

STUDENT / PARENT HANDBOOK 2026-2027

Southwest Elementary School
14794 Catlin Tilton Rd
Danville, Illinois 61834
Phone: 217-444-3500
Mr. Proffitt, Principal

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Mr. Proffitt, Principal
Mr. John Hart, *Superintendent*
Mrs. Markesha Parker, *Associate Superintendent*

General School Information

This handbook is a summary of the school's rules and expectations and is not a comprehensive statement of school procedures. The policies and procedures contained in this handbook have been approved by the Board of Education and are subject to change as situations arise. The administration reserves the right to interpret and apply the policies set forth in this handbook as deemed necessary by situations that may arise. The Board's comprehensive policy manual is available for public inspection through the District's website (www.danville118.org) or at the School Board office, located at:

Danville District #118
110 East Williams Street
Danville IL 61832

The School Board governs the school district and is elected by the community. Current School Board Members:

Darlene Halloran, President
Kimberly Corley, Vice President
Christopher Easton
Reggie Warfield
Toni Towne
Alice Payne
Dr. Thomas Halloran
Lakesha Robinson, Secretary

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

John Hart, Superintendent – (217) 444-1012 hartj@danville118.org
Markesha Parker, Associate Superintendent– (217) 444-1074 parkerm2@danville118.org
Mr. Proffitt, Southwest Principal – 217-444-3500 proffittc@danville118.org

Southwest Elementary School is located at and may be contacted at:

14794 Catlin Tilton Rd
Danville, IL 61834
217-444-3500
Fax: 217-444-3507

As a reminder, the administration reserves the right to interpret and apply the policies set forth in this handbook as deemed necessary by situations which may arise.

WELCOME TO SOUTHWEST ELEMENTARY SCHOOL

We would like to welcome all students and families to Southwest Elementary School. The policies and procedures of Southwest Elementary School are contained in this handbook. Students and parents are advised to read the handbook carefully and keep it in a convenient place so that you may use it as a reference. Activities and experiences within our school will help prepare you to live a better life and to find your place in this complex society. Remember, your success will be directly proportional to your efforts.

DANVILLE DISTRICT #118 - DISTRICT MISSION STATEMENT

To ensure that all District 118 students reach their fullest potential.

Southwest ELEMENTARY SCHOOL MISSION STATEMENT

Southwest Elementary School will provide a safe, supportive, and nurturing environment where all individuals will be actively engaged in personal and academic growth.

Visitors

All visitors, including parents and siblings, are required to enter through the front door of the building and proceed immediately to the main office. Visitors should identify themselves and inform office personnel of their reason for being at school.

Visitors must provide a driver's license, sign in, identifying their name, the date and time of arrival, and the Purpose of their visit. Approved visitors must take a tag identifying themselves as a guest and place the tag on their outer clothing in a clearly visible location. Visitors are required to proceed immediately to their location in a quiet manner. All visitors must return to the main office and sign-out before leaving the school.

Any person wishing to confer with a staff member should contact that staff member to make an appointment. Conferences with teachers are held, to the extent possible, outside school hours or during the teacher's conference/preparation period. Visitors are expected to abide by all school rules during their time on school property. A visitor who fails to conduct himself or herself in a manner that is appropriate will be asked to leave and may be subject to criminal penalties for trespassing and/or disruptive behavior.

No person on school property or at a school event shall perform any of the following acts:

1. Strike, injure, threaten, harass, or intimidate a staff member, board member, sports official or coach, or any other person.
2. Behave in an unsportsmanlike manner or use vulgar or obscene language.
3. Unless specifically permitted by State law, possess a weapon, any object that can reasonably be considered a weapon or looks like a weapon, or any dangerous device.
4. Damage or threaten to damage another's property.
5. Damage or deface school property.
6. Violate any Illinois law or municipal, local, or county ordinance.
7. Smoke or otherwise use tobacco products.
8. Distribute, consume, use, possess, or be impaired by or under the influence of an alcoholic beverage, cannabis, other lawful product, or illegal drug.
9. Be present when the person's alcoholic beverage, cannabis, other lawful product, or illegal drug consumption is detectible, regardless of when and/or where the use occurred.

10. Use or possess medical cannabis, unless he or she has complied with Illinois' Compassionate Use of Medical Cannabis Act and District policies.
11. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner).
12. Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the board.
13. Operate a motor vehicle: (a) in a risky manner, (b) in excess of 10 miles per hour, or (c) in violation of an authorized district employee's directive.
14. Engage in any risky behavior, including rollerblading, roller-skating, or skateboarding.
15. Violate other district policies or regulations, or a directive from an authorized security officer or district employee.
16. Engage in any conduct that interferes with, disrupts, or adversely affects the district or a school function.

Any person who engages in prohibited conduct may be ejected from or denied admission to school property in accordance with State law. The person may also be subject to being denied admission to school athletic or extracurricular events for up to one calendar year.

Arrival & Dismissal Procedures

Students are to remain in the school building once they arrive at school until they are dismissed from school at the closing of the day. Students may arrive at 7:25 a.m. for school breakfast. Car Riders will be dropped off in the front of the school and enter the school through the car rider's door. Bus riders and walkers will enter through door number 11 at the west end of the building and go to breakfast or the gym. Students are not to leave the cafeteria without permission from the supervising adult. Students need to clean up their areas before leaving the cafeteria. As students wait to enter the building, they must remain in the parent car, due to safety and supervisory reasons. Students who arrive after 7:45 a.m. will need to enter through the main doors and go straight to the main office to receive a tardy slip to be admitted to class.

Regular dismissal is 2:15 p.m. in the afternoon. Students who need to change their mode of transportation for the day must have a written note from their parent/guardian or a parent/guardian needs to call the main office at 444-3500 prior to 1:00 p.m. If a note does not accompany the child or a phone call has not been placed to the office prior to 1:00 p.m., the student will be sent home in the usual way. All changes to transportation must be made at least 60 minutes before dismissal procedures begin.

Attendance

Illinois law requires that whoever has custody or control of any child between six (6) (by September 1st) and seventeen (17) years of age (unless the child has already graduated from high school) shall assure that the child attends school in the district in which he or she resides, during the entire time school is in session. Illinois law also requires that whoever has custody or control of a child who is enrolled in the school, regardless of the child's age, shall assure that the child attends school during the entire time school is in session.

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.

Every parent/guardian will receive a telephone call regarding attendance from Parent Square; this is something we cannot control. Furthermore, all parents/guardians will receive an attendance letter when the child has reached a specific number of absences regardless of whether it is excused or unexcused. Illinois does not consider absences marked as excused when calculating Chronic Absences. A child is considered truant when they have 9 absences and chronically absent when they have 18 absences.

Make-Up Work

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. Students who are unexcused from school will not be allowed to make up missed work.

Release Time for Religious Instruction/Observance

A student will be released from school, with an excused absence, to observe a religious holiday or for religious instruction. The student's parent/guardian must complete the Vacation/Leave Request Form and give written notice to the building principal at least 10 calendar days before the student's anticipated absence(s).

Students excused for religious reasons will be given an opportunity to make up any examination, study, or work requirement.

Student Absences

There are two types of absences: excused and unexcused. Excused absences include: illness (including mental or behavioral health of the student), attendance at a verified medical or therapeutic appointment (including a victim services provider), observance of a religious holiday or event, death in the immediate family (mother, father, brother, sister, guardian, grandparent, or other family members living in the home), family emergency, situations beyond the control of the student, 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, attend a civic event, or other reason as approved by the building principal. For students who are victims of domestic or sexual violence, an excused absence includes the fulfillment of a parenting responsibility and addressing circumstances resulting from domestic or sexual violence.

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 related 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 assigned.

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 students' absence.

In the event of any absence, the student's parent/guardian is required to call the school at (217) 444-1925 before 7:45 a.m. to explain the reason for the absence. If a call has not been made to the school by 9:30 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.

Tardy to School

Students who are tardy to school must receive a late slip from the office before being admitted to class. There are no distinctions made between unexcused and excused tardies to school. Students are allowed two tardies, for any reason, per semester, before time after school is assigned.

Being tardy to school can make a significant impact on your child's education. Missing any time can be critical to the impact of the lesson and skills being taught.

Tardies due to doctor and dentist appointments should be verified by a note from the doctor or dentist. Further violations will be referred to the Truancy Officer.

Transfer to another School

If a student is a victim of a violent crime that occurred on school grounds during regular school hours or during a school-sponsored event, the parent/guardian may request a transfer to another public school within the district.

Truancy

State law requires every school district to collect and review its chronic absence data and determine what systems of support and resources are needed to engage chronically absent students and their families to encourage the habit of daily attendance and promote success. This review must include an analysis of chronic absence data from each attendance center.

Furthermore, State law provides that school districts are encouraged to provide a system of support to students who are at risk of reaching or exceeding chronic absence levels with strategies and are also encouraged to make resources available to families such as those available through the State Board of Education's Family Engagement Framework to support and engage students and their families to encourage heightened school engagement and improved daily school attendance.

"Chronic absence" means absences that total 10% or more of school days of the most recent academic school year, including absences with and without valid cause, and out-of-school suspensions.

The School and District use the following diagnostic procedures for identifying the causes of unexcused student absences: Interviews with the student, his or her parent/guardian and any school officials who may have information about the reasons for the student's attendance problems.[3]

Supportive services to truant or chronically truant students include: parent conferences, student counseling, family counseling, and information about existing community services.[4]

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 current 174 regular school days without valid cause (a recognized excuse) are truant. Students who miss 5% or more of the current 174 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 and may be convicted of a Class C misdemeanor, which carries a maximum penalty of thirty days in jail and/or a fine of up to $1500.00.

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.

Learning and Assessment

Grading & Promotion

School report cards are issued to students on a quarterly basis. Report cards are distributed at the close of each nine weeks of school. Parents must pick up the report card for the first and third quarter at a parent-teacher conference. Report cards for the second and fourth quarters will be sent home with the student. For questions regarding grades, please contact your child's teacher. Parents always have online access to their child's grades via www.teacherease.com. Academic Achievement levels in grades 1-4, based on Illinois Learning Standards are as follows: 4 (Exceeds Standard), 3 (Meets Standard), 2 (Approaching Standard), and 1 (Below Standard).

The decision to promote a student to the next grade level is based on successful completion of the curriculum, attendance, performance on standardized tests and other testing. A student will not be promoted based upon age or any other social reason not related to academic performance.

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.

Standardized Testing

Students and parents/guardians should be aware that students in grades 1st and 4th will take CogAT testing. All students in grades 3rd and 4th will participate in IAR testing. Parents/Guardians are encouraged to cooperate in preparing students for the standardized testing, because the quality of the education the school can provide is partially dependent upon the school's ability to continue to prove its success on the state's standardized tests. Parents can assure their students achieve their best performance by doing the following:

1. Encourage students to work hard and study throughout the year.
2. Ensure students get a good night's sleep the night before exams.
3. Ensure students eat well the morning of the exam, particularly ensuring they eat sufficient protein.
4. Remind and emphasize for students the importance of good performance on standardized tests.
5. Ensure students are on time and prepared for tests, with appropriate materials.
6. Teach students the importance of honesty and ethics during the performance of these and other tests.
7. Encourage students to relax on testing day.

General Building Conduct

Ownership in Education Handbook: Rules, Rights and Responsibilities

A joint committee consisting of parents, staff and community members has created the rules within this manual. Each parent/guardian is asked to review this manual with their child(ren) and return the sign-off sheet in the back of the manual stating they have discussed this manual with each child. The form is to be returned to the classroom teacher.

Grievance Procedure

When you have concerns, questions and/or complaints:
Please follow this Chain of Command so that differences may be resolved quickly and fairly:

1. Please call the appropriate staff member who was directly involved to make an appointment to discuss your concern. This may be the classroom teacher or another staff member.
2. If there are still concerns, contact the principal.
3. If the concern is still not resolved, contact the associate superintendent to discuss the problem.
4. Finally, if there is still no resolution, contact the school board.

School Dress Code Discipline

Danville School District #118 has implemented a standard code of dress. Student and school dress code policies can be found in the Appendix of this handbook**.** Please refer to the Board Policy, which can be found on the district's website, when referring to student and school dress.

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

- Student dress (including accessories) may not advertise, promote, or picture alcoholic beverages, illegal drugs, drug paraphernalia, violent behavior, or other inappropriate images.
- Student dress (including accessories) may not display lewd, vulgar, obscene, or offensive language or symbols, including gang symbols.
- Hats, coats, bandannas, sweat bands, and sunglasses may not be worn in the building during the school day.
- Hair styles, dress, and accessories that pose a safety hazard are not permitted during physical education.
- Clothing with holes, rips, tears, and clothing that is otherwise poorly fitting, showing skin and/or undergarments may not be worn at school.
- The length of shorts or skirts must be appropriate for the school environment.
- Appropriate footwear must be worn at all times. Only tennis shoes will be allowed in the gym.
- If there is any doubt about dress and appearance, the building principal will make the final decision.
- Students whose dress causes a substantial disruption of the orderly process of school functions or endangers the health or safety of the student, other students, staff or others may be subject to discipline.

Student Discipline

Student discipline policy notification is in accordance with the **OWNERSHIP IN EDUCATION HANDBOOK and Board Policy.** Please refer to the Ownership in Education Handbook when referring to student discipline.

Preventing Bullying, Intimidation and Harassment

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

Bullying on the basis of actual or perceived race, color, national origin, military status, unfavorable discharge from military service, sex, sexual orientation, gender orientation, gender-related identity or expression, ancestry, age, religion, physical or mental disability, physical appearance, socioeconomic status, academic status, order of protection status, homelessness, actual or marital status, parenting status, pregnancy, parenting status, 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.[2]

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.

NONDISCRIMINATION COORDINATOR: HUMAN RESOURCES, 110 E. WILLIAMS. ST., DANVILLE, IL ,PHONE: 217-444-1000
COMPLAINT MANAGERS: MR. JUSTIN THORLTON OR MRS. KIMBERLY PABST, 110 E. WILLIAMS ST., DANVILLE, IL PHONE: 217-444-1000,
EMAILS: THORLTONJ@DANVILLE118.ORG AND PABSTK@DANVILLE118.ORG

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

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

Students and parents/guardians are also encouraged to read the following school district policies: 7:20, *Harassment of Students Prohibited* and 7:180, *Prevention of and Response to Bullying, Intimidation and Harassment*.[4]

Consistent with federal and State laws and rules governing student privacy rights, the school shall make diligent efforts to notify a parent or guardian within 24-hours after the school's administration is made aware of a student's involvement in an alleged bullying incident. The term "bullying incident" includes individual instances of bullying, as well as all threats, suggestions, or instances of self-harm determined to be a result of bullying. Notification to a parent or guardian shall include, as appropriate, the availability of social work services, counseling, school psychological services, other interventions, and restorative measures.

Discrimination and Harassment on the Basis of Race, Color and National Origin Prohibited

Discrimination and harassment on the basis of race, color, or national origin negatively affects a student's ability to learn and an employee's ability to work. Providing an educational and workplace environment free from such discrimination and harassment is an important District and School goal. The District and School do not discriminate on the basis of actual or

perceived race, color, or national origin in any of its education programs or activities and comply with federal and State non-discrimination laws.

Examples of Prohibited Conduct

Examples of conduct that may constitute discrimination on the basis of race, color, or national origin include: disciplining students more harshly and frequently because of their race, color, or national origin; denying students access to high-rigor academic courses, extracurricular activities, or other educational opportunities based on their race, color, or national origin; denying language services or other educational opportunities to English learners; and assigning students special education services based on a student's race, color, or national origin.

Harassment is a form of prohibited discrimination. Examples of conduct that may constitute harassment on the basis of race, color, or national origin include: the use of racial, ethnic or ancestral slurs or stereotypes; taunts; name-calling; offensive or derogatory remarks about a person's actual or perceived race, color, or national origin; the display of racially-offensive symbols; racially-motivated physical threats and attacks; or other hateful conduct.

Making a Report or Complaint; Investigation Process

Individuals are encouraged to promptly report claims or incidences of discrimination or harassment based on race, color, or national origin to the Nondiscrimination Coordinator, a Complaint Manager, or any employee with whom the student is comfortable speaking. Reports will be processed under the District's Uniform Grievance Procedure.

Reports and complaints of discrimination or harassment will be confidential to the greatest extent practicable, subject to the District's duty to investigate and maintain an educational environment that is productive, respectful, and free of unlawful discrimination, including harassment.

Federal and State Agencies

If the District fails to take necessary corrective action to stop harassment based on race, color, or national origin, further relief may be available through the Illinois Dept. of Human Rights (IDHR) or the U.S. Dept. of Education's Office for Civil Rights. To contact IDHR, go to: https://dhr.illinois.gov/about-us/contact-idhr.html or call (312) 814-6200 (Chicago) or (217) 785-5100 (Springfield).

Prevention and Response Program

The District maintains a prevention and response program to respond to complaints of discrimination based on race, color, and national origin, including harassment, and retaliation. The program includes procedures for responding to complaints which:

1. Reduce or remove, to the extent practicable, barriers to reporting discrimination, harassment, and retaliation;

2. Permit any person who reports or is the victim of an incident of alleged discrimination, harassment, or retaliation to be accompanied when making a report by a support individual of the person's choice who complies with the District's policies and rules;

3. Permit anonymous reporting, except that an anonymous report may not be the sole basis of any disciplinary action;

4. Offer remedial interventions or take such disciplinary action as may be appropriate on a case-by-case basis;

5. Offer, but do not require or unduly influence, a person who reports or is the victim of an incident of harassment or retaliation the option to resolve allegations directly with the accused; and

6. Protects a person who reports or is the victim of an incident of harassment or retaliation from suffering adverse consequences as a result of a report of, investigation of, or a response to the incident.

Enforcement

Any District employee who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to remedial action and/or disciplinary action, up to and including discharge.

Any District student who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to remedial action and/or disciplinary action, including but not limited to, suspension and expulsion, consistent with the student discipline information in this handbook.

Any third party who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be addressed in accordance with the authority of the Board in the context of the relationship of the third party to the District, e.g., vendor, parent, invitee, etc. Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to remedial and/or disciplinary action.

Retaliation Prohibited

Retaliation against any person for bringing complaints, participating in the complaint process, or otherwise providing information about discrimination or harassment based on race, color, or national origin is prohibited.

Individuals should report allegations of retaliation to the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager.

Harassment & Teen Dating Violence Prohibited

Harassment Prohibited

No person, including a school district employee, 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[1]; 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; physical appearance; socioeconomic status; academic status; 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.

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 incidents of bullying, intimidation, harassment, sexual harassment, or any other prohibited conduct to the Nondiscrimination Coordinator, Title IX Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any employee with whom the student is comfortable speaking.

NONDISCRIMINATION COORDINATOR: HUMAN RESOURCES, 110 E. WILLIAMS. ST., DANVILLE, IL, PHONE: 217-444-1000
TITLE IX COORDINATOR: MRS. KIMBERLY PABST, 110 E. WILLIAMS, DANVILLE, IL PHONE 217-444-1000
COMPLAINT MANAGERS: MR. JUSTIN THORLTON OR MRS. KIMBERLY PABST, 110 E. WILLIAMS ST., DANVILLE, IL PHONE: 217-444-1000, EMAILS: THORLTONJ@DANVILLE118.ORG AND PABSTK@DANVILLE118.ORG

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 parents or guardians to pay fees or certain charges. Students whose parents or guardians are unable to afford student fees may receive a fee waiver. A fee waiver applies to all fees related to school, instruction, and extracurricular activities. A fee waiver is available for school fees and loss of property.

The school will provide written notice of the school district's school fee policy in English or the home language of the parents/guardians, if needed, to ensure the parents'/guardians' understanding of the policy. The notice must be provided to parents/guardians of all students enrolling in the school district for the first time.

Notifications for fee waivers may be submitted by a parent or guardian of a student who has been assessed a fee. A 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).

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 owe money for a meal or snack.[3]

Cafeteria

There are specific procedures followed during the lunch hour. We also expect student behavior in the cafeteria to be based on courtesy and cleanliness. Students are expected to abide by the rules and procedures listed. Failure to comply may result in discipline at the discretion of the administration as stated in the **OWNERSHIP IN EDUCATION HANDBOOK.**

Material Fees

The Board of Education, prior to the opening of school, sets the material fees.
For the 2026-27 school year, all fees have been waived by the Board of Education.

School Breakfast and Lunch Program

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 7:30 a.m. 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, parents/guardians may add money to student's accounts by paying online, in advance on your student's account via check or online.

Free and Reduced-Price Food Services Eligibility

When the parents/guardians of students are unable to pay for their child(ren)'s meal services, meal charges will apply per a student's eligibility category and will be processed by the District accordingly. A student's eligibility for free and reduced-price food services shall be determined by the income eligibility guidelines, family-size income standards, set annually by the U.S. Dept. of Agriculture, and distributed by the Ill. State Board of Education.

Meal Charges for Meals Provided by the District

The Building Principal and District staff will work jointly to prevent meal charges from accumulating. Every effort to collect all funds due to the District will be made on a regular basis and before the end of the school year. Contact your Building Principal or designee about whether your child(ren)'s charges may be carried over at the end of the school year, i.e., beyond June 30th.

Unpaid meal charges are considered delinquent debt when payment is overdue as defined by Board policy 4:45, Insufficient Fund Checks and Debt Recovery and the Hunger-Free Students' Bill of Rights Act (105 ILCS 123/). The District will make reasonable efforts to collect charges classified as delinquent debt, including repeated contacts to collect the amounts and, when necessary, requesting that the student's parent(s)/guardian(s) apply for meal benefits to determine if the student qualifies for such benefits under Board policy 4:130, Free and Reduced-Price Food Services. The District will provide a federally reimbursable meal or snack to a student who requests one, regardless of the student's ability to pay or negative account balance.

When a student's funds are low and when there is a negative balance, reminders will be provided to the staff, students, and their parent(s)/guardian(s) at regular intervals during the school year. State law allows the Building Principal to contact parents(s)/guardian(s) to attempt collection of the money owed when the amount owed is more than the amount of five lunches [or insert lower amount]. If a parent/guardian regularly fails to provide meal money for the child(ren) that he/she is responsible for in the District and does not qualify for free meal benefits or refuses to apply for such benefits, the Building Principal or designee will direct the next course of action. Continual failure to provide meal money may require the District to notify the Ill. Dept. of Children and Family Services (DCFS) and/or take legal steps to recover the unpaid meal charges, up to and including seeking an offset under the State Comptroller Act, if applicable.

Textbooks

Textbooks are furnished to each student without charge. The student should take care of them. The parent/guardian of the child responsible for them will pay for all damaged books. For his/her own protection, a student should put his/her name in ink in each of his/her books.

Immunization, Health, Eye and Dental Examinations

Communicable Diseases

The school will observe recommendations of the Illinois Department of Public Health regarding communicable diseases.

1. Parents are required to notify the school nurse if they suspect their child has a communicable disease.
2. In certain cases, students with a communicable disease may be excluded from school or sent home from school following notification of the parent or guardian.
3. The school will provide written instructions to the parent/guardian regarding appropriate treatment for communicable diseases.
4. A student excluded because of a communicable disease will be permitted to return to school only when the parent/guardian brings a letter from the student's doctor stating that the student is no longer contagious or at risk of spreading the communicable disease.

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 15 th). 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.

Case by Case 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 of access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist; or
5. Dental examination requirement if the student's parent/guardian shows an undue burden or a lack of access to a dentist.

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 entering 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 has completed and signed a report form indicating that an examination had been administered within the previous 12 months.

Head Lice

1. Parents are required to notify the school nurse if they suspect their child has head lice.
2. Infested students will be sent home following notification of the parent or guardian.
3. The school will provide instructions to parents or guardians regarding appropriate treatment for the infestation.
4. A student excluded because of head lice will be permitted to return to school only when the parent or guardian brings the student to school to be checked by the school nurse and the child is determined to be free of the head lice and eggs (nits). Infested children are prohibited from riding the bus to school to be checked for head lice.

Health & 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.

Guidance & Counseling

The school provides guidance and counseling programs for students. The school's social worker is available to those students who require additional assistance.

Under Illinois law. any student 12 years of age or older may receive counseling services without consent of the student's parent/guardian. However, until the consent of the student's parent/guardian has been obtained, counseling services provided to a student under the age of 17 are generally limited to no more than eight 90-minute sessions.

Required Health Examinations and Immunizations

All students are required to present appropriate proof that the student received a health examination and 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, age-appropriate developmental screening and age-appropriate social and emotional screening are required parts of each health examination.

Failure to comply with the above requirements by October 15 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.

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 October 15, the student must present, by October 15, 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.

Social & Emotional Wellness

Student social and emotional development shall be incorporated in the District's educational program and shall be consistent with the social and emotional development standards contained in the Illinois Learning Standards. The objectives for addressing the needs of students for social and emotional development through the educational programs are to:

1. Enhance students' school readiness, academic success and use of good citizenship skills.
2. Foster a safe, supportive learning environment where students feel respected and valued.
3. Teach social and emotional skills to all students.
4. Partner with families and the community to promote students' social and emotional development.

Student Medication

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 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 and self-administer an epinephrine injector (e.g., EpiPen®) and/or an asthma inhaler or medication prescribed for use at the student's discretion, provided the student's parent/guardian has completed and signed a School Medication Authorization Form.

Students who are diabetic may possess and/or self-administer diabetic testing supplies, equipment, and insulin if authorized by the student's diabetes care plan, which must be on file with the school.

Students with epilepsy may possess and/or self-administer supplies, equipment and medication, if authorized by the student's seizure action plan, which must be on file with the school.

Students may self-administer (but not possess on their person) other medications required under a qualified plan, provided the student's parent/guardian has completed and signed a School Medication Authorization Form.

The school district shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication, including asthma medication or epinephrine injectors, or medication required under a qualifying plan. A student's parent/guardian must indemnify and hold harmless the school district and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine injector, asthma medication, and/or a medication required under a qualifying plan.

Administration of Medical Cannabis:

In accordance with the Compassionate Use of Medical Cannabis Program, qualifying students are allowed to utilize medical cannabis infused products while at school and school events. Please contact the building principal for additional information. 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.

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.
Emergency Aid to Students:
Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including administering medication.

Students with Food Allergies

State law requires our school district to annually inform parents of students with life-threatening allergies or life-threatening chronic illnesses of the applicable provisions of Section 504 of the Rehabilitation Act of 1973 and other applicable federal statutes, state statutes, federal regulations, and state rules.

If your student has a life-threatening allergy or chronic illness, please notify the building administrator or nurse.
Federal law protects students from discrimination due to a disability that substantially limits a major life activity. If your student has a qualifying disability, an individualized Section 504 Plan may be developed and implemented to provide the needed support so that your student can access his or her education as effectively as students without disabilities.

Not all students with life-threatening allergies and/or chronic illnesses may be eligible under Section 504. Our school district also may be able to appropriately meet a student's needs through other means.

Care of Student with Diabetes

If your child has diabetes and requires assistance with managing this condition while at school and school functions, a Diabetes Care Plan must be submitted to the school principal. Parents/guardians are responsible for this and must:

- *Inform the school in a timely manner of any change which needs to be made to the Diabetes Care Plan on file with the school for their child.
- *Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers.
- *Sign the Diabetes Care Plan.
- *Grant consent for and authorize designated school district representatives to communicate directly with the health care provider whose instructions are included in the Diabetes Care Plan.

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.

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 others 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. Please contact: Mr. Justin Thorlton or Mrs. Kimberly Pabst, at 110 East Williams Street, Danville, Illinois 61832, Telephone (217) 444-1000.

Retaliation Prohibited
Retaliation against an Article 26A Student or their parent/guardian for exercising or attempting to exercise their rights under this procedure is prohibited. Individuals should report allegations of retaliation to the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager.

Athletics & Extra-Curricular Activities

Participation in extracurriculars is a privilege. Those who participate in extra-curricular activities have a responsibility to favorably represent the school and community. Students are expected to conduct themselves both in and out of school in a manner appropriate to their responsibilities as representatives of the school and district. Refer to the **OWNERSHIP IN EDUCATION HANDBOOK** for further information.

Students may modify their athletic or team uniform for the purpose of modesty in clothing or attire that is in accordance with the requirements of the student's religion or the student's cultural values or modesty preferences.

Absence from School on Day of Activity

A student who is absent from school on the day of an activity is ineligible for any activity on that day unless the absence has been approved in writing by the principal. Exceptions may be made by the coach: 1) for a medical absence pre-arranged with the coach or 2) for a death in the student's family. An athlete who is truant or who has been suspended from school may be suspended from participation in athletic activities by administration.

An athlete who is absent from school on a Friday before a Saturday event may be withheld from Saturday activities at the sole discretion of the coach.

Concussions and Head Injuries

Student athletes must comply with Illinois' Youth Sports Concussion Safety Act and all protocols, policies and bylaws of the Illinois High School Association before being allowed to participate in any athletic activity, including practice or competition.

A student athlete who exhibits signs, symptoms, or behaviors consistent with a concussion in a practice or game will be removed from participation or competition at that time. A student athlete who has been removed from an interscholastic contest for a possible concussion or head injury may not return to that contest unless cleared to do so by a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer. If not cleared to return to that contest, a student athlete may not return to play or practice until the student athlete has provided his or her school with written clearance from a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer working in conjunction with a physician licensed to practice medicine in all its branches in Illinois. A student who was removed from practice or competition because of a suspected concussion shall be allowed to return only after all statutory prerequisites are completed, including, without limitation, the School District's return-to-play and return-to-learn protocols.

Travel

All athletes shall travel to athletic events and return home from athletic events with the team on which the athlete competes by use of school approved means of transportation. A written waiver of this rule may be issued by a coach or administrator upon advance written request of an athlete's parent or guardian and provided the parent or guardian appears and accepts custody of the athlete. In no case shall a waiver be issued unless the alternate means of transportation anticipated by the waiver will be provided by the parent. Oral requests shall not be honored, and oral permissions shall not be valid.

Any student athlete found to be in violation of this policy shall be subject to discipline in accordance with the school district's athletic discipline policies, rules and regulations as provided herein.

Special Programs

Accommodating Individuals with Disabilities

Individuals with disabilities will be provided an opportunity to participate in all school sponsored services, programs or activities. Individuals with disabilities should notify the superintendent or building principal if they have a disability that will require special assistance or services and, if so, what services are required. This notification should occur as far in advance as possible of the school-sponsored function, program or meeting. The parent/guardian of a student receiving special education services, or being evaluated for eligibility, is afforded reasonable access to educational facilities, personnel, classrooms, and buildings. The same right of access is afforded to an independent educational evaluator or a qualified professional retained by or on behalf of a parent or child.

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 individuals with Disabilities Education Improvement Act of 2004 and the Illinois State Board of 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 ineffective 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.

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 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. 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: Mr. Proffitt, 217-444-3500 / Principal, Southwest Elementary School

Related Service Logs

For a child with an individualized education program (IEP), the school district must create related service logs that record the type of related services administered under the child's IEP and the minutes of each type of related service that has been administered. The school will provide a child's parent/guardian with a copy of the related service log at the annual review of the child's IEP and at any other time upon request.

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.

Parent Notices Required by Every Student Succeeds Act

I. 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 for the student and, if so, their qualifications.
e.

II. Testing Transparency

The State and District require students to take certain standardized tests. For additional information, contact the Curriculum Department.

A parent/guardian may request, and the District will provide in a timely manner, information regarding student participation in any assessments mandated by law or District policy, which shall include information on any applicable right you may have to opt your student out of such assessment.

III. Annual Report Card

Each year, the District is required to disseminate an annual report card that includes information on the District as a whole and each school served by the District, with aggregate and disaggregated information for each required subgroup of students including: student achievement on academic assessments (designated by category), graduation rates, district performance, teacher qualifications, and certain other information required by federal law. When available, this information will be placed on the District's website at http://www.danville118.org/schools/school_report_cards.

IV. Parent & Family Engagement Compact [4]

V. Unsafe School Choice Option

The unsafe school choice option allows students to transfer to another District school or to a public charter school within the District under certain circumstances. For additional information, see handbook procedure 12:100. [5]

VI. Student Privacy
Students have certain privacy protections under federal law. For additional information, see handbook procedure 12.105. [6]

VII. 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. For additional information, see handbook procedure 12:60. [7]

VIII. Homeless Students
For information on supports and services available to homeless students, see handbook procedure 12:30. [8]
For further information on any of the above matters, please contact the building principal.

Exemption from Physical Education Requirement

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.
A student in grades 7-8 may submit a written request to the building principal requesting to be excused from physical education courses because of the student's ongoing participation in an interscholastic or extracurricular athletic program. The building principal will evaluate requests on a case-by-case basis.

Students with an Individualized Education Program may also be excused from physical education courses for reasons stated in Handbook Procedure 10.30.1

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:2
1.The time of year when the student's participation ceases; and
2.The student's class schedule.

Home and Hospital Instruction

A student who is absent from school, or whose physician, physician assistant or licensed advance practice registered nurse anticipates his or her absence from school, because of a medical condition may be eligible for instruction in the student's home or hospital.

Appropriate educational services from qualified staff will begin no later than five school days after receiving a written statement from a physician, physician assistant, or licensed advanced practice registered nurse. Instructional or related services for a student receiving special education services will be determined by the student's individualized education program.

A student who is unable to attend school because of pregnancy or pregnancy-related conditions, the fulfillment of parenting obligations related to the health of the child, or health and safety concerns arising from domestic or sexual violence will be provided with home instruction under the following circumstances:

1. Before the birth of the child, when the student's physician, physician assistant, or advanced practice registered nurse indicates, in writing, that she is medically unable to attend regular classroom instruction.
2. For up to three months after the child's birth or a miscarriage.
3. When a student must care for his or her ill child if:
    a. The child's physician, physician assistant, or advanced practice registered nurse informs the school, in writing, that the child has a serious health condition that would require the student to be absent from school for two or more consecutive weeks; and
    b. The student or the student's parent/guardian informs the school, in writing, that the student needs to care for the child during this period.
4. The student must treat physical or mental health complications or address safety concerns arising from domestic or sexual violence when a health care provider or an employee of the student's domestic or sexual violence organization informs the school in writing that the care is needed by the student and will cause the student's absence from school for two or more consecutive weeks.

The school may reassess home instruction provided to a student under No. 3 or No. 4 every two months to determine the student's continuing need for home instruction. Periodic conferences will be held between appropriate school personnel, parent(s)/guardian(s), and hospital staff to coordinate course work and facilitate a student's return to school. For information on home or hospital instruction, contact: 217-444-1083.

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 children's right to education, contact the Director of Educational Support Programs at (217)444-1062 or (217)444-1065.

Internet Acceptable Use

Student Acceptable Use Policy is in accordance with the **OWNERSHIP IN EDUCATION HANDBOOK.** Please refer to the manual when referring to the Acceptable Use.

Parents or guardians must sign the Technology Use Contract before students may access district technology. Students who do not have a Technology Use Contract on file will not be allowed to utilize the technology at their school.

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 disciplinary rule or policy. During 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.

Non-School-Sponsored Publications/Websites

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 made 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. It 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. 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.
9.

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, & 7

Access to Non-School Sponsored Publications

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 students1; or
6. Encourages or 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.

Access to Student Social Networking Passwords and Websites

Public Act 98-129 requires schools to publish their disciplinary rules in circumstances in which the school may require access to social networking passwords or websites. Refer to the Danville District #118, Ownership in Education Manual for this policy.

Request to Access Classroom or Personnel for Special Education Evaluation or Observation

The parent/guardian of a student receiving special education services, or being evaluated for eligibility, is afforded reasonable access to educational facilities, personnel, classrooms and buildings. This same right of access is afforded by an independent educational evaluator or a qualified professional retained by or on behalf of a parent or child.

Response to Intervention (RTI)/Multi-Tiered System of Support (MTSS)

Through RTI we provide high-quality classroom instruction to all students. We assess all students and provide tiered instruction and interventions matched to individual student needs. Through ongoing assessment, student progress is continually monitored.

Family involvement in this process helps to enhance student outcomes. RTI is an opportunity to bring about meaningful change in family-school relationships, allowing for engaged partnerships between educators and families through collaborative, structured problem-solving.

Positive Behavior Interventions and Supports (PBIS)

The Positive Behavior Interventions and Supports (PBIS) program is an effort to help students build a positive attitude, develop strong character skills and to continue to expand on the skills necessary to become productive citizens. Students are taught and asked to adhere to these expectations: **We are safe. We are kind. We are responsible.** The PBIS program is an extension of our efforts to provide students with a positive environment in which to learn and succeed. Visit the PBIS section in our monthly newsletter for on-going communication and information regarding PBIS at our school.

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.

General Information

Agenda Books/Daily Communication

Students in grades 3-4 will receive an agenda book at the beginning of the school year to assist with organizational skills. Parents are asked to review and sign-off on student agendas daily. Students in grades K-2 will receive a folder at the beginning of the school year to assist with organizational skills. Parents are asked to check the folder daily and return any forms or notes to school in the folder.

Accidents

Every accident in the school building, on the school campus, at practice sessions, or at any athletic event sponsored by the school must be reported immediately to the person in charge and to the principal's office.

Bicycles

Students who ride bicycles to school must park them in the racks provided. Students are required to walk bicycles to and from the racks while on school property. The school will assume no responsibility for the safety of your bicycles. All bicycles should be locked to deter theft.

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.

Birthday Parties

Our goal is to promote healthy lifestyle principles, replacing unhealthy food offerings with healthy ones. Treats for class celebrations must be store-bought in pre-packaged containers. Designated dates, one per month, will be given to celebrate birthdays for that month. All families will be provided with information regarding celebration dates, healthy snacks, and non-food alternatives for celebrations. Due to allergies, balloons are not allowed in the building. **Please note:** ***All food items must be store bought and still in closed containers. We ask that invitations for home birthday parties not be distributed at school.***

Bus Transportation

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

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

Parents will be informed of all inappropriate student behavior on a bus. Parents are encouraged to discuss bus safety and appropriate behavior with their children before the beginning of the school year and regularly during the year.

Students may be suspended from riding the school bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct. If a student is suspended from riding the bus for gross disobedience or misconduct on a bus, the school board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons. The district's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus.

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

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.

Additional resources follow:
National Highway Traffic Safety Administration - School Bus Safety
https://one.nhtsa.gov/people/injury/buses/getting_to_school/schoolbus2.html
U.S. Department of Transportation - School Bus Safety Campaign Material www.trafficsafetymarketing.gov/get-materials/school-bus-safety/evergreen-campaign-material

National Safety Council - Tips for a Safe Ride www.nsc.org/home-safety/tools-resources/seasonal-safety/back-to-school/bus

Video and audio cameras may be active on buses to record student conduct and may be used for the purposes of investigating misconduct or accidents on the bus. (School Board Policy 7:220)

For questions regarding school transportation issues, contact the Associate Superintendent of Danville District 118 at (217)444-1004.

Change of Clothes

Each kindergarten and first grade student is asked to have a complete change of clothes to keep in the classroom (underwear, socks, pants/shorts, shirt). They are to be sent in a plastic bag, clearly labeled with your child's name. When your child's school clothes become soiled due to illness, mud puddles, spilled milk, etc., your daily schedule will not have to be interrupted to bring a change of clothes. The soiled clothes will be sent home in a plastic bag. When this happens, please send another outfit to school the next day.

Custody/Arrangements

If you have any legal custody/divorce settlement information that the office should be aware of regarding your child(ren), please be sure to let us know verbally and in writing. It is extremely important that the school knows if a student is not to be released to a specific person. Please bring this information to our attention each year as situations change.

Parents who are separated, but not legally divorced, are advised that the school finds itself in a difficult position when determining who should be allowed to remove the child from the school premises. Unless there is assigned custody or other court papers indicating that one parent cannot have access to their child, the school will release the child to either parent.

Electronic Equipment

Students are **NOT** to bring any of the following equipment to school (CD/MP3 players, radios, earphones, pagers, cell phones, gaming devices, etc.) Please make sure your child leaves these items at home. In addition, please discourage your child from bringing toys and possessions to school. Invariably, an item is lost, and the school is not able to replace lost possessions. Please help us avoid such occurrences.

Field Trips

Field trips are a privilege for students. Students must abide by all school policies during transportation and during field trip activities and shall treat all field trip locations as though they are school grounds. Students who fail to abide by school rules and/or location rules during a field trip may be subject to discipline.

All students who wish to attend a field trip must receive written permission from a parent or guardian with authority to give permission. Students may be prohibited from attending field trips for any of the following reasons:

- Failure to receive appropriate permission from parent/guardian or teacher.
- Failure to complete appropriate coursework.
- Behavioral
- Reasons as determined by the school.

Classroom teachers are not required to dispense medication on field trips. If your child must receive medication during the school day and you cannot accompany them on the field trip, please contact the principal to see what alternate arrangements can be made.

Instructional Materials

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.

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.

MATS (Motivating Academically Talented Students)

The MATS Program serves identified gifted children in grades 2-12. All students are screened for identification. Students who exhibit a score of 90% or higher in reading or math on the ITBS and score 120 or higher on any area of the CogAT are further screened. The scores from a teacher inventory and the Naglieri Nonverbal Ability Test are submitted to a committee of district administrators for final selection of participating students. The final selection committee is composed of the Gifted Coordinator and the administrators of the buildings who host the self-contained gifted programs. Parents have the right to appeal the decisions to the Gifted Coordinator. The grades 2-4 program is held at Southwest. The grades 5-6 program is held at Southview Upper Elementary, with grade 7-8 at Northridge. At the High School, MATS classes are called Honors courses.

Notes Required

The school requires notification from parents or guardians for:

1. Absence (call or send a note)
2. Tardiness (call or send a note)
3. Requests for special or early dismissal (call or send note by 1:00 p.m.)
4. In reply to notices of unsatisfactory work
5. Field trips

Parking

The school has a location(s) available for school visitor parking. Those dropping off and picking up children may do so in the parking lot(s) available during school hours. Vehicles may not be parked or located in the bus lanes or fire lanes at **any time.** Bus lanes and fire lanes are clearly marked. Vehicles located in these locations may be ticketed and/or towed by the police.

Parent/Teacher Conferences

Parent-teacher conferences are scheduled two times per year for every student. We urge you to make every effort to attend conferences. We find that regular communication between teacher and parent benefits the student in many ways. Additional parent conferences may be requested at any time during the school year.

2026-2027 Parent/Teacher Conference Dates:
Fall – October 27 and October 29, 2026
Spring – April 6 and April 8, 2026

Patrols

Safety patrol crossing guards are assigned posts at certain schools from 7:30 – 7:45 a.m. and again from 2:00 – 2:15 p.m. Students should not cross the streets without a crossing guard's direction and should only do so at specified corners.

Pledge of Allegiance

Students who choose not to recite the pledge may remain silent but should in no way disrupt those who wish to participate.

Recess

Recess is scheduled daily for a total of 30 minutes for all students. We do not go outside if it is raining or if the temperature is 20 degrees Fahrenheit or below. Children who have been ill must have a note from their parents requesting that they not go outside. If children are to stay in recess for more than three consecutive days, a doctor's note is required.

Registration/Residency

Families of registered students of Danville District No. 118 must provide proper documentation to prove residency within district boundaries. Required documentation can be found on the Danville District No. 118 website.

School Volunteers

All school volunteers must have a background check completed and be approved by the principal prior to assisting in the school. Teachers who desire parent volunteers will notify parents. For school-wide volunteer opportunities, please contact the building principal.

Search and Seizure

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

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

School authorities may inspect and search for school property and equipment owned or controlled by the school (such as lockers, desks, and parking lots), as well as personal effects left there by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there. The building principal may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs

Seizure of Property

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

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.

Questioning of Students Suspected of Committing Criminal Activity

Before a law enforcement officer, school resource officer, or other school security person detains and questions on school grounds a student under 18 years of age who is suspected of committing a criminal act, the building principal or designee will: (a) Notify or attempt to notify the student's parent/guardian and document the time and manner in writing; (b) Make reasonable efforts to ensure the student's parent/guardian is present during questioning or, if they are not present, ensure that a school employee (including, but not limited to, a social worker, psychologist, nurse, guidance counselor, or any other mental health professional) is present during the questioning; and (c) If practicable, make reasonable efforts to ensure that a law enforcement officer trained in promoting safe interactions and communications with youth is present during the questioning.

Student Emergency Form

At the beginning of each school year, all parents/guardians must fill out a Student Emergency Form for each of their children enrolled in school. Situations may arise that make it necessary for the school to contact a student's parent(s) or guardian(s), i.e. illness, injury, special recognition, or other problems that may arise. *Please contact the office with any changes* in telephone numbers (both home and work), addresses, emergency contact, and other similar information.

Student Records

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 wher e 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 copyrights 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.** [1]

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,[2] 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; to the Ill. Department of Human Services (DHS) for the sole purpose of assessing or evaluating the student's eligibility for Medicaid waiver benefits consistent with the rules adopted by the DHS; 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

- 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 not be granted access to your student's information without your prior written consent.[3]**

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, and telephone numbers, unless the student's parent/guardian, or 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. If you wish to exercise this option, notify the building principal.

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 Office
400 Maryland Avenue, SW
Washington DC 20202-8520

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 a 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.

Teacher Qualifications

Parents may request information about the qualifications of their child's teachers and paraprofessionals, including:

- Whether the teacher has met State certification requirements.
- Whether the teacher is teaching under an emergency permit or other provisional status by which State licensing criteria have been waived.
- The teacher's college major.
- Whether the teacher has any advanced degrees and, if so, the subject of the degrees; and
- Whether any instructional aides or paraprofessionals provide services to your child and, if so, their qualifications.

If you would like to receive any of this information, please contact the school office.

Telephone

Students will be allowed to use the office telephone for *emergency* use only. The use of the phone in the office is a privilege. It should be used only when absolutely necessary. The phone is NOT for routine calls caused by a lack of planning or irresponsibility on the part of the student.

Visitors

Any visiting individual must provide identification and reason for visiting the building. All visitors must check-in with the office upon arrival. Using Raptor Technology, visitors will have their identification scanned and assessed prior to entering the school. We ask that visitors are limited to the office area or accompanied by a staff member to protect staff and students.

Visitors are not permitted to classroom areas without the permission of administration for the safety of students and staff.

Laws, Notices, Policies and Forms

Accommodating Individuals with Disabilities

Individuals with disabilities will be provided an opportunity to participate in all school-sponsored services, programs, or activities. Individuals with disabilities should notify the superintendent or building principal if they have a disability that will require special assistance or services and, if so, what services are required. This notification should occur as far in advance as possible of the school-sponsored function, program, or meeting.

Animals on School Property

In order to assure student health and safety, animals are not allowed on school property, except in the case of a service animal accompanying a student or other individual with a documented disability. This rule may be temporarily waived by the building principals in the case of an educational opportunity for students, provided that (a) the animal is appropriately housed, humanely cared for and properly handled, and (b) students will not be exposed to a dangerous animal or an unhealthy environment.

Asbestos Management

The E.P.A. conducts inspections in school districts statewide to determine if they are in compliance with the federal rules and regulations promulgated under the Asbestos Hazard Emergency Response Act.

Emergency School Closings

In cases of severe weather and other local emergencies, please listen to local radio stations or view local television channels to be advised of school closings or early dismissals. We will also contact you by phone through our Alert Now Notification System. Make sure you keep your contact information current with the school office to receive these messages. If we dismiss early for an emergency or poor weather conditions, after-school functions may be canceled.

Equal Opportunity and Sex Equity

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

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

Any student or parent/guardian with a sex equity or equal opportunity concern should contact Mr. Justin Thorlton or Mrs. Kimberly Pabst, at 110 East Williams Street, Danville, Illinois 61832, Telephone (217) 444-1000.

Invitations & Gifts

Party invitations or gifts for classmates should not be brought to school to be distributed. The office is unable to release addresses and phone numbers of students.

Mandated Reporters and Reciprocal Reporting of Criminal Activity

All school personnel, including teachers and administrators, are required by law to immediately report any and all suspected cases of child abuse or neglect to the Illinois Department of Children and Family Services.

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)

Pesticide/ Coal Tar Sealant Application Notice

The district maintains a registry of parents/guardians of students who have registered to receive written or telephone notification prior to the application of pesticides or coal tar sealant to school grounds. To be added to the list, please contact your student's principal.

**Notification will be given 2 days before application of the pesticide. Prior notice is not required if there is imminent threat to health or property. Notification will be given 10 days before application of the coal tar sealant to the grounds.*

PUNS-Prioritization or Urgent

The Illinois Department of Human Services (IDHS) maintains a statewide database known as the PUNS database (Prioritization of Urgency of Need for Services) that records information about individuals with intellectual disabilities or developmental disabilities who are potentially in need of services. IDHS uses the data on PUNS to select individuals for services as funding becomes available, to develop proposals and materials for budgeting, and to plan for future needs. The PUNS database is available for children with intellectual disabilities or developmental disabilities with unmet service needs. Registration to be included on the PUNS database is the first step toward receiving developmental disabilities services in this State. A child who is not on the PUNS database will not be in the queue for State developmental disabilities services. For more information and to sign up for PUNS, see the Illinois Department of Human Services PUNS information page at https://www.dhs.state.il.us/page.aspx?item=41131.

Safety Drill Procedures and Conduct

Safety drills will occur at times established by the school principal. 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 drill to address an active shooter incident, and a minimum of one (1) bus evacuation drill each school year. There may be other drills at the direction of the administration. Drills will not be preceded by a warning to the students.

School Visitation Rights

The School Visitation Rights Act permits employed parents/guardians, who are unable to meet with educators because of a work conflict, the right to time off from work under certain conditions to attend necessary school functions such as parent-teacher conferences, academic meetings and behavioral meetings. Letters verifying participation in this program are available from the school office upon request.

Sex Discrimination

It is the policy of Danville District #118 not to discriminate on the basis of sex in its educational and extra-curricular programs and activities or its employment policies, as required by Illinois PA 79-597 and Title IX of the 1972 Education Amendments. Inquiries regarding compliance with the Illinois sex equity rules and the Title IX regulation may be directed to Mr. Justin Thorlton or Mrs. Kimberly Pabst, at 110 East Williams Street, Danville, Illinois 61832, Telephone (217) 444-1000.

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 in the following circumstances as they relate to the individual's child(ren):

1. To attend a conference at the school with school personnel to discuss the progress of their child.
2. To participate in a conference in which evaluation and placement decisions may be made with respect to their child's special education services.
3. To attend conferences to discuss issues concerning their child such as retention or promotion. In all other cases, convicted child 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 remain under the direct supervision of a school official at all times he/she is in the presence or vicinity of children.

A violation of this law is a Class 4 felony. Information about sex offenders or violent offenders against youth is available to the public on the Illinois State Police (ISP) website.

The ISP website contains the following: Illinois Sex Offender Registry, https://isp.illinois.gov/Sor/Disclaimer Illinois Murderer and Violent Offender Against Youth Registry, https://isp.illinois.gov/MVOAY/Disclaimer Frequently Asked Questions Concerning Sex Offenders, https://isp.illinois.gov/Sor/FAQs

Sex Offender & Violent Offender Community Notification Laws

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/

Guidelines for Student Distribution of Non-School-Sponsored 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 selected by the building principal, such as 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 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, 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; or
    e. Is primarily prepared by non-students and distributed in elementary and/or middle schools.
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.

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 the school district's policy, is posted on the school district website. Information can also be obtained from the school office. National Suicide & Crisis Hotline: Dial 988

Threat Assessment Procedure

In the event of a threat, administration and other designated staff members will follow Danville District No. 118 protocols to assess the threat properly.

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. Transportation may be furnished for pupils' ineligible for regular reimbursed transportation under 1.5 miles if parents reimburse the district at a rate established by the Board or if, in the opinion of the Board, validated by the state Department of Transportation, there exists pedestrian hazards for pupils.

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.

Annual Notice to Parents about Educational Technology: Vendors Under the Student Online Personal Protection Act 4

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

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

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

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

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

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

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

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4 USE THE SAMPLE TEXT BELOW TO PROVIDE NOTICE TO PARENTS/GUARDIANS ABOUT EDUCATIONAL TECHNOLOGY VENDORS PURSUANT TO THE STUDENT ONLINE PERSONAL PROTECTION ACT, 105 ILCS 85/28(E), ADDED BY P.A. 101-516, EFF. 7-1-21. BEGINNING WITH THE 2021-2022 SCHOOL YEAR, SCHOOL DISTRICTS MUST PROVIDE THIS NOTICE TO PARENTS/GUARDIANS AT THE BEGINNING OF EACH SCHOOL YEAR THROUGH DISTRIBUTION OF SCHOOL HANDBOOKS OR OTHER MEANS GENERALLY USED BY A DISTRICT TO PROVIDE SUCH NOTICES TO PARENTS/GUARDIANS.

School Operations During a Pandemic or Other Health Emergency

A pandemic is a global outbreak of disease. Pandemics happen when a new virus emerges to infect individuals and, because there is little to no pre-existing immunity against the new virus, it spreads sustainably. Your child's school and district play an essential role, along with the local health department and emergency management agencies, in protecting the public's health and safety during a pandemic or other health emergency.

During a pandemic or other health emergency, you will be notified in a timely manner of all changes to the school environment and schedule that impact your child. Please be assured that even if school is not physically in session, it is the goal of the school and district to provide your child with the best educational opportunities possible.

Additionally, please note the following:

1. All decisions regarding changes to the school environment and schedule, including a possible interruption of in-person learning, will be made by the superintendent in consultation with and, if necessary, at the direction of the Governor, Illinois Department of Public Health, local health department, emergency management agencies, and/or Regional Office of Education.
2. Available learning opportunities may include remote and/or blended learning. Blended learning may require your child to attend school on a modified schedule.
3. Students will be expected to participate in blended and remote instruction as required by the school and district. Parents are responsible for assuring the participation of their child. Students who do not participate in blended or remote learning will be considered truant.
4. All school disciplinary rules remain in effect during the interruption of in-person learning. Students are subject to discipline for disrupting the remote learning environment to the same extent that discipline would be imposed for disruption of the traditional classroom.
5. Students and parents will be required to observe all public health and safety measures implemented by the school and district in conjunction with state and local requirements.
6. During a pandemic or other health emergency, the school and district will ensure that educational opportunities are available to all students.
7. School personnel will work closely with students with disabilities and other vulnerable student populations to minimize the impact of any educational disruption.
8. Students who have a compromised immune system, live with an individual with a compromised immune system, or have a medical condition that may impact their ability to attend school during a pandemic or other public health emergency should contact school officials.
9. During a pandemic or other health emergency, teachers and school staff will receive additional training on health and safety measures.
10. In accordance with school district or state mandates, the school may need to conduct a daily health assessment of your child. Parents and students will be notified of the exact assessment procedures if this becomes necessary.
11. Parents should not send their child to school if their child exhibits any symptoms consistent with the pandemic or other health emergency.
12. Please do not hesitate to contact school or district officials if you have any concerns regarding your child's education, health or safety.

Emergency Information

Emergency Plans and Drills

Our school has specific building plans for a variety of emergency situations, and these are reviewed and practiced with students at the beginning of the school year and periodically throughout the year. A copy of our Critical Incidence manual may be viewed in the school office.

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.

Evacuation Sites

If students need to vacate the school premises, students and staff will walk to the DACC Mary Miller Gym. Parents are asked not to come to the school if an emergency should arise. For us to ensure the safety of all students, we need them to be transported to the evacuation site. It will be from the evacuation site that we contact parents/guardians.

School Violence Tip-Line

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

State police employees who will forward the information to the local sheriff or police department and the appropriate ISP district will answer calls. The local law enforcement agency will be responsible for notifying the school at which the violent act is supposed to occur. If the school is not in their community, they will ensure that the proper law enforcement agency and school are notified immediately.

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

APPENDIX

Authorization of Medical Treatment Form

To be submitted to the Superintendent or designee. (please print)

Student	Sport/Activity
Parent/Guardian	Home phone
Home address	Cell phone
Physician	Physician phone

Medical Information: *(list allergies, medications, conditions and any known restrictions)*

In the event of a medical emergency and if reasonable attempts to contact me using the telephone numbers listed above 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.

Parent/Guardian Signature Date

Student Dress Code

District 118 Student Dress Code

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.

Shirts/Tops/Blouses/Jackets

1. No tank tops, halter tops, strapless tops, spaghetti straps, camisoles are allowed.
2. Jackets may be worn. Winter coats may not be worn in the classroom or cafeteria.
3. No midriff may be exposed.
4. 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:

1. A dress must not be strapless or have spaghetti straps.

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

Pants/Shorts

1. 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.
2. Shorts must be no shorter than fingertip length plus one inch (approximately mid-thigh /3" above knee)
3. Blue jeans may be worn if free of rips and tears.
4. No yoga pants, pajama pants, leather, mesh, flannel/fleece, and nylon/vinyl/spandex are allowed.
5. Leggings and tights are not to be worn as pants. Leggings and tights may be worn under a dress or skirt.
6. 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.

Exemptions

Bona Fide Religious

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

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

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

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

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

Case by Case Exemptions

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

LEGAL REF.: 105 ILCS 5/10-22.25b.
Tinker v. Des Moines Independent School District, 89 S.Ct. 733 (1969).

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

This handbook is only a summary of District 118 Board Policy. Policies may be amended at any time during the year without notice. District 118 Board Policies are available online at www.danville118.org. Communication of policies has been made to all persons expected to comply with them.