The failure of any user to follow these procedures will result in the loss of privileges, disciplinary action, and/or legal action.

Terms and Conditions

The term electronic networks includes all of the District's technology resources, including, but not limited to:

1. The District's local-area and wide-area networks, including wireless networks (Wi-Fi), District-provided Wi-Fi hotspots, and any District servers or other networking infrastructure;
2. Access to the Internet or other online resources via the District's networking infrastructure or to any District-issued online account from any computer or device, regardless of location;
3. District-owned and District-issued computers, laptops, tablets, phones, or similar devices.

Technology Usage and Expectations of Privacy

The use of the District's electronic networks shall: (1) be consistent with the curriculum adopted by the District as well as the varied instructional needs, learning styles, abilities, and developmental levels of the students, and (2) comply with the selection criteria for instructional materials and library resource center materials. As required by federal law and Board policy 6:60, Curriculum Content, students will be educated about appropriate online behavior, including but not limited to: (1) interacting with other individuals on social networking websites and in chat rooms, and (2) cyberbullying awareness and response. Staff members may, consistent with the Superintendent's implementation plan, use the Internet throughout the curriculum.

The District's electronic network is part of the curriculum and is not a public forum for general use.

Acceptable Use – All use of the District's electronic networks must be: (1) in support of education and/or research, and be in furtherance of the goals stated herein, or (2) for a legitimate school business purpose. Use is a privilege, not a right. Users of the District's electronic networks have no expectation of privacy in any material that is stored on, transmitted, or received via the District's electronic networks. General rules for behavior and communications apply when using electronic networks. The District's *Ownership inEducation Manual,* contains the appropriate uses, ethics, and protocol. Electronic communications and downloaded material, including files deleted from a user's account but not erased, may be monitored or read by school officials. Please refer to the *Ownership in Education Manual* for more specific information.

- State law requires the District to notify students and their parents/guardians of each of the following:
  School officials may not request or require a student or his or her parents/guardians to provide a password or other related account information to gain access to the student's account or profile on a social networking website. Examples of social networking websites and platforms include, but are not limited to, Facebook, Instagram, Twitter, TikTok, and Snapchat.
- School officials may investigate or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school behavior rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination.

Privileges – Use of the District's electronic networks is a privilege, not a right, and inappropriate use may result in a cancellation of those privileges, disciplinary action, and/or appropriate legal action. The system administrator or Building Principal will make all decisions regarding whether or not a user has violated these procedures and may deny, revoke, or suspend access at any time. His or her decision is final.

Unacceptable Use – The user is responsible for his or her actions and activities involving the electronic networks. Some examples of unacceptable uses are:

1. Using the electronic networks for any illegal activity, including violation of copyright or other intellectual property rights or contracts, or transmitting any material in violation of any State or federal law;

2. Using the electronic networks to engage in conduct prohibited by board policy;
3. Unauthorized downloading of software or other files, regardless of whether it is copyrighted or scanned for malware;
4. Unauthorized use of personal removable media devices (such as flash or thumb drives);
5. Downloading of copyrighted material for other than personal use;
6. Using the electronic networks for private financial or commercial gain;
7. Wastefully using resources, such as file space;
8. Hacking or attempting to hack or gain unauthorized access to files, accounts, resources, or entities by any means;
9. Invading the privacy of individuals, including the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature, such as a photograph or video;
10. Using another user's account or password;
11. Disclosing any network or account password (including your own) to any other person, unless requested by the system administrator;
12. Posting or sending material authored or created by another without his/her consent;
13. Posting or sending anonymous messages;
14. Creating or forwarding chain letters, spam, or other unsolicited messages;
15. Using the electronic networks for commercial or private advertising;
16. Accessing, sending, posting, publishing, or displaying any abusive, obscene, profane, sexual, threatening, harassing, illegal, or knowingly false material;
17. Misrepresenting the user's identity or the identity of others; and
18. Using the electronic networks while access privileges are suspended or revoked.

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

1. Be polite. Do not become abusive in messages to others.
2. Use appropriate language. Do not swear or use vulgarities or any other inappropriate language.
3. Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.
4. Recognize that the District's electronic networks are not private. People who operate District technology have access to all email and other data. Messages or other evidence relating to or in support of illegal activities may be reported to the authorities.
5. Do not use the networks in any way that would disrupt its use by other users.
6. Consider all communications and information accessible via the electronic networks to be private property.

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

Indemnification – By using the District's electronic networks, the user agrees to indemnify the District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any violation of these procedures.

Security – Network security is a high priority. If the user can identify or suspects a security problem on the network, the user must promptly notify the system administrator or Building Principal. Do not demonstrate the problem to other users. Keep user account(s) and password(s) confidential. Do not use another individual's account without written permission from that individual. Attempts to log-on to the network as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the networks.

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

Telephone Charges – The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, texting or data use charges, long-distance charges, per-minute surcharges, and/or equipment or line costs.

Copyright Web Publishing Rules – Copyright law and District policy prohibit the re-publishing of text or graphics found on the Internet or on District websites or file servers/cloud storage without explicit written permission.

1. For each re-publication (on a website or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the web address of the original source.

2. Students engaged in producing web pages must provide library media specialists with email or hard copy permissions before the web pages are published. Printed evidence of the status of public domain documents must be provided.
3. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the website displaying the material may not be considered a source of permission.
4. The fair use rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.
5. Student work may only be published if there is written permission from both the parent/guardian and student.

Use of Email – The District's email system, and its constituent software, hardware, and data files, are owned and controlled by the District. The District provides email to aid students in fulfilling their duties and responsibilities, and as an education tool.

1. The District reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account's user. Unauthorized access by any student to an email account is strictly prohibited.
2. Each person should use the same degree of care in drafting an email message as would be put into a written memorandum or document. Nothing should be transmitted in an email message that would be inappropriate in a letter or memorandum.
3. Electronic messages transmitted via the District's Internet gateway carry with them an identification of the user's Internet domain. This domain is a registered name and identifies the author as being with the District. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of the District. Users will be held personally responsible for the content of any and all email messages transmitted to external recipients.
4. Any message received from an unknown sender via the Internet, such as spam or potential phishing emails, should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message's authenticity and the nature of the file so transmitted.
5. Use of the District's email system constitutes consent to these regulations.

Internet Safety – Internet access is limited to only those *acceptable uses* as detailed in these procedures. Internet safety is supported if users will not engage in *unacceptable uses*, as detailed in these procedures, and otherwise follow these procedures.

Staff members will supervise students while students are using District Internet access to ensure that the students abide by the *Terms and Conditions* for Internet access contained in these procedures.

Each District computer with Internet access has a filtering device that blocks entry to visual depictions that are: (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by the Children's Internet Protection Act and as determined by the Superintendent or designee.

The system administrator and Building Principals shall monitor student Internet access.

ACCOMMODATING STUDENTS WITH DISABILITIES

Individuals with disabilities shall be provided an opportunity to participate in all school-sponsored services, programs, or activities and will not be subject to illegal discrimination, per policy *8:70 Accommodating Students with Disabilities*. When appropriate, the District may provide to persons with disabilities aids, benefits, or services that are separate or different from, but as effective as, those provided to others.

The District will provide auxiliary aids and services when necessary to afford individuals with disabilities equal opportunity to participate in or enjoy the benefits of a service, program, or activity. Each service, program, website, or activity operated in existing facilities shall be readily accessible to,and useable by individuals with disabilities.

Individuals with disabilities may allege a violation of this policy or federal law by reporting it to Ms. Molly Bailey, Director of Special Education, at 217-444-1080, or by filing a grievance under policy *2:260 Uniform Grievance Procedure.*

ADDRESS OR PHONE NUMBER CHANGES

It is important that we always have your current address and phone number. Please notify the secretaries for any change:

- Last Name A-D – Mrs. Marjorie Lockhart: 217-444-1530
- Last Name E-H – Mrs. Rhonda Mauk: 217-444-1512
- Last Name I-Q – Mrs. Julie Ritter: 217-444-1549
- Last Name R-Z – Mrs. Shelley Rodgers: 217-444-1517

ASBESTOS PROVISION

In accordance with the US EPA's AHERA standard, all information concerning asbestos-containing materials in the schools of District 118 is available in the office of the Department of Building and Grounds for review and copying by students, staff, and guardians during regular business hours.

ATTENDANCE RULES/PROCEDURES

Parents calling to report an absence or a student tardy to school should call 217-444-1680. Parents needing to obtain a dismissal from school for their child should call 217-444-1516. Calls must be made by the parent/guardian and include the name of student, the grade level of the student, and the reason for the absence/tardy/dismissal. For absences, calls must be made on the day of the absence or within 48 hours of the absence. If a parent has no phone, he/she may write a note and turn it in within 48 hours. If the parent does not excuse the absence within 48 hours, it will be unexcused. We would prefer a call each day in the event of a multiple day absence. If your child misses three or more consecutive days, they will need a doctor's note. For dismissals for medical reasons or court appointments, written verification must be brought when the student returns. Two missed class periods will be considered a half-day absence. Four or more missed class periods will be considered a full day absence.

After 15 excused absences for the school year, the child is placed on the Excessive Absence List. All future absences will require a doctor's note or court note to be excused. Absences do not start over 2nd semester; they are cumulative for the year.

Parents are notified when a student has been given an unexcused absence using the SKYLERT system. The SKYLERT system will call the phone number listed when the student was registered. If there is a phone number change, please call your student's Academy Office to make the change.

Student Participation in Outside Activities that Count Toward Calculation of Class Hours

Pupil attendance in any of the following activities shall be counted toward the calculation of clock hours of schoolwork per day:

1. Instruction in a college course where the student is dually enrolled for both high school and college credit.
2. Participation in a Supervised Career Development Experience in which student participation and learning outcomes are approved by a licensed educator assessment of competencies. Participation may include, but is not limited to, scheduled events of local, State, and national youth organizations, career and technical education organizations, FFA associations, and 4-H programs as part of organized competitions, exhibitions, or conferences.
3. Participation in any work-based learning experience, including supervised agricultural experiences, in which student participation and learning outcomes are approved by an educator who holds an Educator License with Stipulations with a career and technical educator endorsement and a work-based learning designation.
4. Participation in a youth apprenticeship in which student participation and learning outcomes are approved by a licensed educator for assessment of competencies.
5. Participation in a blended learning program approved by the district in which course content, student evaluation, and instructional methods are supervised by a licensed educator.

Students shall not be penalized for work missed for participating in any of the above activities and will be permitted to make up all missed work, including homework and tests, for equivalent academic credit. A student and the student's parent or legal guardian is responsible for obtaining coursework that is missed while the student participates in any of the above activities.

Students who desire to participate in any of the above activities should contact the building principal for approval.

Examples of Excused Absences:

- Authorized religious holidays
- Illness
- Death in the immediate family
- Medical or dental appointment verified on a medical form/card
- Court appearances with subpoena/legal document
- Pre-approved absences, such as college visits and business interviews

Examples of Unexcused Absences:

- Any absence not cleared by phone on the day of the absence or prior to the student's first class when the student returns to school will be automatically unexcused. An unexcused absence can be cleared by a phone call and/or note up to 48 hours after the student returns to school.
- Any situation in which the student leaves school without a dismissal
- Babysitting
- Birthdays or other celebrations
- Family trips or vacations
- Employment not through the District
- Hunting, fishing, attendance at non-school sporting events
- Missing the school bus
- Oversleeping
- Shopping

AWARENESS AND PREVENTION OF CHILD SEXUAL ABUSE, GROOMING BEHAVIORS, AND BOUNDARY VIOLATIONS

Child sexual abuse, grooming behaviors, and boundary violations harm students, their parent/guardian, the District's environment, its school communities, and the community at large, while diminishing a student's ability to learn.

Warning Signs of Child Sexual Abuse

Warning signs of child sexual abuse include the following physical signs:

- Sexually transmitted infections (STIs) or other genital infections
- Signs of trauma to the genital area, such as unexplained bleeding, bruising, or blood on the sheets, underwear, or other clothing
- Unusual weight gain or loss

Behavioral signs:

- Excessive talk about or knowledge of sexual topics
- Keeping secrets
- Not talking as much as usual
- Not wanting to be left alone with certain people or being afraid to be away from primary caregivers
- Regressive behaviors or resuming behaviors that the child had grown out of, such as thumb sucking or bedwetting
- Overly compliant behavior
- Sexual behavior that is inappropriate for the child's age
- Spending an unusual amount of time alone
- Trying to avoid removing clothing to change or bathe

Emotional signs:

- Change in eating habits or unhealthy eating patterns, like loss of appetite or excessive eating
- Signs of depression, such as persistent sadness, lack of energy, changes in sleep or appetite, withdrawing from normal activities, or feeling "down"
- Change in mood or personality, such as increased aggression
- Decrease in confidence or self-image
- Anxiety, excessive worry, or fearfulness
- Increase in unexplained health problems such as stomach aches and headaches
- Loss or decrease in interest in school, activities, and friends
- Nightmares or fear of being alone at night
- Self-harming behaviors or expressing thoughts of suicide or suicidal behavior
- Failing grades
- Drug or alcohol use

Warning Signs of Grooming Behaviors

School and District employees are expected to maintain professional and appropriate relationships with students based upon students' ages, grade levels, and developmental levels.

Prohibited grooming is defined as (i) any act, including but not limited to, any verbal, nonverbal, written, or electronic communication or physical activity, (ii) by an employee with direct contact with a student, (iii) that is directed toward or with a student to establish a romantic or sexual relationship with the student. Examples of grooming behaviors include, but are not limited to, the following behaviors:

- Sexual or romantic invitations to a student
- Dating or soliciting a date from a student
- Engaging in sexualized or romantic dialog with a student
- Making sexually suggestive comments that are directed toward or with a student
- Self-disclosure or physical exposure of a sexual, romantic, or erotic nature
- Sexual, indecent, romantic, or erotic contact with a student
- Failing to respect boundaries or listening when a student says "no"
- Engaging in touching that a student or student's parents/guardians have indicated is unwanted
- Trying to be a student's friend rather than filling an adult role in the student's life
- Failing to maintain age-appropriate relationships with students
- Talking with students about personal problems or relationships
- Spending time alone with a student outside of their role in the student's life or making up excuses to be alone with a student
- Expressing unusual interest in a student's sexual development, such as commenting on sexual characteristics or sexualizing normal behaviors
- Giving a student gifts without occasion or reason
- Spending a lot of time with a student
- Restricting a student's access to other adults

Warning Signs of Boundary Violations

School and District employees breach employee-student boundaries when they misuse their position of power over a student in a way that compromises the student's health, safety, or general welfare. Examples of boundary violations include:

- Favoring a certain student by inviting the student to "hang out" or by granting special privileges
- Engaging in peer-like behavior with a student
- Discussing personal issues with a student
- Meeting with a student off-campus without parent/guardian knowledge and/or permission
- Dating, requesting, or participating in a private meeting with a student (in person or virtually) outside of a professional role
- Transporting a student in a school or private vehicle without administrative authorization
- Giving gifts, money, or treats to an individual student
- Sending a student on personal errands
- Intervening in a serious student problem instead of referring the student to an appropriately trained professional
- Sexual or romantic invitations toward or from a student
- Taking and using photos/videos of students for non-educational purposes
- Initiating or extending contact with a student beyond the school day in a one-on-one or non-group setting
- Inviting a student to an employee's home
- Adding a student on personal social networking sites as contacts when unrelated to a legitimate educational purpose
- Privately messaging a student
- Maintaining intense eye contact with a student
- Making comments about a student's physical attributes, including excessively flattering comments
- Engaging in sexualized or romantic dialog
- Making sexually suggestive comments directed toward or with a student
- Disclosing confidential information
- Self-disclosure of a sexual, romantic, or erotic nature
- Full frontal hugs
- Invading personal space

If you believe you are a victim of child sexual abuse, grooming behaviors, or boundary violations, or you believe that your child is a victim, you should immediately contact the Building Principal, a school counselor, or another trusted adult employee of the School.

Additional Resources include:

- National Sexual Assault Hotline at 800.656.HOPE (4673)
- National Sexual Abuse Chatline at online.rainn.org
- Illinois Department of Children and Family Services Hotline at 1.800.25.ABUSE (2873)

BIRTH CERTIFICATES

State law requires that parents must furnish the school district with a **certified copy** of their child's birth certificate. This can be obtained from the Records office of the Vermilion County Courthouse. If your child was born outside Vermilion County, you will need to contact the Vital Records Office of the county where your child was born. The school will photocopy the birth certificate for our new records and return the original to the parents. This law became effective January 1, 1987 and applies to all students who are new to District 118 schools.

BREAKFAST/LUNCH

A healthy breakfast and lunch will be available **at no charge to all students,** regardless of income. No forms are necessary to participate. All students are encouraged to participate in the free meal program to enhance the learning environment.

Breakfast is served every day beginning at 7:45 am in classrooms. There is no charge for breakfast, but additional milk and juice are available for purchase for thirty (30) cents.

Lunch is served every full school day, and menus will denote days when lunch is not served due to early dismissal. There is no charge for lunch, but additional milk and juice are available for purchase. For additional purchases outside of the complete meal that is free to students, parent/guardians may add money to student's accounts by paying on line, in advance on your student's account via check or online.

Public schools in which at least 70 percent of the students were eligible for free or reduced-price lunches in October of the preceding year* must operate a breakfast after the bell program. Breakfast must be provided to children after the instructional day has officially begun. This mandate does not prohibit schools from additionally providing breakfast before instructional day begins.

We will have a Grab and Go Breakfast cart available to students until 9:00 a.m. each day. Staff may also purchase if there are funds established in their account.

Students may take this breakfast to the cafeteria before the instructional day begins as an alternative to a hot breakfast. Students that arrive after the bell will be given 10 minutes in class to eat and dispose of their breakfast.

CREDIT FOR PROFICIENCY, NON-DISTRICT EXPERIENCES, COURSE SUBSTITUTIONS AND ACCELERATED PLACEMENT

A student may receive high school credit for successfully completing any of the listed courses or experiences even when it is not offered in or sponsored by the District:

1. Distance learning course, including a correspondence, virtual, or online course.
2. Courses in an accredited foreign exchange program.
3. Summer school or community college courses.
4. College or high school courses offering dual credit at both the college and high school level.
5. Foreign language courses taken in an ethnic school program approved by the Illinois State Board of Education.
6. Work-related training at manufacturing facilities or agencies in a Tech Prep Program.
7. Credit earned in a Vocational Academy.

Students must receive pre-approval from the building principal or designee to receive credit for any non-District course or experience. The building principal or designee will determine the amount of credit and whether a proficiency examination is required before the credit is awarded. Students assume responsibility for any fees, tuition, supplies, and other expenses. Students are responsible for (1) providing documents or transcripts that demonstrate successful completion of the experience, and (2) taking a proficiency examination, if requested. The building principal or designee shall determine which, if any, non-District courses or experiences, will count toward a student's grade point average, class rank, and eligibility for athletic and extracurricular activities.

Proficiency Credit

Proficiency credit is available in limited subjects where a student demonstrates competency. Contact the building principal for details.

Substitutions for Required Courses

Vocational or technical education. A student in grades 9-12 may satisfy one or more high school courses (including physical education) or graduation requirements by successfully completing related vocational or technical education courses if:

1. The building principal approves the substitution and the vocational or technical education course is completely described in curriculum material along with its relationship to the required course; and

2. The student's parent/guardian requests and approves the substitution in writing on forms provided by the District.

Registered apprenticeship program. A student in grades 9-12 who is 16 years or older may satisfy one or more high school courses (including physical education) or graduation requirements by successfully completing a registered apprenticeship program listed by the school district. Students may find a registered, but not listed, apprenticeship program with a business or organization if a registered apprenticeship program is not offered in the school district.

Advanced placement computer science. The advanced placement computer science course is equivalent to a high school mathematics course. A student in grades 9-12 may substitute the advanced placement computer science course for one year of mathematics. The transcript of a student who completes the advanced placement computer science course will state that it qualifies as a mathematics-based, quantitative course.

Volunteer service credit. A student participating in the District's Volunteer Service Credit Program, if any, may earn credit toward graduation for the performance of community service. The amount of credit given for program participation shall not exceed that given for completion of one semester of language arts, math, science, or social studies.

Accelerated Placement

The District provides for an Accelerated Placement Program (APP) for qualified students. It provides students with an educational setting with curriculum options that are usually reserved for students who are older or in higher grades than the student. Accelerated placement includes but may not be limited to: early entrance to kindergarten or first grade, accelerating a student in a single subject and grade acceleration. Participation is open to all students who demonstrate high ability and who may benefit from accelerated placement. It is not limited to students who have been identified as gifted or talented. Please contact the building principal for additional information.

DENTAL EXAMINATION

All children entering kindergarten, second, sixth, and ninth grades, must present proof of having been examined by a licensed dentist before May 15 of the current school year (the exam must be within 18 months prior to May 15th). Failure to present proof allows the school to hold the child's report card until the student presents: (1) a completed dental examination, or (2) that a dental examination will take place within 60 days after May 15.

DETENTION

Because of behavior problems, a student in grades 9 – 12 may be detained, up to 90 minutes after school. However, the detention does not have to be served on the same night as the offense, but within 48 hours of the offense. Behavior detentions MUST be served.

DISMISSAL FROM SCHOOL

Students who need to be dismissed from school at any time during the school day must have a dismissal report. If the student has a medical or court appointment, a parent or guardian must call 217-444-1516 to obtain a dismissal. Students who are ill must see the nurse to get a dismissal. If the nurse is not available, the student can report to an administrator's office for help. In all cases, parents/guardians/designated individuals will be contacted prior to students being dismissed from school. Students who leave school without a dismissal will not be excused for the time missed.

DRESS CODE and STUDENT APPEARANCE

Danville School District 118 expects a standard in behavior, dress, grooming, and appearance that reflects pride in self, home, and school. The Board of Education prohibits student dress and grooming which interferes with appropriate discipline in the operation of District schools, interferes with the rights of others, or is vulgar, indecent, obscene, or insulting. The Board also prohibits dress or grooming that conveys any 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; depicts hate speech based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or any other protected groups; or is contrary to accepted social standards in the community. This standard for dress was adopted to improve the learning environment, to reduce classroom distractions, to increase students' self-respect and self-esteem, to improve school spirit, and to enhance the district's image within the community. It is the responsibility of parents to see that their student(s) follow the guidelines established in this dress code. If a student does not follow the guidelines, he/she may be asked to change the item of clothing at school, a parent may be notified and asked to bring a change of clothing to school, or the student may be sent home to change clothes. Parents are expected to update their contact information on a regular basis. These guidelines are examples of acceptable and unacceptable clothing in District 118 schools. They are not an all-inclusive

list. Some of the examples are very clear; others leave room for interpretation. If a parent has a question about any of the guidelines, he or she should contact the building administrator(s) to avoid any misunderstandings and the hard feelings that may result. If there is a question of safety or decency, a decision by the building administrator(s) will be final. Repeated offenses may be considered insubordination and the student may be suspended from school.

A student's appearance, including dress and hygiene, must not disrupt the educational process or compromise standards of health and safety. The school does not prohibit hairstyles historically associated with race, ethnicity, or hair texture, including, but not limited to, protective hairstyles such as braids, locks, and twists. Students who disrupt the educational process or compromise standards of health and safety must modify their appearance.

Shirts/Tops/Blouses/Jackets

- No tank tops, halter tops, strapless tops, spaghetti straps, camisoles are allowed.
- Jackets may be worn. Winter coats may not be worn in the classroom or cafeteria.
- No midriff may be exposed.
- Any item determined by the building administrator(s) to be too tight or revealing is not allowed.

Dresses/Skirts

Students may wear dresses or skirts subject to the following restrictions:

- A dress must not be strapless or have spaghetti straps.
- Dresses and skirts must be no shorter than fingertip length plus one inch (approximately mid-thigh/3" above knee).
- No low-cut dresses are allowed. Undergarments are not to be visible.
- No leather, mesh, nylon/vinyl/spandex, see-through material or cutouts are allowed.
- Any item determined by the building administrator(s) to be too tight or revealing is not allowed

Pants/Shorts

- Pants must be worn at the waist; neither underwear nor skin shall be exposed. Both pant legs must be the same
- length. Pants must be fastened, and if a belt is worn, it must be buckled.
- Shorts must be no shorter than fingertip length plus one inch (approximately mid-thigh /3" above knee)
- Blue jeans may be worn if free of rips and tears.
- No yoga pants, pajama pants, leather, mesh, flannel/fleece, and nylon/vinyl/spandex are allowed.
- Leggings and tights are not to be worn as pants. Leggings and tights may be worn under a dress or skirt.
- Any item determined by the building administrator(s) to be too tight or revealing is not allowed.

Additional Standards of Dress

1. The Board prohibits dress or grooming that conveys any 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; depicts hate speech based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or any other protected groups; or is contrary to accepted social standards in the community.
2. No flip flops or house slippers may be worn.
3. Having jewelry, tattoos, body art or clothing depicting gang symbolism or affiliation is not allowed and may result in disciplinary consequences outlined in the Ownership in Education handbook.
4. Dress scarves are allowed. Scarves are not allowed as headwear, except for religious exemptions.
5. Hats, ear guards, sweatbands, bandanas, hairnets, hoods, and gloves may not be worn in school buildings.
6. Unless prescribed by a doctor, sunglasses are not to be worn in any school building.
7. Chain wallets are not allowed.

<u>Dress Code Exemptions</u>

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 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.

EARLY DISMISSAL DATES

School will be dismissed one hour early (2:00 pm) on the following dates for staff professional development:
These dates are made available to Parents/Students on the District 118 website, DHS website, and the DHS newsletters.

EDUCATION OF CHILDREN WITH DISABILITIES

It is the intent of the district to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 or the Individuals with Disabilities Education Act are identified, evaluated and provided with appropriate educational services.

The School provides a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the school. The term "children with disabilities" means children between ages 3 and the day before their 22nd birthday for whom it is determined that special education services are needed, except those children with disabilities who turn 22 years of age during the school year are eligible for special education services through the end of the school year. It is the intent of the school to ensure that students with disabilities are identified, evaluated, and provided with appropriate educational services.

A copy of the publication "Explanation of Procedural Safeguards Available to Parents of Students with Disabilities" may be obtained from the school district office.

Students with disabilities who do not qualify for an individualized education program, as required by the federal Individuals with Disabilities Education Act and implementing provisions of this Illinois law, may qualify for services under Section 504 of the federal Rehabilitation Act of 1973 if the student (i) has a physical or mental impairment that substantially limits one or more major life activities, (ii) has a record of a physical or mental impairment, or (iii) is regarded as having a physical or mental impairment.

For further information, please contact:
Lindsey Nixon
(217)444-1030
516 N Jackson Street
Danville, IL 61832

Discipline of Students with Disabilities
Behavioral Interventions
Behavioral interventions shall be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. The School Board will establish and maintain a committee to develop, implement, and monitor procedures on the use of behavioral interventions for children with disabilities.

Discipline of Special Education Students
The District shall comply with the Individuals With Disabilities Education Improvement Act of 2004 and the Illinois State Board of Education's Special Education rules when disciplining special education students. No special education student shall be expelled if the student's particular act of gross disobedience or misconduct is a manifestation of his or her disability.

Isolated Time Out, Time Out, and Physical Restraint
Isolated time out, time out, and physical restraint shall only be used if the student's behavior presents an imminent danger of serious physical harm to the student or others, and other less restrictive and intrusive measures were tried and proven in effective in stopping it. The School may not use isolated time out, time out, or physical restraint as discipline or punishment, convenience for staff, retaliation, as a substitute for appropriate educational or behavioral support, a routine safety matter, or to prevent property damage in the absence of imminent danger of serious physical harm to the student or others. The use of prone restraint is prohibited.

ELECTRONIC SIGNALING AND CELLULAR RADIO TELECOMMUNICATION DEVICES

2025-2026 Personal Electronic Device Policy Information: Student Personal Telecommunication Device Policy and Guidelines

Yondr Cell Phone Guidelines: Yondr Cell Phone Guidelines

Audio or Video Recording: Audio or video recording of staff or students without consent is strictly forbidden and violates the Illinois Eavesdropping Act. (Illinois Statutes Chapter 720). The use of cell phones to record audio or video content of violent behavior by others at school may be considered participation in "Inciting Individuals to Violence", Article 4. Pg. 12, and subject to appropriate discipline.

*Danville District 118 School District is **not responsible** for lost, stolen, or broken cell phones or electronic devices*

ELIGIBILITY POLICY

All students in extracurricular activities must be passing five core classes. Extra-curricular activities are activities, which occur outside of normal school hours and are not included as a part of the Board of Education accredited curricular offering. Eligibility grade checks are cumulative from the beginning of the semester. All missed work, according to IHSA By-Laws, is considered a 40% in the weekly eligibility check until it is completed and graded. Eligibility is pulled every Thursday at noon and applies to participation the following week.

EMERGENCY CARDS

It is crucial that parents/guardians have an emergency card on file at Danville High School. The emergency card needs to have working phone numbers listed, exactly who is allowed to pick up your student if you are not available. We will not release students to anyone who is not listed on the emergency card.

EMERGENCY DISMISSAL PLAN

During each school year, we have the possibility of an emergency dismissal occurring due to severe weather conditions, electrical failure in the building, loss of water, etc. Therefore, it is important that all parents be aware of our plans if such incidents occur.

The emergency dismissal plan to be followed is:

1. The Central Office will make the decision regarding early dismissal and will notify all schools affected.
2. All local radio stations will be asked to begin announcing the planned school closing at least 45 minutes before school is dismissed. The District will send a Skylert message and announce on social media.
3. Arrangements will immediately be made for buses to come to the schools on an adjusted schedule.
4. All students will be dismissed at the announced times except for those whose parents have left standing instructions regarding such emergencies with the school or parents who call us that day with specific instructions; otherwise, students will be sent home early, due to the emergency, the usual way.

If this plan is to be effective, it is very important that we have your cooperation. Therefore, we are asking all parents to make the following plans for their child(ren) and make sure that the child(ren) are aware of the plan:

1. Designate a neighbor they can go to if parents are not home.
2. Designate a second neighbor in case the first neighbor is not at home.
3. Select a friend or relative in the event that they have no neighbor.
4. Notify the school if none of the above is satisfactory and clearly explain who we are to contact. Please do so in writing as soon as possible.

It is impossible for the school to contact each parent by phone in such an emergency as you realize. Thanks for all your help in this important matter.

EMPLOYEE CODE OF PROFESSIONAL CONDUCT

Faith's Law Notification

Faith's Law was a law enacted to ensure that all school employees act appropriately and ensure safe learning environments for students. The following is from BOE policy *5:120 Employee Ethics; Code of Professional Conduct and Conflict of Interest.* Parents/guardians can access the IL State Board of Education's Sexual Abuse Response and Prevention Guide at https://www.isbe.net/Documents/Faiths-Law-Resource-Guide.pdf .

Professional and Appropriate Conduct
Professional and appropriate employee conduct are important Board goals that impact the quality of a safe learning environment and the school community, increasing students' ability to learn and the District's ability to educate. To protect students from sexual misconduct by employees, and employees from the appearance of impropriety, State law also recognizes the importance for District employees to constantly maintain professional and appropriate relationships with students by following established expectations and guidelines for employee-student boundaries. Many breaches of employee-student boundaries do not rise to the level of criminal behavior but do pose a potential risk to student safety and impact the quality of a safe learning environment. Repeated violations of employee-student boundaries may indicate the grooming of a student for sexual abuse. As bystanders, employees may know of concerning behaviors that no one else is aware of, so their training on: (1) preventing, recognizing, reporting, and responding to child sexual abuse and grooming behavior; (2) this policy; and (3) federal and state reporting requirements is essential to maintaining the Board's goal of professional and appropriate conduct.

The Superintendent or designee shall identify employee conduct standards that define appropriate employee-student boundaries, provide training about them, and monitor the District's employees for violations of employee-student boundaries. The employee conduct standards will require that, at a minimum:

1. Employees who are governed by the Code of Ethics for Illinois Educators, adopted by the Ill. State Board of Education (ISBE) will comply with its incorporation by reference into this policy.
2. Employees are trained on educator ethics, child abuse, grooming behaviors, and employee-student boundary violations as required by law and policies *2:265, Title IX Sexual Harassment Grievance Procedure; 4:165, Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors; 5:90, Abused and Neglected Child Reporting; and 5:100, Staff Development Program.*
3. Employees maintain professional relationships with students, including maintaining employee-student boundaries based upon students' ages, grade levels, and developmental levels and following District-established guidelines for specific situations, including but not limited to:
    a. Transporting a student;
    b. Taking or possessing a photo or video of a student; and
    c. Meeting with a student or contacting a student outside the employee's professional role.
4. Employees report prohibited behaviors and/or boundary violations pursuant to Board policies *2:260, Uniform Grievance Procedure; 2:265, Title IX Sexual Harassment Grievance Procedure;* and *5:90, Abused and Neglected Child Reporting*.
5. Discipline up to and including dismissal will occur for any employee who violates an employee conduct standard or engages in any of the following:
    a. Violates expectations and guidelines for employee-student boundaries.
    b. Sexually harasses a student.
    c. Willfully or negligently fails to follow reporting requirements of the Abused and Neglected Child Reporting Act (325 ILCS 5/), Title IX of the Education Amendments of 1972 (20U.S.C. §1681 et seq.), or the Elementary and Secondary Education Act (20 U.S.C. § 7926).
    d. Engages in grooming as defined in 720 ILCS 5/11-25.
    e. Engages in grooming behaviors. Prohibited grooming behaviors include, at a minimum, sexual misconduct. Sexual misconduct is any act, including but not limited to, any verbal, nonverbal, written, or electronic communication or physical activity, by an employee with direct contact with a student, that is directed toward or with a student to establish a romantic or sexual relationship with the student. Examples include, but are not limited to:
        i. A sexual or romantic invitation.
        ii. Dating or soliciting a date.
        iii. Engaging in sexualized or romantic dialog.
        iv. Making sexually suggestive comments that are directed toward or with a student.
        v. Self-disclosure or physical exposure of a sexual, romantic, or erotic nature.
        vi. A sexual, indecent, romantic, or erotic contact with the student.

EMPLOYMENT CERTIFICATES (WORK PERMITS)

Applications for Employment Certificates for 14- and 15-year-old students are available in the Principal's Office. Call 217-444-1504 with questions regarding work permits.

ENGLISH LEARNERS

The school offers opportunities for resident English Learners to achieve at high levels in academic subjects and to meet the same challenging State standards that all children are expected to meet.

Parents/Guardians of English Learners will be informed how they can: (1) be involved in the education of their children; (2) be active participants in assisting their children to attain English proficiency, achieve at high levels within a well-rounded education, and meet the challenging State academic standards expected of all students; and (3) participate and serve on the District's Transitional Bilingual Education Programs Parent Advisory Committee.

For questions related to this program or to express input in the school's English Learners program, contact:
Mrs. Brandie Kuchefski at 217-444-1065.

ENSURING STUDENT SUCCESS ACT

Students who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence:
Domestic and sexual violence affect a student's ability to learn. Students who are parents or expectant parents have unique needs. Providing support services that enable students who are parents, expectant parents, or victims of domestic or sexual violence (Article 26A Students) to succeed in school are important school and district goals and are required by law.

Requesting Support Services to facilitate the full participation of Article 26A Students:
The school district provides in school support services and information regarding non-school-based support services. Article 26A Students are also able to make up work missed on account of circumstances related to their status as a parent, expectant parent, or victim of domestic or sexual violence. In-school support services include, but are not limited to, enabling a student to meet with counselors or other service providers, excusing the student from class as necessary for circumstances consistent with their Article 26A status, and assisting students with the development of a student success plan. An Article 26A Student and/or their parent/guardian may request a complete copy of the District's policies related to Article 26A Students and information on support services by contacting the Article 26A Resource Person listed below.

Filing a Complaint: An Article 26A Student and/or their parent/guardian may file a complaint for violations of this procedure with the Nondiscrimination Coordinator, Title IX Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any employee with whom the person is comfortable speaking

EQUAL EDUCATIONAL OPPORTUNITIES AND SEX EQUITY

Equal educational and extracurricular opportunities are available to all students without regard to race, color, nationality, sex, sexual orientation, gender identity, ancestry, age, religion, physical or mental disability, status as homeless, immigration status, order of protection status, or actual or potential marital or parental status, including pregnancy.

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

Any student or parent/guardian with a sex equity or equal opportunity concern should contact Mrs. Kim Pabst, Director of Human Resources (217)444-1027; or Mr. Justin Thorlton, Assistant Director of Human Resources (217)444-1047.

EVERY STUDENT SUCCEEDS ACT (ESSA)

Teacher Qualifications
A parent/guardian may request, and the District will provide in a timely manner, the professional qualifications of your student's classroom teachers, including, at a minimum, whether:

a. The teacher has met the State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
b. The teacher is teaching under emergency or other provisional status.
c. The teacher is teaching in the field of discipline of the certification of the teacher.
d. Paraprofessionals provide services to the student and, if so, their qualifications.

EYE EXAMINATION

All students entering kindergarten or the school for the first time must present proof before October 15 of the current school year of an eye examination performed within one year prior to entry of kindergarten or the school. Failure to present proof by October 15, allows the school to hold the student's report card until the student presents: (1) a completed eye examination, or (2) that an eye examination will take place within 60 days after October 15.

Prior to conducting any vision screenings, the district will provide written notice to parents/guardians that specifically states: "Vision screening is not a substitute for a complete eye and vision evaluation by an eye doctor. Your child is not required to undergo screening if an optometrist or ophthalmologist had competed and signed a report form indicating that an examination had been administered within the previous 12 months.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) requires that schools obtain your written consent prior to the disclosure of personally identifiable information from your child's records. However, District 118 may obtain "directory information" without written consent unless you have advised us to the contrary. The primary purpose of directory information is to include names of students participating in a variety of school activities. Examples include: the school yearbook, honor roll, other recognition lists, and sporting events. Directory information can also be disclosed to outside organizations such as manufacturers of class rings or yearbook publishers. If you do NOT want District 118 to disclose directory information from your child's records without your prior written consent, you must notify the school principal by September 26. Please note the following items related to FERPA:

- Item 1: Legal guardians have the right to inspect and review the student's education records maintained by the school.
- Item 2: Legal guardians have the right to prevent disclosure of the student's education record, subject to several exceptions.
- Item 3: Legal guardians have the right to request that a school correct records which are thought to be inaccurate or misleading.
- Item 4: Legal guardians have the right to complain to FERPA officials if any of the above rights are violated.
- "Directory Information" can be released without parental permission as long as the school district notifies parents exactly what constitutes directory information and gives parents an opportunity to opt out of having their child's information released.
- Directory information includes routine student information that is not of a highly regarded personal nature, like a student's name, address, phone number, picture, and list of student activities.
- Confidential student information may only be released with parent/guardian permission, unless one of a limited number of exceptions applies. If a court of competent jurisdiction orders the disclosure of student records, the records must be disclosed pursuant to the order of the court.
- Divorced Parents: Both parents have the right to participate in their child's education. However, only the custodial parent has the right to make educational decisions regarding the child.
- Whenever a student turns eighteen years of age or attends college, the student is an adult and automatically assumes all rights under FERPA.

FEES, FINES AND CHARGES; WAIVER OF STUDENT FEES

The school establishes fees and charges to fund certain school activities. Some students may be unable to pay these fees. Students will not be denied educational services or academic credit due to the inability of their parent or guardian to pay fees or certain charges. Students whose parent or guardian is unable to afford student fees may receive a fee waiver. A fee waiver applies to all fees related to school, instruction, and extracurricular activities.

Applications for fee waivers may be obtained from the school office and may be submitted by a parent or guardian of a student who has been assessed a fee. As student is eligible for a fee waiver if at least one of the following prerequisites is met:

1. The student currently lives in a household that meets the free lunch or breakfast eligibility guidelines established by the federal government pursuant to the National School Lunch Act; or
2. The student or the student's family is currently receiving aid under Article IV of the Illinois Public Aid Code (Aid to Families of Dependent Children); or
3. The student's parent is a veteran or active-duty military personnel with income at or below 200% of the federal poverty line.

The building principal will give additional consideration where one or more of the following factors are present:

- An illness in the family;
- Unusual expenses such as fire, flood, storm damage, etc.;
- Unemployment;
- Emergency situations; or
- When one or more of the parents/guardians are involved in a work stoppage.

The building principal will notify the parent/guardian promptly as to whether the fee waiver request has been granted or denied. Questions regarding the fee waiver application process or an appeal of the District's decision to deny a fee waiver should be addressed to the Building Principal. Pursuant to the Hunger-Free Students' Bill of Rights Act, the school is required to provide a federally reimbursable meal or snack to a student who requests one, regardless of whether the student has the ability to pay for the meal or snack or owes money for earlier meals or snacks. Students may not be provided with an alternative meal or snack and the school is prohibited from publicly identifying or stigmatizing a student who cannot pay for or owes money for a meal or snack.

Parents/Guardians will be notified promptly as to whether the fee waiver request has been granted or denied. Questions regarding the application process should be addressed to Mrs. Zetta Piggott in the Food Service Office at 217-444-1070.

School fees are payable at registration.
All school registration fees for 2025-2026 were waived by the Board of Education, including: all instructional, curricular course/instructional fees and materials. EXCEPTIONS to this waiver include extra curriculars, Driver's Education, graduation fees, parking, replacement ID's and lock fees.

Fees*	
School Locks	$5.00
Student ID cards	$5.00
Driver's Education	$200.00

Students with unpaid fees may be excluded from dances. Payment plans can be set up with Mrs. Jones, DHS Cashier, (217)444-1601.

Waiver of Student Fees
The Superintendent will recommend to the Board of Education a schedule of fees, if any, to be charged students for the use of textbooks, consumable materials, extracurricular activities, and other school student fees. Students must also pay fines for the loss of or damage to school books or other school-owned materials.

Fees for textbooks, other instructional materials, and driver education, as well as fines for the loss or damage of school property are waived for students who meet the eligibility criteria for a waiver as described in BOE *Policy 4:140 Waiver of Student Fees*. In order that no student is denied educational services or academic credit due to the inability of parents/guardians to pay student fees and fines, the Superintendent will recommend to the Board which additional fees and fines, if any, the District will waive for students who meet the eligibility criteria for a waiver.

A student shall be eligible for a fee and fine waiver when:
1. The student currently lives in a household that meets the same income guidelines, with the same limits based on household size, that are used for the federal free meals program;
2. The student's parents/guardians are veterans or active-duty military personnel with income at or below 200% of the federal poverty line; or
3. The student is homeless, as defined in the McKinney-Vento Homeless Assistance Act (42 U.S.C. §11434a).

The Superintendent or designee will give additional consideration when one or more of the following factors are present:
- Illness in the family;
- Unusual expenses such as fire, flood, storm damage, etc.;
- Unemployment;
- Emergency situations;
- When one or more of the parents/guardians are involved in a work stoppage.

If a student receiving a waiver is found to be no longer eligible during the school year, the Superintendent or designee shall notify the student's parent/guardian and charge the student a prorated amount based upon the number of school days remaining in the school year.

Within 30 calendar days after the receipt of a waiver request, the Superintendent or designee shall mail a notice to the parent/guardian whenever a waiver request is denied. The denial notice shall include: (1) the reason for the denial, (2) the process and timelines for making an appeal, and (3) a statement that the parent/guardian may reapply for a waiver any time during the school year if circumstances change. If the denial is appealed, the District shall follow the procedures for the resolution of appeals as provided in the ISBE rule on waiver of fees.

For more information regarding waiver of fees, please contact Mrs. Narcissus Rankin, Chief School Business Official, at (217) 444-1040.

FINAL EXAM – PARENT REQUEST TO TAKE EARLY

Final Exam – Parent Request to Take Early: Form: Final Exam – Request to Take Early

GRADING SYSTEM & RETAKE POLICY

A letter system is used for grades at DHS. Grades A, B, C, and D are passing: A indicates exceptionally fine work; B represents better than average work; C indicates average work; D indicates poor work; F indicates failure (no credit earned). The grade given at the end of the semester is a cumulative grade for that semester and is recorded on the transcript. Semester grades are based on an accumulation of all grades for the entire semester. The 1st quarter and 3rd quarter grades are progress reports and indicate student progress up to that point. Final exams are 10% of the semester grade except in AP and Dual Enrollment classes where the weighting may be higher.

If a student turns in a fully completed assignment the lowest grade awarded will be a 40%. Zeros will be given for assignments when no attempt is made.

Because the purpose of grades is to reflect student progress or performance, the goal is that all students will meet the grade level expectations. In order to provide an opportunity for students who did not meet grade level expectations on their first attempt, students will be given the chance to retake summative assessments.

1. The higher of the retake/assessment grades will be recorded in Skyward.
2. The teacher may require the student to complete an alternative assessment as the retake.
3. Some summative such as essays may not be eligible for retakes. Please refer to individual course syllabus.

Students will be eligible for a retake if they meet the following criteria:

1. All missing Formative Assessments pertinent to the summative assessment being retaken must be completed prior to earning a retake.
2. Students must complete one or more of the following before the next summative:
   - An additional practice assignment/re-teaching activity may be required prior to earning a retake.
   - Corrections to the first summative assessment may be required prior to earning a retake.

The student may be required to attend a remediation/tutoring session with the teacher to earn a retake.

DHS gradebooks will have two categories summative weighted 75% and formative weighted 25%.

GUIDELINES FOR ACCESS TO NON-SCHOOL SPONSORED PUBLICATIONS

Non-School Sponsored Publications Accessed or Distributed On Campus

Creating, distributing, and/or accessing non-school sponsored publications shall occur at a time and place and in a manner that will not cause disruption, be coercive, or result in the perception that the distribution or the publication is endorsed by the School District.

Students are prohibited from creating, distributing, and/or accessing at school any publication that:

1. Will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities;
2. Violates the rights of others, including but not limited to material that is libelous, slanderous or obscene, invades the privacy of others, or infringes on a copyright;
3. Is socially inappropriate or inappropriate due to maturity level of the students, including but not limited to material that is obscene, pornographic, or pervasively lewd and vulgar, contains indecent and vulgar language, or sexting as defined by School Board policy and the Student Handbook;
4. Is reasonably viewed as promoting illegal drug use;
5. Is distributed in kindergarten through eighth grade and is primarily prepared by non-students, unless it is being used for school purposes. However, material from outside sources or the citation to such sources may be allowed, as long as the material to be distributed or accessed is primarily prepared by students; or
6. Incites students to violate any Board policies.

Accessing or distributing on-campus includes accessing or distributing on school property or at school-related activities. A student engages in gross disobedience and misconduct and may be disciplined for: (1) accessing or distributing forbidden material, or (2) for writing, creating, or publishing such material intending for it to be accessed or distributed at school.

Non-School Sponsored Publications Accessed or Distributed Off-Campus

A student engages in gross disobedience and misconduct and may be disciplined for creating and/or distributing a publication that: (1) causes a substantial disruption or a foreseeable risk of a substantial disruption to school operations, or (2) interferes with the rights of other students or staff members.

GUIDELINES FOR SCHOOL-SPONSORED PUBLICATIONS, PRODUCTIONS AND WEBSITES

School-sponsored publications, productions and websites are governed by the Speech Rights of Student Journalists Act, school board policies and the student/parent handbook. Student journalists are responsible for determining the news, opinion, feature, and advertising content of those publications, productions, and websites.

Student journalists must:

1. Make decisions based upon news value and guided by the Code of Ethics provided by the Society of Professional Journalists, National Scholastic Press Association, Journalism Education Association, or other relevant group;
2. Produce media based upon professional standards of accuracy, objectivity, and fairness;
3. Review material to improve sentence structure, grammar, spelling, and punctuation;
4. Check and verify all facts and verify the accuracy of all quotations;
5. In the use of personal opinions, editorial statements, and/or letters to the editor, provide opportunity and space for the expression of differing opinions within the same media to align with the District's media literacy curriculum mandate; and
6. Include an author's name with any personal opinions and editorial statements, if appropriate.

Student journalists may not create, produce, or distribute school sponsored media that:

1. Is libelous, slanderous, or obscene;
2. Constitutes an unwanted invasion of privacy;
3. Violates Federal or State law, including the constitutional rights of third parties; or
4. Incites students to (a) commit an unlawful act; (b) violate any school district policy or student handbook procedure; or (c) materially and substantially disrupt the orderly operations of the school.

The District will not engage in prior restraint of material prepared by student journalists for school-sponsored media, unless the material fits into one of the four prohibited categories listed above, in which case the Building Principal and/or student media advisers may review, edit, and delete such media material before publication or distribution of the media.

The author's name will accompany personal opinions and editorial statements. An opportunity for the expression of differing opinions from those published/produced will be provided within the same media.

No expression made by students in the exercise of freedom of speech or freedom of the press under this policy shall be deemed to be an expression of the School, District or an expression of Board policy.

GUIDELINES FOR STUDENT DISTRIBUTION OF NON-SCHOOL PUBLICATIONS

A student or group of students seeking to distribute more than 10 copies of the same material on one or more days to students must comply with the following guidelines:

1. The student(s) must notify the building principal of the intent to distribute, in writing, at least 24 hours before distributing the material. No prior approval of the material is required.
2. The material may be distributed at times and locations determined by the building principal, e.g., before the beginning or ending of classes at a central location inside the building.
3. The building principal may impose additional requirements whenever necessary to prevent disruption, congestion, or the perception that the material is school-endorsed.
4. Distribution must be done in an orderly and peaceful manner, and may not be coercive.
5. The distribution must be conducted in a manner that does not cause additional work for school personnel. Students who distribute material are responsible for cleaning up any materials left on school grounds.
6. Students must not distribute material that:
    a) Will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities;
    b) Violates the rights of others, including but not limited to, material that is libelous, slanderous or obscene, invades the privacy of others, or infringes on a copyright;
    c) Is socially inappropriate or inappropriate due to the students' maturity level, including but not limited to, material that is obscene, pornographic, or pervasively lewd and vulgar, contains indecent and vulgar language, or sexting as defined by School Board Policy and Student Handbook,
    d) Is reasonably viewed as promoting illegal drug use;
    e) Is distributed in kindergarten through eighth grade and is primarily prepared by non-students, unless it is being used for school purposes. However, material from outside sources or the citation to such sources may be allowed, as long as the material to be distributed or accessed is primarily prepared by students; or
    f) Encourages or incites students to violate any Board policy.
7. A student may use the School District's Uniform Grievance Procedure to resolve a complaint.

8. Whenever these guidelines require written notification, the appropriate administrator may assist the student in preparing such notification.

A student or group of students seeking to distribute 10 or fewer copies of the same publication on one or more days to students must distribute such material at times and places and in a manner that will not cause substantial disruption of the proper and orderly operation and discipline of the school or school activities and in compliance with paragraphs 4, 5, 6, and 7.

HALLWAY COURTESY

Keep hallways open to traffic by walking to the right. Do not block traffic by standing in groups. Pass through hallways quietly. Be considerate of others in the halls and classrooms. Discard trash in the containers provided. Do not congregate in groups at doorway entrances and stairwells.

HALL PASSES

Students are not permitted in the halls during class periods without a hall pass unless a staff member accompanies them. When students are in the hallway, the hall pass should be visible and available to present to any staff person upon request.

HEALTH AND WELLNESS

The Board of Education is committed to providing a learning environment that supports and promotes wellness, good nutrition, and an active lifestyle and recognizes the positive relationship between good nutrition, physical activity and the capacity of students to develop and learn. The entire school environment shall be aligned with healthy school goals to positively influence students' beliefs and habits and promote health and wellness, good nutrition and regular physical activity. In addition, school staff shall be encouraged to model healthy eating and physical activity as a valuable part of daily life.

HOME/HOSPITAL

Students may need to be educated temporarily away from the school building due to a medical condition (physical or mental). There is a form that needs to be filled out and returned to the school.

Students receiving homebound services are not eligible to participate in or attend extra-curricular activities. If a student has an IEP and the IEP team decides to allow this it would be handled in the IEP meeting and noted.

IMMUNIZATION, HEALTH, EYE AND DENTAL EXAMINATIONS

Required Health Examinations and Immunizations

All students are required to present appropriate proof that the student received a health examination and the immunizations against and screenings for preventable communicable diseases within one year prior to:

1. Entering kindergarten or first grade.
2. Entering the sixth and ninth grades; and
3. Enrolling in an Illinois school for the first time, regardless of the student's grade.

Proof of immunization against meningococcal disease is required for students in grades 6 and 12. A diabetes screening must be included as part of the health exam (though diabetes testing is not required). Students between the age of one and seven must provide a statement from a physician assuring that the student was "risk-assessed" or screened for lead poisoning. Beginning with the 2017-2018 school year, an age-appropriate developmental screening and an age-appropriate social and emotional screening are required parts of each health examination.

Failure to comply with the above requirements by the first day of the current school year will result in the student's exclusion from school until the required health forms are presented to the school, subject to certain exceptions. A student will not be excluded from school due to his or her parent/guardian's failure to obtain a developmental screening or a social and emotional screening.

Exemptions

A student will be exempted from the above requirements for:

1. Medical grounds if the student's parent/guardian presents to the building principal a signed statement explaining the objection.
2. Religious grounds if the student's parent/guardian presents to the building principal a completed Certificate of Religious Exemption.

3. Health examination or immunization requirements on medical grounds if a physician provides written verification.
4. Eye examination requirement if the student's parent/guardian shows an undue burden or lack or access to a physician licensed to practice medicine in all its branches who provides eye examinations or a licensed optometrist.
5. Dental examination requirement if the student's parent/guardian shows an undue burden or a lack of access to a dentist.

EXEMPTION FROM PHYSICAL EDUCATION REQUIREMENT

In order to be excused from participation in physical education, a student must present an appropriate excuse from his or her parent/guardian or from a person licensed under the Medical Practice Act. The excuse may be based on medical or religious prohibitions. An excuse because of medical reasons must include a signed statement from a person licensed under the Medical Practice Act that corroborates the medical reason for the request. An excuse based on religious reasons must include a signed statement from a member of the clergy that corroborates the religious reason for the request. Upon written notice from a student's parent/guardian, a student will be excused from engaging in the physical activity components of physical education during a period of religious fasting.

A student in grades 9-12 may submit a written request to the building principal requesting to be excused from physical education courses for the reasons stated below.

1. Enrollment in a marching band program for credit;
2. Enrollment in Reserve Officer's Training Corps (ROTC) program sponsored by the District;
3. Ongoing participation in an interscholastic athletic program;
4. Enrollment in academic classes that are required for admission to an institution of higher learning (student must be in the 11th or 12th grade); or
5. Enrollment in academic classes that are required for graduation from high school, provided that failure to take such classes will result in the student being unable to graduate (student must be in the 11th or 12th grade).

Students with an Individualized Education Program may also be excused from physical education courses for for approved reasons through the Special Education Office.

Special activities in physical education will be provided for a student whose physical or emotional condition, as determined by a person licensed under the Medical Practices Act, prevents his or her participation in the physical education course.

State law prohibits the School District from honoring parental excuses based upon a student's participation in athletic training, activities, or competitions conducted outside the auspices of the School District.

Students who have been excused from physical education shall return to the course as soon as practical. The following considerations will be used to determine when a student shall return to a physical education course:

1. The time of year when the student's participation ceases;
2. The student's class schedule; and
3. The student's future or planned additional participation in activities qualifying for substitutions for physical education, as outlined above.

HIGH SCHOOL GRADUATION REQUIREMENTS – SCHEDULE CHANGES

To graduate from high school, unless otherwise exempted, each student is responsible for:

- Completing all State mandated graduation requirements listed
- Completing all District graduation requirements that are in addition to State graduation requirements.
- Passing an examination on patriotism and principles of representative government, proper use of the flag, methods of voting, and the Pledge of Allegiance.
- Participating in the State assessment required for graduation.

State Mandated Graduation Requirements

1. Four years of language arts.
2. Two years of writing intensive courses, one of which must be English and the other of which may be English or any other when applicable, writing-intensive courses may be counted towards the fulfillment of other graduation requirements.
3. Three years of mathematics, one of which must be Algebra I and one of which must include geometry content and one of which may be an Advanced Placement computer science course.
4. Two years of science.
5. Two years of social studies, of which at least one year must be history of the United States or a combination of history of the United States and American Within the two years of social studies requirement, one semester of civics is required.

6. One year chosen from (A) music, (B) art, (C) foreign language, which shall be deemed to include American Sign Language, (D) vocational education, or (E) forensic speech (speech and debate). A forensic speech course used to satisfy the course requirement for language arts may not be used to satisfy the course requirement under this subdivision.
7. One semester of health education.
8. Physical education classes.
9. Passing an examination on patriotism, principles of representative government, and proper use and display of the American flag.
10. Nine weeks of consumer education.
11. For students first entering high school in the 2022-23 school year, one year of a course that includes intensive instruction in computer literacy, which may be English, social studies, or any other subject and which may be counted toward the fulfillment of other graduation requirements.

The above requirements do not apply students with disabilities whose course of study is determined by an Individualized Education Program or students who are exempted from participation in certain courses in accordance with State law.

Free Application for Federal Student Aid (FAFSA) Graduation Requirement

As a prerequisite to receiving a high school diploma, the parent or guardian of each student or, if a student is at least 18 years of age or legally emancipated, the student must comply with either of the following:
(1) File a FAFSA with the United States Department of Education or, if applicable, an application for State financial aid.
(2) File a waiver indicating that the parent or guardian or, if applicable, the student understands what the FAFSA and application for State financial aid are and has chosen not to file an application.

Upon request, the school will provide a student and his or her parent or guardian any support or assistance necessary to comply with this requirement.

A school district may award a high school diploma to a student who is unable to meet this requirement due to extenuating circumstances, as determined by the school district, if (i) the student has met all other graduation requirements, and (ii) the principal attests that the school district has made a good faith effort to assist the student or, if applicable, his or her parent or guardian in filing an application or a waiver.

In addition to the State Graduation Requirements, DHS Graduation Requirements are listed below.

English	8.0 credits
Computer Literacy	1.0 credit**
Social Studies	5.0 credits
Health	1.0 credit
Mathematics	6.0 credits
Consumer Ed	0.5 credit***
Science	4.0 credits
Electives	15.5 credits
Physical Education	3.0 credits
Government/Civics	1.0 credits
TOTAL: 44 CREDITS	

**The Computer Literacy requirement can be met by taking Keyboarding, Word Processing, Spreadsheets, CAD, Intro to Engineering Design, Principles of Engineering, Digital Portfolio, Programming, or Graphic Design.

***Consumer Education is a State of Illinois requirement and is met by taking Consumer Education, AP Economics, Business Marketing/Management, or Introduction to Business and Technology.

Courses for the school year are chosen by the student and approved by the parents/guardians. Classes and teacher assignments are arranged to accommodate the selections students make. Therefore, any request for a change will be considered only for the following reasons:
1. The schedule does not include a requirement for graduation which must be met.
2. The schedule does not account for work taken during summer school.
3. The schedule does not include a requested course based on a scheduling conflict.

All schedule change requests must be made within the first 10 days of the semester. Any requests after the 10 days must be approved by Mr. Jacob Bretz (444-1504) or other school administrators.

HOMELESS CHILD'S RIGHT TO EDUCATION

When a child loses permanent housing and becomes a homeless person as defined at law, or when a homeless child changes his or her temporary living arrangements, the parent or guardian of the homeless child has the option of either:
(1) continuing the child's education in the school of origin for as long as the child remains homeless or, if the child becomes permanently housed, until the end of the academic year during which the housing is acquired; or
(2) enrolling the child in any school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.

For information regarding homeless child's right to education, contact the Director of Educational Support Programs at (217)444-1062 or (217)444-1065.

HOMEWORK

Homework is used as a way for students to practice what they have learned in the classroom. The time requirements and the frequency of homework will vary depending on a student's teacher, ability and grade level.

Students who are absent from school for a valid cause (an excused absence) may make up missed homework in a reasonable timeframe.

HONOR ROLL REQUIREMENTS

Danville High School has two Honor Rolls – a High Honor Roll and Honor Roll. Requirements are:

1. Students must be full-time students, enrolled in 5 credits
2. High Honor Roll 3.75 – 4.00 average
3. Honor Roll 3.25 – 3.74 average

CRITERIA FOR ACADEMIC RECOGNITION: Honors Program

- Students in grades 10 through 12 are eligible.
- Students must be full-time students, enrolled in 5 credits.
- Students must have earned a 3.25 grade point average and have no grade in any class lower than a C or a U (for a Pass/Fail grade) last year.
- Summer school grades are not included.
- Students transferring to DHS during last year are eligible for this award.
- Eligibility will be determined on a yearly basis.
- An academic letter is awarded in the first year. Subsequent eligibility will be awarded with a pin attached to the academic letter.

ILLINOIS HIGH SCHOOL ASSOCIATION (IHSA) RULES

The IHSA sets guidelines, which govern high school athletics. It is the responsibility of the coach to inform the athlete of these rules. Several of the more important rules are:

IHSA Policy on banned substances
It shall be considered a violation of the IHSA By-law 2.170 and its subsections for any student- athlete to ingest, or otherwise use any substance of the IHSA's Banned Substance Classes, without a written prescription and medical documentation provided by a licensed physician who evaluated the student-athlete for a legitimate medical condition.

Scholastic Standing

- An athlete must pass (25) credit hours of high school work per week.
- An athlete must pass (5) credit hours of high school work for the entire previous semester to be eligible at all during the ensuing semester. Summer school hours can be used toward first semester eligibility.

Participation Limitations – Grade/Semester

- After enrolling in the ninth grade, the athlete will be eligible for no more than the first eight semesters.
- The last two semesters of eligibility must be consecutive.
- After enrolling in ninth grade, the athlete will be eligible for no more than four years of competition in any sport.
- An athlete will become ineligible on the date he/she becomes 20 years of age, unless the 20th birthday occurs during a sport season.
- Home school students may participate in extracurricular activities at Danville High School if they are taking 25 hours (5 classes) in an approved program and are regularly attending at least 1 class at Danville High School and have paid all school fees. If the student is

enrolled in one class at Danville High School but does not attend the class, they will not be eligible to participate in extracurricular activities.

Playing on teams outside of school (independent teams)
When participating in a sport that is in season at the high school, the athlete may not play on a non-school team or compete in a non-school competition in that same sport.

Medical Examination
To participate, each athlete engaged in a sport practice, scrimmage, or game must have on file in the school business office:

- A medical examination card signed by a physician and the athlete's parent or guardian
- School insurance, or completed insurance release form
- A parental Permit-to-Compete form
- Extra-curricular code of conduct form

Equipment will not be issued nor may the participant practice until the above forms are handed to the coach.

This is not a complete listing of IHSA rules. A more complete copy of rules may be obtained from the Athletic Office by calling Mrs. Taylor at 444-1556. All parents and athletes should be aware of these rules.

New students who register mid-term have 30 days following registration to comply with the health examination and immunization requirements. If a medical reason prevents a student from receiving a required immunization by the first day of school, the student must present an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by an appropriate medical professional.

Concussion Protocol
All district schools follow policy *7:305 Student Athlete Concussions and Head Injuries* regarding concussion protocols and compliance with Youth Sports Concussion Safety Act (YSCSA) and IHSA guidelines. Each student and the student's parent/guardian shall be required to sign a concussion information receipt form each school year before participating in an interscholastic athletic activity.

LOST AND FOUND

All lost and found items should be turned in to the lost and found box in the cafeteria. Billfolds, purses, watches, and rings may be claimed after proper identification of the lost item has been made. Lost valuable items may be turned in to the principal's office to be kept in the safe.

LOCKERS

Students interested in a locker may request in the Cashier's office.

***The school reserves the right to inspect the lockers on a frequent and unannounced basis to ensure compliance with the rules and overall student safety.**

MAKE-UP WORK

It is the student's responsibility to obtain all make-up work from his/her teachers immediately upon returning to school. Students should be familiar with each teacher's make-up expectations and deadlines. All make-up work allowed by the teacher must be in by the end of the grading period. A day's absence does not excuse a student from responsibility for all class work on the day of his/her return.

During a student's absence, parents/guardians are encouraged to request homework, especially if three or more days are missed, by calling their child's School Counselor.

If a student's absence is excused or if a student is suspended from school, he/she will be permitted to make up all missed work, including homework and tests, for equivalent academic credit within the designated number of days from the last suspension day to receive credit. It is also the responsibility of the parent/guardian to request the make-up work. Students who participate in activities outlined in handbook procedure 2.21 will be permitted to make up all missed work, including homework and tests, for equivalent academic credit. Students who are unexcused from school will not be allowed to make up missed work.

MEDICATION AT SCHOOL

To protect the health and welfare of students, Illinois law requires that schools observe certain safeguards in the administration of medication. All medicine must have proper authorization from the parent and physician and must be locked in the Nurse's Office.

This includes inhalers (unless a signed form is on file to allow a student to carry an inhaler on their person). Medication forms and medications in properly marked bottles must be given to the nurse or an administrator if the nurse is not in the building. If medication is to be administered for a student at school, the following procedures must be observed:

Prescription Drugs

- A prescribing physician must provide a written order stating the name of the student, the amount of medication to be administered, identification of medication, and the signature of the physician. The necessary forms are available in the nurse's office.
- The medication must be brought to school and kept in the original container provided by the pharmacy. NO MEDICATION – PRESCRIPTION OR OVER THE COUNTER – CAN BE CARRIED AT SCHOOL. THE ONLY EXCEPTION IS USE OF INHALERS WHICH REQUIRES APPROPRIATE PAPERWORK IN ORDER TO DO SO.
- Written consent of the parent/guardian must be on file with the physician's written order. Parental permission must include the name of the student, identification of the medicine to be administered, directions for administration of the medication, and the signature of the parent/guardian.
- Both the physician's order and the parental consent will be maintained on file at the school and will be valid for only one academic year.
- Any withdrawal of consent to administer medication must be made in writing by the parent/guardian to the nurse.
- Since the policies for non-prescription drugs are similar to the above, parents are encouraged to keep the use of nonprescription drugs to an absolute minimum. Only parents are to bring the prescribed medication to school, not the students.

Taking medication during school hours or during school-related activities is prohibited unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child by completing a "School Medication Authorization Form."

No school or district employee is allowed to administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed School Medication Authorization Form is submitted by the student's parent/guardian. No student is allowed to possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this procedure.

Self-Administration of Medication

- A student may possess an epinephrine injector (EpiPen®) and/or an asthma inhaler prescribed for immediate use at the student's discretion, provided the student's parent/guardian has completed and signed an Authorization for Student Self-Medication Form. The school and district shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or epinephrine injector or the storage of any medication by school personnel. A student's parent/guardian must agree to indemnify and hold harmless the school district and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine injector and/or asthma inhaler, or the storage of any medication by school personnel.
- Students who are diabetic may also self-carry and self-administer diabetic testing supplies and insulin. Students who are diabetic must also have a Diabetes Care Plan on file with the school.

Designated Caregiver Administration of Medical Cannabis

The Compassionate Use of Medical Cannabis Pilot Program Act allows a parent/guardian of a student who is a minor to register with the Ill. Dept. of Public Health (IDPH) as a designated caregiver to administer medical cannabis to their child. A designated caregiver may also be another individual other than the student's parent/guardian. Any designated caregiver must be at least 21 years old and is allowed to administer a medical cannabis infused product to a child who is a student on the premises of his or her school or on his or her school bus if:

1. Both the student and the designated caregiver possess valid registry identification cards issued by IDPH;
2. Copies of the registry identification cards are provided to the district; and
3. That student's parent/guardian completed, signed, and submitted a School Medication Authorization Form - Medical Cannabis.

Medical cannabis infused product (product) includes oils, ointments, foods, and other products that contain usable cannabis but are not smoked or vaped. Smoking and/or vaping medical cannabis is prohibited.

After administering the product to the student, the designated caregiver shall immediately remove it from school premises or the school bus. The product may not be administered in a manner that, in the opinion of the district or school, would create a disruption to the

educational environment or cause exposure of the product to other students. A school employee shall not be required to administer the product.

Discipline of a student for being administered a product by a designated caregiver pursuant to this procedure is prohibited. The district may not deny a student attendance at a school solely because he or she requires administration of the product during school hours.

Authorization for Medical Treatment
In the event of a medical emergency and if reasonable attempts to contact the parent/guardian using the telephone numbers provided are unsuccessful: I, as parent or legal guardian of the above student, do hereby authorize treatment by a licensed medical physician of my child in the event of a medical emergency that, in the opinion of the attending physician, may endanger his/her life, cause disfigurement, physical impairment, or undue discomfort if delayed. I understand that transfer of my child to any hospital reasonably accessible will be at my expense.

Undesignated Medications
The school may maintain the following undesignated prescription medications for emergency use: (1) Asthma medication; (2) Epinephrine injectors; (3) Opioid antagonists; and (4) Glucagon. No one, including without limitation, parents/guardians of students, should rely on the school or district for the availability of undesignated medication. This procedure does not guarantee the availability of undesignated medications. Students and their parents/guardians should consult their own physician regarding these medication(s). In such emergency situations, parents/guardians will be notified.

NATIONAL NO CHILD LEFT BEHIND LEGISLATION

As a parent of a student in Danville High School District 118, you have the right to know the professional qualifications of the classroom teachers who instruct your child. Federal law allows for you to ask for certain information about your child's classroom teachers and requires us to give you this information in a timely manner if so asked.

Specifically, you have the right to ask for the following information about each of your child's classroom teachers:
1. Whether the Illinois State Board of Education has licensed or qualified the teacher for the grade/subject he/she teaches.
2. Whether the Illinois State Board of Education has decided that the teacher can teach in a classroom without being licensed or qualified under state regulations because of special circumstances.
3. The teacher's college major; whether the teacher has any advanced degrees and, if so, the subject of degrees.
4. Whether any teachers' aides or similar paraprofessionals provide services to your child, and, if they do, their qualifications.

NCAA PROPOSITION 48 – COLLEGE FRESHMAN ELIGIBILITY REQUIREMENTS

NCAA Bylaw 5-1 (j) affects all high school athletes eligible for NCAA Divisions 1 and 2 athletic scholarships or those who plan to participate in any Division 1 or Division 2 athletic program as a non-scholarship athlete (walk-on). This rule went into effect August 1, 1976 and has two basic requirements, both of which must be met.

Athletes must achieve a minimum 700-combined score on the SAT verbal and math sections or a minimum of 15 composite score on the ACT.
- Athletes must achieve a 3.0 GPA on a 5.0 scale in a core curriculum of at least 11 academic courses.
- These core courses must fall in the following areas:
- English – 4 units required (4 full years or 8 semesters of course work in grammar, non-remedial vocabulary development, composition, literature, analytical reading, and oral communication).
- Mathematics – 2 units required (2 full years or 4 semesters of course work in mathematics, geometry, algebra, trigonometry, statistics, and calculus).
- Social Science – 2 units required (2 full years or 4 semesters of course work in history, social studies, economics, geography, psychology, sociology, government, political science, or anthropology).
- Natural Physical Science – 2 units required (2 full years or 4 semesters of biology, chemistry, physics, environmental science, botany, geology: 1 full year of science must be a lab science course offering).
- Additional Academics in Other Areas – 2 units required (English, Math, Social Science, Natural/Physical Science, Foreign Language, Computer Science, Speech, Non-Doctrinal Religion or Philosophy).
- Additional coursework in English, Math, or Science – 1 year.

NON-DISCRIMINATION COORDINATOR/COMPLAINT MANAGER

School employees report to a non-discrimination coordinator or complaint manager to uphold **legal, ethical, and institutional standards** related to equity, fairness, and safety. It's part of maintaining a respectful environment free from discrimination or harassment.

Non-Discrimination Coordinators:
Mrs. Kimberly Pabst
pabstk@danville118.org
217-444-1027

Mr. Justin Thorlton
thorltonj@danvillle118.org
217-444-1047

Complaint Managers:
Mrs. Kimberly Pabst
pabstk@danville118.org
217-444-1027

Mr. Justin Thorlton
thorltonj@danvillle118.org
217-444-1047

NOTICE OF HANDICAPPED ACCOMMODATIONS AVAILABLE

DHS has handicapped accessible entrances at the Clock Tower and Circle Drive. Handicapped parking is available outside the Circle Drive.

NOTICE OF INSTRUCTION IN RECOGNIZING AND AVOIDING SEXUAL ABUSE

Instruction dealing with family life and sex education, including sexually transmitted diseases (STD) and avoiding sexual abuse may be offered in several different courses. Opportunities will be provided for all parents and guardians to inspect materials being used for instruction. Forms are available in the principal's office for any parent wishing to have their child excused from sex education classes.

PARENT ORGANIZATIONS AND BOOSTER CLUBS

Parent organizations and booster clubs are invaluable resources to the District's schools. While parent organizations and booster clubs have no administrative authority and cannot determine District policy, the School Board welcomes their suggestions and assistance.

Parent organizations and booster clubs may be recognized by the Board and permitted to use the District's name, a District school's name, or a District school's team name, or any logo attributable to the District provided they first receive the Superintendent or designee's express written consent. Consent to use one of the above-mentioned names or logos will generally be granted if the organization or club has by-laws containing the following:

1. The organization's or club's name and purpose, such as, to enhance students' educational experiences, to help meet educational needs of students, to provide extra athletic benefits to students, to assist specific sports teams or academic clubs through financial support, or to enrich extracurricular activities.
2. The rules and procedures under which it operates.
3. An agreement to adhere to all Board policies and administrative procedures.
4. A statement that membership is open and unrestricted, meaning that membership is open to all parents/guardians of students enrolled in the school, District staff, and community members.
5. A statement that the District is not, and will not be, responsible for the organization's or club's business or the conduct of its members, including on any organization or club websites or social media accounts.
6. An agreement to maintain and protect its own finances.
7. A recognition that money given to a school cannot be earmarked for any particular expense. Booster clubs may make recommendations, but cash or other valuable consideration must be given to the District to use at its discretion. The Board's legal obligation to comply with Title IX by providing equal athletic opportunity for members of both genders will supersede an organization or club's recommendation.

Permission to use one of the above-mentioned names or logos may be rescinded at any time and does not constitute permission to act as the District's representative. At no time does the District accept responsibility for the actions of any parent organization or booster club regardless of whether it was recognized and/or permitted to use any of the above-mentioned names or logos. The Superintendent shall designate an administrative staff member to serve as the recognized liaison to parent organizations or booster clubs. The liaison will serve as a resource person and provide information about school programs, resources, policies, problems, concerns, and emerging issues. Building staff will be encouraged to participate in the organizations.

P.E. UNIFORMS

Students in PE classes are required to wear athletic shoes. All students must go to the locker room to change shoes, and backpacks must be stored in the locker room during PE class time.

PESTICIDE NOTIFICATION AND RIGHTS

The application of pesticides is subject to the USEPA regulations. District 118 will give notice to students' parents or guardians and school staff of any upcoming pesticide treatments. Notice will be posted in designated areas at school and sent home with students.

PREVENTION OF ANAPHYLAXIS

While it is not possible for the School or District to completely eliminate the risks of an anaphylactic emergency, the District maintains a comprehensive policy on anaphylaxis prevention, response, and management in order to reduce these risks and provide accommodations and proper treatment for anaphylactic reactions. Parent(s)/guardian(s) and students who desire more information or who want a copy of the District's policy may contact the Building Principal.

PREVENTION OF AND RESPONSE TO BULLYING, INTIMIDATION, AND HARASSMENT

BOE Policy 7:180 Bullying 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 and school 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:

1. During any school-sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a 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 the school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school.

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

1. Placing the student or students in reasonable fear of harm to the student's or students' person or property;
2. Causing a substantially detrimental effect on the student's or students' physical or mental health;
3. Substantially interfering with the student's or students' academic performance; or
4. Substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.

Cyberbullying 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. Cyberbullying includes: 1. 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; 2. 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; and 3. The posting or distribution of an unauthorized digital replica by electronic means if the posting or distribution creates any of the effects enumerated in the definition of bullying.

Bullying may take various forms, including without limitation one or more of the following: harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, posting or distributing sexually explicit images, 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.

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

RETAKING A CLASS

Any student may retake a class that the grade of a D was earned any semester. Upon completion of the class, the student's GPA will be calculated on the grade earned and the D will remain on the transcript for credit. Only one class can be taken each semester.

RIGHTS OF DISABLED STUDENTS TO A FREE AND APPROPRIATE PUBLIC EDUCATION

Danville District 118 will assure that, to the maximum extent appropriate, all disabled children shall be educated in the least restrictive environment. Danville District 118 further assures that the services required to meet the educational needs of all disabled students shall be provided.

SATISFACTORY/UNSATISFACTORY OPTION (PASS/FAIL)

1. Pass/fail is open to all juniors and seniors.
2. Any Danville High School, non-required course that meets five times per week may be taken pass/fail (dual enrollment courses may NOT be taken pass/fail).
3. Only one (full credit) course per semester may be taken on a pass/fail basis.
4. The decision to take a course pass/fail and the course which may be taken is at the student's discretion, with parent approval. An application form must be completed, signed by both parent and student, and file with the student's counselor by the end of the 1st and 3rd quarters. Application forms are available from the School Counselors.
5. If the student is a junior, the pass/fail course must be a fifth solid (full-credit) subject. For seniors, it need only be a fourth solid subject.
6. Only one full unit (two semesters) in each department, in the span of the two years, may be taken pass/fail.
7. The student must reapply each semester.
8. For student athletes, NCAA Clearinghouse recognizes the PASS as the lowest grade which is a D. For some colleges, they will not recognize the class if taken as pass/fail.

SAFETY DRILL PROCEDURES AND CONDUCT

Safety drills will occur at times established by the school board. Students are required to be silent and shall comply with the directives of school officials during emergency drills. There will be a minimum of three (3) evacuation drills, a minimum of one (1) severe weather (shelter-in-place) drill, a minimum of one (1) law enforcement lockdown drill to address a school shooting incident, and a minimum of one (1) bus evacuation drill each school year. There may be other drills at the direction of the administration. The law enforcement lockdown drill will be announced in advance and a student's parent/guardian may elect to exclude their child from participating in this drill. All other drills will not be preceded by a warning to students.

SCHOOL BUS SAFETY PROCEDURES

Ownership in Education handbook rules are to be followed on the bus as well as in school. The school bus company, First Student, and the building principal enforce the bus rules listed the handbook. School rules are also bus rules. Students who repeatedly misbehave on the bus may lose their privilege to ride the bus.

Please review the following rules with your child/children to ensure their safety at the stops:

1. Be aware of moving traffic and pay attention to your surroundings.
2. Dress properly for the weather. Make sure all drawstrings, ties, straps, etc. on all clothing, backpacks and other items, are shortened or removed to lessen the likelihood of them getting caught in bus doors, railings or aisles.
3. Arrive on time at the bus stop and stay away from the street while waiting for the bus.

4. Stay away from the bus until it stops completely and the driver signals you to board. Enter in single file without pushing. Always use the handrail.
5. Take a seat right away and remain seated facing forward. Keep your hands, arms, and head inside the bus.
6. Talk quietly on the bus. No shouting or creating loud noises that may distract the driver. Tablets, computers, smart phones, smart watches, and other electronic devices must be silenced on the bus unless a student uses headphones.
7. Help keep the bus neat and clean. Keep belongings out of the aisle and away from emergency exits. Eating and drinking are not allowed on the bus.
8. Always listen to the driver's instructions. Be courteous to the driver and other students. Sit with your hands to yourself and avoid making noises that would distract the driver or bother other passengers.
9. Wait until the bus pulls to a complete stop before standing up. Use the handrail when exiting the bus.
10. Stay out of the danger zone next to the bus where the driver may have difficulty seeing you. Take at least five giant steps (10 feet) away from the bus and out of the danger zone, until you can see the driver and the driver sees you. Never crawl under a bus.
11. If you must cross the street after you get off the bus, wait for the driver's signal and then cross in front of the bus. Cross the street only after checking both ways for traffic, even after the driver's signal.
12. Never run back to the bus, even if you dropped or forgot something.
13. Children who have any difficulties at the bus should report first to their driver and then to the building principal.
14. A copy of the bus stops and times can be found in the students' Skyward profile or by calling the bus garage at (217)920-1348.

SCHOOL NURSE

If you become seriously ill or injured during the school day, report to the Nurse's Office with a hall pass from your teacher. Do not go to the nurse between classes without a hall pass. Students must show pass and visible ID. If the nurse is not available, contact an administrator. If it is necessary for you to be dismissed from school, the nurse will contact your parents/guardian and will issue a dismissal.

SEX OFFENDER NOTIFICATION LAW

State law prohibits a convicted child sex offender from being present on school property when children under the age of 18 are present, except for the following circumstances as they relate to the individual's child(ren):

To attend a conference at the school with school personnel to discuss the progress of their child.

To participate in a conference in which evaluation and placement decisions may be made with respect to their child's special education services.

To attend conferences to discuss issues concerning their child as retention or promotion.

In all other cases, convicted sex offenders are prohibited from being present on school property unless they obtain written permission from the superintendent or school board.

Anytime that a convicted child sex offender is present on school property—including the three reasons above—he/she is responsible for notifying the principal's office upon arrival on school property and upon departure from school property. It is the responsibility of the convicted child sex offender to always remain under the direct supervision of a school official if he/she is in the presence or vicinity of children.

A violation of this law is a Class 4 felony.

State law requires that all school districts provide parents/guardians with information about sex offenders and violent offenders against youth. You may find the Illinois Sex Offender Registry on the Illinois State Police's website at: http://www.isp.state.il.us/sor/

You may find the Illinois Statewide Child Murderer and Violent Offender Against Youth Registry on the Illinois State Police's website at: http://www.isp.state.il.us/cmvo/

SEXUAL HARASSMENT & TEEN DATING VIOLENCE

Harassment Prohibited

No person, including a school or school district employee or agent, or student, shall harass, intimidate, or bully a student on the basis of actual or perceived: race; color; national origin; military status; unfavorable discharge status from 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; 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. The District will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, sexual, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening, or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

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

1. A District employee conditions the provision of an aid, benefit, or service on an individual's participation in unwelcome sexual conduct; or
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's educational program or activity; or
3. Sexual assault as defined in or stalking as defined in District policy and federal law.

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

The school and district shall provide an educational environment free of verbal, physical, or other conduct or communications constituting harassment on the basis of sex as defined and otherwise prohibited by State and federal law.

Teen Dating Violence Prohibited
Engaging in teen dating violence that takes place at school, on school property, at school-sponsored activities, or in vehicles used for school-provided transportation is prohibited. For purposes of this policy, the term *teen dating violence* occurs whenever a student who is 13 to 19 years of age uses or threatens to use physical, mental, or emotional abuse to control an individual in the dating relationship; or uses or threatens to use sexual violence in the dating relationship.

Making a Report or Complaint
Students are encouraged to promptly report claims or incidences of bullying, intimidation, harassment, sexual harassment, or any other prohibited conduct to the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, Mrs. Kim Pabst, Director of Human Resources (217)444-1027; or Mr. Justin Thorlton, Assistant Director of Human Resources (217)444-1047, or any employee with whom the student is comfortable speaking. A student may choose to report to an employee of the student's same gender.

Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to discipline.

SKYLERT

SKYLERT is an automated program that allows DHS to instantly contact parents/guardians when there is an unexcused absence, school closing, or emergency. It is critical that you listen to the entire SKYLERT message. SKYLERT messages come from (217)444-1523.

SMOKE-FREE CAMPUS

Danville High School is a smoke-free campus. This means smoking and vaping are not allowed in the building or on the school grounds.

SPECIAL EDUCATION SERVICES FOR ELIGIBLE CHILDREN NOT ENROLLED IN THE DISTRICT

Some special education services are also available to a qualified child who attends a private school. IEP's or service plans shall be developed and implemented in accordance with the procedures found in Chapter IV, Individualized Education Programs, Section XI.

SPECIAL EDUCATION – RELATED SERVICE LOGS

The district maintains related service logs that document the type and number of minutes of related service administered under a student's individualized education program (IEP). These services include speech and language, occupational therapy, physical therapy, counseling and psychology services, social work services, and nursing services. These related service logs will be available to parents/guardians at a student's annual review IEP meeting. Parents/guardians may also request a copy of any IEP related service log at any time. Please direct any requests for a copy of a related service log for your child to your building administrator or your child's special education case manager.

STAFF DEVELOPMENT PROGRAM

All staff is trained yearly on the Abused and Neglected Child Reporting Act (ANCRA), School Code, and awareness and prevention of child sexual abuse and grooming behaviors (Erin's Law) training. Please refer to BOE policies 4:165, *Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors*, and 5:90, *Abused and Neglected Child Reporting*. Staff also complete state mandated yearly and bi-yearly training topics such as Title IX requirements, students with asthma, suicide prevention and awareness, teen dating violence, and any specific training for positions (i.e. coaches, nurses, counselors, etc.). Please refer to BOE policy 5:100 *Staff Development* for more specific details.

STUDENT BEHAVIOR

Prohibited Student Conduct

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

1. Using, possessing, distributing, purchasing, selling or offering tobacco or nicotine materials, including electronic cigarettes, e-cigarettes, vapes, vape pens or other vaping related products.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling or offering for sale:
   - Any illegal drug, controlled substance, or cannabis (including marijuana, hashish, and medical cannabis unless the student is authorized to be administered a medical cannabis infused product under Ashley's Law).
   - Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.
   - Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
   - Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited unless the student is authorized to be administered a medical cannabis infused product under Ashley's Law.
   - Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
   - "Look-alike" or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance or other substance that is prohibited by this policy.
   - Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.
   - Any substance inhaled, injected, smoked, consumed or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in a tablet or powdered form.

Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they have the prohibited substance, as applicable, in their possession.

4. Using, possessing, controlling or transferring a "weapon" or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure.
5. Using or possessing an electronic paging device.
6. Using a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without

limitation, creating and sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device or cellular telephone, commonly known as "sexting." Unless otherwise banned under this policy or by the building principal, all cellular phones, smartphones and other electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's individualized education program (IEP); (c) it is used during the student's lunch period; or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals..

7. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
8. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a staff member's request to stop, present school identification or submit to a search.
9. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards and wrongfully obtaining test copies or scores.
10. Engaging in bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network or other comparable conduct.
11. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.
12. Engaging in teen dating violence.
13. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property.
14. Entering school property or a school facility without proper authorization.
15. In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 9-1-1); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus or at any school activity.
16. Being absent without a recognized excuse.
17. Being involved with any public school fraternity, sorority, or secret society.
18. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
19. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and hazing.
20. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
21. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
22. Operating an unarmed aircraft system (AUS) or drone for any purpose on school grounds or at any school event unless granted permission by the building principal.

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

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

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

When and Where Conduct Rules Apply

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

1. On, or within sight of, school grounds before, during, or after school hours or at any time;
2. Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function, or event; or

4. Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property; or
5. During periods of remote learning.

Disciplinary Measures

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

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

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

Isolated Time Out, Time Out and Physical Restraint

Isolated time out, time out, and physical restraint shall only be used if the student's behavior presents an imminent danger of serious physical harm to the student or others and other less restrictive and intrusive measures were tried and proven ineffective in stopping it. The school may not use isolated time out, time out, and physical restraint as discipline or punishment, convenience for staff, retaliation, a substitute for appropriate educational or behavioral support, a routine safety matter, or to prevent property damage in the absence of imminent danger of serious physical harm to the student or others.

Corporal Punishment

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

Weapons Prohibition

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

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

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

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

Gang & Gang Activity Prohibited

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

Re-Engagement of Returning Students

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

For information about the Expulsion or Suspension Procedures refer to the Ownership In Education Handbook which can be found on the District 118 website.

STUDENT DROP-OFF AND PICK-UP

Parents/Guardians are advised to drop-off and pick-up their students on Woodbury Street when buses are present as to not disrupt the flow of traffic. When buses are not present, students may be dropped-off or picked-up on Jackson Street, making sure to not block the one-lane portion of Jackson Street between Clay Street and Woodbury Street. Student drop-off and pick-up are not to take place on Fairchild due to the traffic volume and safety issues.

STUDENT HELPERS

Student helpers are those students with a study hall who are interested in assisting in an office or the library. Students must have a minimum GPA of 2.0 and their Assistant Principal's approval to be eligible. Students can only be a helper one period per day. First semester freshmen are not eligible. Student Helpers must wear their Student Helper ID when on duty.

STUDENT IDS

For the safety and well-being of students, student IDs must be worn at all times. Student IDs cost $5 for new students and $5 for replacement IDs. Students who forget their ID may purchase a temporary ID for $1. Temporary IDs are good for one day only. Students may "charge" up to 5 temporary IDs to their student account. Once a student has charged 5 temporary IDs, a new permanent ID will be issued at a cost of $5 and will be billed to their student account if payment is not made at the time of purchase.

STUDENT INSURANCE

Applications and other information for student insurance are available on the Danville School District 118 website. All money and applications are to be mailed by the parent directly to the insurance company. Enrollment in the

Student Accident Plan is strongly recommended since the district does not provide health or accident insurance for students.

STUDENT ONLINE PERSONAL PROTECTION ACT (SOPPA)

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

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

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

- Basic identifying information, including student or parent/guardian name and student or parent/guardian contact information, username/password, student ID number
- Demographic information
- Enrollment information
- Assessment data, grades, and transcripts
- Attendance and class schedule
- Academic/extracurricular activities
- Special indicators (e.g., disability information, English language learner, free/reduced meals or homeless/foster care status)
- Conduct/behavioral data
- Health information
- Food purchases
- Transportation information
- In-application performance data
- Student-generated work
- Online communications
- Application metadata and application use statistics
- Permanent and temporary school student record information

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

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

STUDENT PARKING

Students who wish to park in the student parking lots may purchase parking stickers for $9.00 at the cashier's office. Reckless driving and failure to display a parking sticker are infractions, which would result in loss of parking privileges. Cars not displaying a current parking sticker, parking in a faculty/staff lot, or parking improperly will be fined and/or towed. Students park in the lots at their own risk; DHS is not responsible for any damages and/or theft that may occur.

STUDENT PRIVACY PROTECTIONS

Student Searches

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

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

Lockers and other school property are assigned to students at the beginning of each school year and are to be used for school purposes only. Lockers are school property made available for student use. As lockers are school property, students have no expectation of privacy

in their lockers including any property placed in the locker. The school administration reserves the right to open and search any locker or other school property as it deems appropriate.

Areas of the school such as rooms, desks, parking lots, other school property and equipment owned or controlled by the school, and personal effects left in those places and areas by students may be searched if necessary, without notice to or the consent of the student and without a search warrant. Students do not have a reasonable expectation of privacy in these places and areas. School authorities may request the assistance of law enforcement officials for the purpose of conducting inspections and searches of lockers, desks, parking lots, etc., for illegal drugs, weapons or other illegal or dangerous substances or materials. Any illegal or contraband material obtained as a result of such a search shall be confiscated by school officials and may be transmitted to law enforcement officials.

Surveys

All surveys requesting personal information from students, as well as any other instrument used to collect personal information from students, must advance or relate to the District's educational objectives, or assist students' career choices. This applies to all surveys, regardless of whether the student answering the questions can be identified or who created the survey.

Surveys by Third Parties

Before a school official or staff member administers or distributes a survey or evaluation created by a third party to a student, the student's parent/guardian may inspect the survey or evaluation, upon their request and within a reasonable time of their request. This applies to every survey: (1) that is created by a person or entity other than a district official, staff member, or student, (2) regardless of whether the student answering the questions can be identified, and (3) regardless of the subject matter of the questions.

Parents who object to disclosure of information concerning their child to a third party may do so in writing to the building principal.

Surveys Requesting Personal Information

School officials and staff members will not request, nor disclose, the identity of any student who completes any survey or evaluation (created by any person or entity, including the school or district) containing one or more of the following items:

1. Political affiliations or beliefs of the student or the student's parent/guardian.
2. Mental or psychological problems of the student or the student's family.
3. Behavior or attitudes about sex.
4. Illegal, anti-social, self-incriminating, or demeaning behavior.
5. Critical appraisals of other individuals with whom students have close family relationships.
6. Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers.
7. Religious practices, affiliations, or beliefs of the student or the student's parent/guardian.
8. Income other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program.

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

Instructional Material

Complaints About Curriculum, Instructional Materials, and Programs

Parents or guardians have the right to inspect all instructional materials used as a part of their child's education. If you believe that curriculum, instructional materials, or programs violate rights guaranteed by any law or Board policy, you may file a complaint under the District's uniform grievance policy.

Parents or guardians with other suggestions or complaints about curriculum, instructional materials, or programs should complete a Curriculum Objection Form, which is available from the school office. A parent or guardian may also request that their child be exempt from using a particular instructional material or participating in certain course content or programs by completing a Curriculum Objection Form.

Request to Examine Family Life and National Sex Ed Standards Materials

A sample of the District's instructional materials and course outline for family life instructional materials are available from the classroom teacher for parent/guardian inspection.

The scope and sequence of instructional materials for the National Sex Ed Standards (NSES) is posted on the District's Internet website, along with the name and contact information, including an email address, of staff members who can respond to your inquiries. [2]

You may request to examine the above instructional materials by completing the "Request to Examine Materials and Statutory Opt-Outs" form.

Parent or Guardian Opt-Outs

No student is required to take or participate in the following classes or courses, and no disciplinary or academic penalty exists for refusing to take or participate in such a course or program.

1. Family life (emotional, psychological, physiological, hygienic and social responsibilities, including evidence-based and medically accurate information regarding sexual abstinence).
2. AIDS, including in grades 6 through 12, its prevention, transmission and spread.
3. Comprehensive Personal Health and Safety and Sexual Health Education Program NSES Standards.
4. Donations and transplants of organs/tissue and blood organ/tissue transplantation, in grades 9 and/or 10.
5. CPR, including training on how to properly administer CPR in accordance with standards of the American Red Cross, the American Heart Association, or another nationally recognized certifying organization.
6. How to use an AED.

If you do not want your child to participate in these classes or courses, please complete the "Request to Examine Materials and Statutory Opt-Outs" form. You can contact the Curriculum Office for the form. (217) 444-1098.

Exempting a child from using instructional material or refusing to allow a child from taking or participating in course content or a program that allows parents or guardians to object in writing and/or opt their child out of participation shall not be reason for disciplinary action or academic penalty to the student.

Prohibition on Selling or Marketing Students' Personal Information

No school official or staff member may market or sell personal information concerning students (or otherwise provide that information to others for that purpose). The term personal information means individually identifiable information including: (1) a student or parent's first and last name, (2) a home or other physical address (including street name and the name of the city or town), (3) a telephone number, (4) a Social Security identification number or (5) driver's license number or State identification card.

Unless otherwise prohibited by law, the above paragraph does not apply: (1) if the student's parent/guardian have consented; or (2) to the collection, disclosure or, use of personal information collected from students for the exclusive purpose of developing, evaluating or providing educational products or services for, or to, students or educational institutions, such as the following:

1. College or other postsecondary education recruitment, or military recruitment.
2. Book clubs, magazines, and programs providing access to low-cost literary products.
3. Curriculum and instructional materials used by elementary schools and secondary schools.
4. Tests and assessments to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments.
5. The sale by students of products or services to raise funds for school-related or education-related activities.
6. Student recognition programs.

Under no circumstances may a school official or staff member provide a student's personal information to a business organization or financial institution that issues credit or debit cards.

A parent/guardian who desires to opt their child out of participation in activities provided herein or who desires a copy or access to a survey or any other material described herein may contact the Building Principal.

A complete copy of the District's Student and Family Privacy Rights policy may be obtained from the Superintendent's office or accessed on the District's website.

Video and Audio Monitoring Systems

A video and/or audio monitoring system may be in use on school buses and a video monitoring system may be in use in public areas of the school building. These systems have been put in place to protect students, staff, visitors and school property. If a discipline problem is captured on audiotape or videotape, these recordings may be used as the basis for imposing student discipline. If criminal actions are recorded, a copy of the tape may be provided to law enforcement personnel.

STUDENT RECORD NOTIFICATION

A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction or by a school employee, regardless of how or where the information is stored, except for certain records kept in a staff member's sole possession; records maintained by law enforcement officers working in the school; video and other electronic recordings (including electronic recordings made on school busses) that are created in part for law enforcement, security, or safety reasons or purposes, though such electronic recordings may become a student record if the content is used for disciplinary or special education purposes regarding a particular student.

The Family Educational Rights and Privacy Act (FERPA) and the Illinois Student Records Act afford parents/guardians and students over 18 years of age ("eligible students") certain rights with respect to the student's school records. They are:

1. **The right to inspect and copy the student's education records within 10 business days of the day the District receives a request for access.** The degree of access a student has to his or her records depends on the student's age. Students less than 18 years of age have the right to inspect and copy only their permanent record. Students 18 years of age or older have access and copy rights to both permanent and temporary records. A parent/guardian or student should submit to the building principal a written request that identifies the record(s) he or she wishes to inspect. Within 10 business days, the building principal will make arrangements for access and notify the parent/guardian or student of the time and place where the records may be inspected. In certain circumstances, the District may request an additional 5 business days in which to grant access. The District charges $.35 per page for copying but no one will be denied their right to copies of their records for inability to pay this cost. These rights are denied to any person against whom an order of protection has been entered concerning the student.
2. **The right to have one or more scores received on college entrance examinations included on the student's academic transcript.** Parents/guardians or eligible students may have one or more scores on college entrance examinations included on the student's academic transcript. The District will include scores on college entrance examinations upon the written request of the parent/guardian or eligible student stating the name of each college entrance examination that is the subject of the request and the dates of the scores that are to be included.
3. **The right to request the amendment of the student's education records that the parent/ guardian or eligible student believes are inaccurate, irrelevant, or improper.** A parent/guardian or eligible student may ask the District to amend a record that is believed to be inaccurate, irrelevant, or improper. Requests should be sent to the building principal and should clearly identify the record the parent/guardian or eligible student wants changed and the specific reason a change is being sought. If the District decides not to amend the record, the District will notify the parent/guardian or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.
4. **The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that the FERPA or Illinois School Student Records Act authorizes disclosure without consent.** Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board. A school official may also include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of personally identifiable information from education records (such as an attorney, auditor, medical consultant, therapist, or educational technology vendor); or any parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility or contractual obligation with the district. Upon request, the District discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or federal law. Before information is released to these individuals, the parents/guardians or eligible student will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records.

   Academic grades and references to expulsions or out-of-school suspensions cannot be challenged at the time a student's records are being forwarded to another school to which the student is transferring.

   Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent/guardian can be identified; to another school district that overlaps attendance boundaries with the District, if the District has entered into an intergovernmental agreement that allows for sharing of student records and information with the other district, any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.
5. **The right to a copy of any school student record proposed to be destroyed or deleted.** The permanent record is maintained for at least 60 years after the student transfers, graduates, or permanently withdraws. The temporary record is maintained for at least 5 years after the student transfers, graduates, or permanently withdraws. Temporary records that may be of assistance to a student with a disability who graduates or permanently withdraws, may, after 5 years, be transferred to the parent/guardian or to the student, if the student has succeeded to the rights of the parent/guardian. Student temporary records are reviewed every 4 years or upon a student's change in attendance centers, whichever occurs first.
6. **The right to prohibit the release of directory information.** Throughout the school year, the District may release directory information regarding students, limited to:
   - Name
   - Address
   - Grade level

- Birth date and place
- Parent/guardian names, addresses, electronic mail addresses, and telephone numbers
- Photographs, videos, or digital images used for informational or news-related purposes (whether by a media outlet or by the school) of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publications, such as yearbooks, newspapers, or sporting or fine arts programs
- Academic awards, degrees, and honors
- Information in relation to school-sponsored activities, organizations, and athletics
- Major field of study
- Period of attendance in school

Any parent/guardian or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the building principal within 30 days of the date of this notice.

7. **The right to request that military recruiters, or institutions of higher learning, and the Illinois Student Assistance Commission not be granted access to your student's information without your prior written consent.**
   Federal law requires a secondary school to grant military recruiters and institutions of higher learning, upon their request, access to secondary school students' names, addresses, email addresses, and telephone numbers, unless the student's parent/guardian, or a student who is 18 years of age or older, submits a written request that the information not be released without the prior written consent of the parent/guardian or eligible student. Similarly, State law requires a secondary school to provide to military recruiters, public institutions of higher education, and the Illinois Student Assistance Commission access to the same types of information, in addition to a secondary student's birth date, unless the student's parent/guardian submits a written request before the end of the student's sophomore year (or if the student is a transfer student, by another time set by the District) that such information not be released. If you wish to opt your child out of the release of this information so that it is not released without your prior written consent, notify the building principal where your student is enrolled for further instructions. Students age 18 and older may also opt out by contacting the building principal for further instructions.
8. **The right contained in this statement: No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under State law.**
9. **The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: U.S. Department of Education Student Privacy Policy Office400 Maryland Avenue, SWWashington DC 20202-8520**

STUDENT SUPPORTS AND SERVICES

Protocol for Responding to Students with Social, Emotional, or Mental Health Needs: Students with Social, Emotional, or Mental Health needs have access to support through the School Counselors, Social Workers, and Administrators.

SUICIDE AND DEPRESSION AWARENESS AND PREVENTION

Youth suicide impacts the safety of the school environment. It also affects the school community, diminishing the ability of surviving students to learn and the school's ability to educate. Suicide and depression awareness and prevention are important goals of the school district.

The school district maintains student and parent resources on suicide and depression awareness and prevention. Much of this information, including a copy of school district's policy, is posted on the school district website. Information can also be obtained from the school office.

If you need assistance, help is also available from the following organizations:

- National Suicide Prevention Lifeline: Call or test 988
- Crisis Text Line: Text HOME to 741741
- Safe2Help Illinois: Call 844-4-SAFEIL (723345); Text SAFE2 to 72332

TITLE I PROGRAM

The Title I program is a federally funded program that provides additional support to the educational process. This program also provides support for students who demonstrate an academic need. Title I programs may provide support and funds for parent and family engagement activities.

TITLE IX

Title IX Grievance and Procedures

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

Title IX Sexual Harassment Prohibited

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

1. A District employee conditions the provision of an aid, benefit, or service on an individual's participation in unwelcome sexual conduct; or
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's educational program or activity; or
3. Sexual assault as defined in 20 U.S.C. §1092(f)(6)(A)(v), dating violence as defined in 34 U.S.C. §12291(a)(11), domestic violence as defined in 34 U.S.C. §12291(a)(12), or stalking as defined in 34 U.S.C. §12291(a)(36).

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

Making a Report

A person who wishes to make a report under this Title IX Sexual Harassment grievance procedure may make a report to the Title IX Coordinator, Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any employee with whom the person is comfortable speaking. A person who wishes to make a report may choose to report to a person of the same gender.

School employees shall respond to incidents of sexual harassment by promptly making or forwarding the report to the Title IX Coordinator. An employee who fails to promptly make or forward a report maybe disciplined, up to and including discharge.

Title IX Coordinator

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

Processing and Reviewing a Report or Complaint

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

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

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

TRANSPORTATION REIMBURSEMENT ELIGIBILITY AND DISPUTE RESOLUTION

Transportation at district expense will be furnished for all pupils who live 1.5 miles or more from the school they are required to attend.

TRUANCY

Student attendance is critical to the learning process. Truancy is therefore a serious issue and will be dealt with in a serious manner by the school and district.

Students who miss more than 1% but less than 5% of the prior 180 regular school days without valid cause (a recognized excuse) are truant. Students who miss 5% or more of the prior 180 regular school days are considered chronic truants. Students who are chronic truants will be offered support services and resources aimed at correcting the truancy issue.

If chronic truancy persists after support services and other resources are made available, the school and district will take further action, including:

- Referral to the truancy officer
- Reporting to officials under the Juvenile Court Act
- Referral to the State's Attorney
- Appropriate school discipline

A student who misses 15 consecutive days of school without valid cause and who cannot be located or, after exhausting all available support services, cannot be compelled to return to school is subject to expulsion from school. A parent or guardian who knowingly and willfully permits a child to be truant is in violation of State law.

VISITOR PARKING

There are limited 10-minute visitor parking spaces in the Circle Drive. If all the spaces are taken, visitors may park in the parking lots on Jackson Street. Please do not leave cars in the middle of the Circle Drive, even for a few minutes, as this might block people in.

VISITORS-STUDENTS

- Friends coming to meet students should wait in their cars in the parking lots.
- Parents who are anticipating a move to Danville, may visit classes and may be accompanied by their child(ren).
- Students who are visiting the community through school-approved exchange programs will be allowed to attend classes. In most cases, such visitors will be accompanied by a Danville (or District) student who is serving as a host family.
- In an effort to ensure building security, students will not be allowed to routinely have other students as visitors to the school. Any exception to this practice will require the approval of the Principal or designee five days in advance.

VISITORS

The state law requiring visitors to register in the office is very clear. If individuals are suspected to be unauthorized and are observed in the building or on the school grounds, the Principal's Office will be notified immediately. Parents desiring to visit the high school are always welcome. They should register at the Welcome Desk in the Clocktower Entrance, a visitor ID will be issued, and arrangements will be made in the principal's office for visitation. Visitors must bring a state issued picture ID.

VOLUNTEERS (NON-FACULTY)

All volunteers will need to be approved through the district office to be allowed to work in the building.

- Volunteers must sign in at the Welcome Desk and receive a visitor ID.
- Volunteers should be adults of at least college age.
- Volunteers are not to be given the authority to discipline students.
- Volunteers should be careful not to be alone with members of the opposite sex.
- Volunteers should not be responsible for working with money.
- Volunteers should not have primary supervisory responsibility of students.
- Volunteers are school representatives; they should exhibit the same qualities and characteristics expected of the regular teaching staff. This relates to courtesy, appropriate language, and positive reinforcement when working with staff, students and parents/guardians.

WITHDRAWAL FROM SCHOOL

The office should be notified of any student's withdrawal from school regardless of the reason or length of absence. A parent must sign a record-release form in order to transfer student records from this school district to another school district. Records may be withheld until all obligations to the school have been met, return of all school owned property has been verified, and all fines are paid.

DANVILLE HIGH SCHOOL
2026-2027 OFFICE DIRECTORY

DANVILLE HIGH SCHOOL
202 E Fairchild • Danville, IL 61832
dhs.danville118.org • (217)444-1500

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