

**ELEMENTARY STUDENT
CODE OF CONDUCT
2007-08**



AURORA, IL 60506

**BOARD OF EDUCATION
AURORA PUBLIC SCHOOLS - WEST SIDE
80 S. RIVER ST.
AURORA, IL 60506
630-301-5033**

MISSION STATEMENT

The Mission of School District 129 is to provide a positive learning environment that guides all students toward life long learning by maximizing academic, social, emotional and physical growth.

SUPERINTENDENT

JAMES RYDLAND

**ASSISTANT SUPERINTENDENT -
HUMAN RESOURCES OFFICER**

**ASSISTANT SUPERINTENDENT –
FINANCIAL SERVICES**

VICKIE NISSEN

**ASSISTANT SUPERINTENDENT –
OPERATIONS**

PETER KERL

**ASSISTANT SUPERINTENDENT FOR
STUDENT SERVICES**

CYNTHIA LATIMER

**ASSISTANT SUPERINTENDENT FOR
TEACHING AND LEARNING**

ROSEMARY PINNICK

DIRECTOR OF TRANSPORTATION

MARK ENGEN

COMMUNITY/ALUMNI RELATIONS

MIKE CHAPIN

ATTENDANCE HOURS

8:10 A.M. - 2:10 P.M.

REGISTRATION REQUIREMENTS

A legal birth certificate and health record is needed to register all students, along with two forms of proof of residency. A completed physical form must be submitted for all students entering kindergarten and fifth grade. More information on enrollment and registration may be found at the district website, www.sd129.org.

HEALTH SERVICES

A nurse or health service representative is on duty in each building daily. All school accidents must be reported to a teacher or school official. Nurses and school personnel are not allowed to give aspirin, cough medicines, or other medications not prescribed by a doctor. All medication must be kept in the nurse's office and dispensed by the nurse or health technician. All medication must be in a container appropriately labeled by the pharmacy or physician.

Under no circumstances should a student be in possession of (on their person or in their desk or materials) any pill, capsule, drug or intoxicant, whether legal or illegal under the laws of the State of Illinois, unless that student has the specific written permission of his/her doctor.

Failure to comply with this stipulation will result in violation of School Board Policy, Article II, B.7 and B.8 and very serious consequences may result.

ATTENDANCE POLICY

Punctual and regular attendance is important and expected. Regular attendance in school is the joint responsibility of the student and his/her parent(s) or guardian(s). The responsibility of District 129 schools is to provide each student with quality instruction and inform parents if their child is absent from school.

The West Aurora School District operates under the authority and policies set forth according to Section 26-2(a) of the School Code of the State of Illinois (Ill. Rev. Stat., Ch. 22, 1996).

If a student must be absent, his/her parent(s) **MUST** notify the school attendance office by calling the school's **SAFE PHONE** prior to 9:00 a.m. on the day of the absence.

SAFE PHONE NUMBERS ARE AS FOLLOWS:

FEARN ELEMENTARY	301-5120
FREEMAN ELEMENTARY	301-5135
GOODWIN ELEMENTARY	301-5160
GREENMAN ELEMENTARY	301-5175
HALL ELEMENTARY	301-5201
HILL ELEMENTARY	301-5255
LINCOLN ELEMENTARY	301-5370
McCLEERY ELEMENTARY	301-5375
NICHOLSON ELEMENTARY	301-5399
SCHNEIDER ELEMENTARY	301-5432
SMITH ELEMENTARY	301-5454
TODD ELEMENTARY	301-5470
HOPE D. WALL SCHOOL	301-5290

A student who knows in advance that he/she will be absent must notify the school attendance office. Students must make up all work to meet their educational needs.

GENERAL ATTENDANCE RULES

1. Any student who is tardy or who must leave school prior to regular dismissal time **MUST** check in and/or out with the attendance office secretary. Otherwise, the student must be considered truant.
2. If a student misses school in order to attend a non-school function, his/her absence will be considered as unexcused unless he/she has received prior approval from his/her building principal.
3. Students participating in a contest/event must attend school the full day in order to participate. Exceptions can only be made by the building principal or designee.
4. A student who has been absent five (5) days or more may be asked to present a physician's statement to be readmitted to class.
5. Disciplinary actions for excessive absences, unexcused absences, tardiness and trancies are outlined below. A student's record is cumulative and is based on a complete school year.

The following are considered **Excused Absences**:

Personal Illness - If three consecutive days of absences due to illness occur, the attendance office recommends that the student seek medical attention by a physician.

Death in the immediate family - immediate family shall include parents, grandparents, brothers, sisters, aunt, uncle or legal guardian. Absences of this nature shall not exceed five (5) days.

Failure of school district transportation

Student medical or dental appointments

Prearranged absences - religious classes or major holiday

Family vacations - up to a maximum of five (5) days may be excused but are not encouraged. Parents and students should be aware that avoidable absences, such as vacations, are discouraged in that they negatively affect the student's learning. Family vacations will not be allowed during the first five days or last five days of a semester.

Extreme emergencies may be excused by an administrator.

The following are considered **Unexcused Absences**, even with parent consent.

Truancies, missing the bus, oversleeping, shopping, keeping personal appointments, visiting out of town (unless excused prior to absence), and other avoidable absences. If there is doubt about whether an absence will be considered excused or unexcused, check in advance with the building principal.

Illinois law states that any person having custody or control of a child who deliberately allows the child to be truant, upon his or her conviction, will be guilty of a misdemeanor.

Tardiness

Classroom teachers must record and report any student who is late to school or class as tardy. Tardiness may result in disciplinary action.

Excessive Absences

Any student who is absent for more than ten (10) days in any one quarter or twelve (12) per semester, will be considered as having excessive absences.

Students attending another school because of a boundary variance or boundary transition plan who have excessive absences or tardies, may be returned to their assigned attendance center.

If students are truant and under the age of 17, notice will be sent to the Superintendent of the Regional Office of Education. Truancy referrals may result in a required conference in Geneva and/or action before the Juvenile Court.

Prolonged Absence Due to Illness

If a student is/will be absent due to illness for more than ten (10) consecutive days, arrangements can be requested for an alternative education program.

REQUESTS TO BE EXCUSED DURING SCHOOL HOURS

Doctor and dentist appointments should not be scheduled during regular school hours. If, in special cases, such appointments are necessary, arrangements should be made in advance and the attendance office notified. Students will be released only to the parent/guardian or emergency contacts. Students must be signed in and out by those designated persons. If the parent, guardian or emergency contact is not personally known to the office staff, identification must be shown before the student will be released. Students are expected to be in attendance before and after their appointments.

DRESS AND GROOMING

District 129 students are prohibited from wearing clothing or attire which, in the opinion of District authorities, is contrary to acceptable health and safety standards or may disrupt the educational process or learning atmosphere.

Student dress or attire should conform to the following minimum standards:

1. Hats, jackets, and gloves should not be worn in class.
2. Students should wear shoes. Metal cleats may not be worn.
3. Students shall not wear beachwear to class.
4. Students' dress should be appropriate for the school activity.
5. No garment depicting beer, alcohol, liquor, tobacco products, or other drugs shall be worn at school.
6. No garment with messages or symbols that include inappropriate language or sexual actions may be worn at school.
7. Students may not wear or display items that are considered to be gang identifiers by our school and community. These identifiers include, but are not limited to: **Playboy Bunny insignia, a single glove, 5 or 6 point stars, or arrows or pitchforks shaved into the hair or otherwise displayed.** Any other attire, item, insignia, or symbol which the administration has reasonable cause to believe is a gang identifier, will be prohibited even if it is not designated in this or any other statement of policy.
8. Dress shall not be extreme or of immodest fit or style to the extent that it interferes with the instructional process. Students should not wear shirts or blouses allowing a visible midriff or navel. Students should not wear clothing that allows undergarments to be exposed.

NON DISCRIMINATION POLICY

It is the policy of the West Aurora Board of Education to prohibit discrimination against any student on account of race, color, creed, national origin, age, sex, marital status, or physical or mental handicap. The prohibition against discrimination on account of sex is also intended to bar sexual harassment in any form.

If a student believes that an act of discrimination has been directed toward him or her, the student may notify the building principal or assistant principal. The notice must be in writing and should contain a statement describing the acts of discrimination and the person or persons in charge. The incident must

be recorded, either by the student or the adult attending to the incident. Upon receiving the notice, the principal or assistant principal shall interview the student and conduct such other investigation as may be required by the circumstances. Upon conclusion of the investigation, a written report shall be prepared which shall include findings of the investigation to remedy any discrimination determined to have occurred.

SEXUAL HARASSMENT - STUDENTS

It is the policy of the Board of Education of West Aurora Schools to provide students with an environment free of unwanted sexual advances or sexual harassment. For purposes of this policy, sexual harassment is defined as follows:

1. An employee's or District agent's verbal or physical conduct of a sexual or sex-based nature, imposed on the basis of sex, that denies, limits, provides different, or conditions the provisions of aid, benefits, services or treatment.
2. Anyone's, including the student's, verbal or physical conduct of a sexual or sex-based nature, imposed on a basis of sex, that has the purpose or effect of (a) substantially interfering with a student's educational environment; (b) creating an intimidating, hostile or offensive educational environment; or (c) depriving a student of educational aid, benefits, services, or treatment.

Students who believe they are the victim of sexual harassment should report the matter as soon as possible while facts are known and potential witnesses are still available, preferably within seven days of the alleged incident, to the Building Principal, who shall then proceed in accordance with the Uniform Grievance Procedure and in conformance with any rules, regulations, or policies adopted by the administration and designed to implement this policy. If the Building Principal is the subject of the complaint, students should report the incident to the Chief Human Resources Officer (the Non-Discrimination Coordinator). Students may be accompanied by a friend or an advisor throughout the process. Initiating a complaint of sexual harassment shall not adversely affect the student's status. Report forms shall be available from the Building Principal or the Office of the Chief Human Resources Officer.

Legal Ref: Title IX of the Educational Amendments, 20 U.S.C.
1681 et seq., 34 C.F.R. Part 106

Cross Ref: Board Policy JBGA

BOARD OF EDUCATION SCHOOL CODE OF CONDUCT

The Board of Education of District 129 recognizes its responsibility to provide a quality education for the students of the West Aurora Schools. This quality requires a climate conducive to learning. In order to produce that type of climate, the Board further recognizes that it has an obligation to provide order and discipline in the school and to do all within its power to avoid disruptions of the educational process. On December 15, 1975, the Board of Education adopted a comprehensive policy of Student Rights and Responsibilities. That policy specified types of student misconduct that would require disciplinary action. Copies of Rights and Responsibilities are distributed each year to students at registration. They are also available from the secretary at the individual buildings.

Discipline Procedures

The procedures outlined in the following sections are designed to make students aware of the types of behaviors upon which the school will act and type of consequences that might be expected as a result of these behaviors. Violations, which occur in school, on school grounds, on school buses, or at school activities, are subject to disciplinary consequences. Violations occurring off school grounds that present danger to the safety and welfare of students are also subject to disciplinary consequences.

The severity of a disciplinary consequence will be proportionate to the misconduct and will be designed to improve behavior. Our procedures are designed to involve the student, teacher, parent/guardian, counselor, school administrator, Superintendent, or Board of Education, in the process of corrective discipline.

1. **Conferences**: Conferences are used to discuss discipline problems and arrive at possible solutions. School staff member, students, or parents/guardians may request and participate in the conference.
2. **Detentions**: Detention is a temporary detainment before or after school for a specific teacher. Bus students should be given 24-hour notice for detention assignment. In some cases, detention may be served during the lunch period. It is imperative that students serve every detention that they receive or risk out-of-school suspension.
3. **Temporary Removal**: Temporary classroom removal is the removal from a specific class for a period up to the remainder of the day.

Students assigned to Temporary Classroom Removal will be required to work on the material from their regular classroom.

4. **Discipline Probation:** Discipline Probation is assigned to students who have continuing behavior problems. The student and parent are invited to a school conference to discuss the student's inability to conform to school rules. A letter is sent to the home stating that if the student's misconduct continues the student will be suspended with a recommendation for expulsion.
5. **Saturday School:** A Saturday School assignment is a weekend assignment where the student reports to their school on a Saturday morning and/or afternoon. Students are required to work on their school work in a supervised setting while serving a Saturday School assignment. A Saturday School assignment is generally used as an alternative to suspension. Not all of our elementary schools use the Saturday School alternative.
6. **Suspension:** Suspension is the temporary removal from the school by the principal or assistant principal for a period not to exceed ten (10) consecutive school days. This major penalty is designed to permit arrangements for resolution or problems. Suspended students are not allowed on school grounds nor may they attend or participate in school activities. Such suspensions may be for a specific number of days or until the parent/guardian appears at school for a conference.
7. **Expulsion:** Expulsion prohibits the student from attending or receiving the education services to which he/she would otherwise be entitled, for a period of more than ten (10) school days and not more than two calendar years. The principal makes recommendation for expulsion to the Superintendent. If the Superintendent agrees, the recommendation is taken before a Hearing Officer appointed by the Board of Education. The Hearing Officer reports to the Board of Education, which makes the final determination.
8. **Corporal Punishment:** The School Code of Illinois does not permit Corporal Punishment, however it does permit teachers to use reasonable force to maintain safety of other students, school personnel, or persons, for the purpose of self defense, or for the defense of school property. School Board policy prohibits the intentional infliction of bodily harm, slapping, paddling or prolonged maintenance of students in physically painful positions as a form of discipline.

Students whose misconduct is found to be the result of a disability

as defined by the Individuals with Disabilities Education Act may be provided special education services consistent with their Individual Education Plan.

DISCIPLINE OFFENSES AND CONSEQUENCES

The following acts of misconduct before, during and after school will result in warnings, parent conferences, detentions or suspensions, depending on the severity of the incident. Repeated misconduct is considered insubordination and is subject to suspension and expulsion from school.

1. Academic dishonesty (copying, cheating, plagiarism, etc.)
2. Bus misconduct
3. Improper conduct in the lunch room
4. Failure to attend detention assigned by a teacher
5. Improper hallway conduct including, but not limited to, littering, eating, drinking, running, loitering
6. Insubordination: refusal to go along with reasonable instructions or order of school personnel
7. Snowball throwing
8. The possession or use of tobacco products or smoking materials (matches or lighter) on school grounds
9. Use of or display of vulgar, obscene, or profane language

The following acts of gross disobedience and misconduct before, during and after school, are serious and may result in **SUSPENSION FROM SCHOOL** for up to ten (10) school days, a possible recommendation for expulsion, and, in cases involving the breaking of a State or Federal law, notice to law enforcement officials. The actual penalty imposed will depend upon the severity of the incident. Additional consequences are noted.

1. Sexual harassment (more information on page 7).
2. Hazing which means an act committed by a student or coercing another student to commit an act that creates a substantial risk of harm.
3. Abusive language directed toward staff.
4. Actual or threatened physical violence (student or staff directed).

5. Bullying, which means intimidation by verbal (oral, written or electronic) or physical conduct toward another student or staff member when such conduct is repeated, habitual or recurring.
6. Behavior action disruptive to the educational process.
7. Breaking and entering the school district property.
8. Criminal trespassing (buildings, District 129 grounds, parking lots). Trespassers will be escorted from school and charges may be filed. Suspended students who trespass will be assigned additional suspension time.
9. Defacing/destroying school property (willful). Restitution: Dollar amount will be charged to the student for labor and materials. Accidental defacing or destroying school property will not result in suspension but will require restitution.
10. Gambling
11. Gang activity
12. The possession or use of permanent markers without school permission.
13. Sale, distribution, use of, having, solicitation of or being under the influence of any drug, cannabis or controlled substance. "Look alike" drugs, cannabis or controlled substance shall be treated as if they are authentic and violates this policy. Possession or use of drug paraphernalia is prohibited.
14. Setting false alarms, bomb threats, etc.
15. The use of any electrical paging device, cellular phone or beeper during school hours; cellular phones are permitted after school hours subject to the principal's regulations.
16. The possession use of any chemical irritant or other noxious gas.
17. Entering unauthorized areas of the school.

The following acts of gross disobedience and misconduct, before, during or after school, are serious and **will result in a recommendation for suspension and a recommendation for expulsion from school and notice to law enforcement officials:**

1. Physical attack on staff members.
2. Sale of a controlled substance. Look alike drugs shall be treated as if they were authentic and considered in violation of this policy. This may also include look-alike explosives, guns or weapons.

3. Possession of weapons, knives, laser lights, dangerous instruments, explosives, fireworks, etc. This may also include look-alike explosives, guns or weapons. Under the provisions of the Gun Free Schools Act, possession of a gun or explosive device shall result in a mandatory expulsion from school for one calendar year. Illinois law permits the expulsion from school for up to two calendar years.

BEEPERS AND ELECTRONIC PAGING DEVICES

Students may not use or carry paging devices, cellular phones, or similar type of electronic devices on school property during regular school hours. Cellular phones are permitted at after-school events.

BULLYING

To help children understand bullying, it may be explained as follows: Bullying happens when a student repeatedly does or says something for the purpose of hurting (or threatening to hurt) another student or to seriously alarm or embarrass another student in public. If your child believes he or she is being bullied, you or your child should report the situation to your child's teacher or the principal. Schools have programs in place, such as Character Counts and PBIS (Positive Behavioral Interventions and Support), to help deter bullying.

LASER LIGHTS

Laser lights are prohibited from school property at all times and may be categorized as a "dangerous instrument" if used in a way that could cause injury to other persons.

GANG ACTIVITY

Gang activity is defined as participation in any unauthorized club or gang. Participation includes, but is not limited to, the display or possession of gang symbols, soliciting others for membership; requesting payment of dues, insurance or other forms of protection from any individual; intimidating or threatening any individual, and/or inciting others to participate in any form of physical violence involving persons or property.

The following is a partial list of known gang identifiers that will not be allowed to be displayed by anyone at a District 129 elementary school:

Playboy Bunny Insignia; single glove, 5 or 6 pointed stars, arrows or pitchforks shaved into the hair or otherwise displayed.

The administration of West Aurora Schools may add to this list of gang identifiers at any time. Students may not display any sign, insignia or symbol which the administration has designated as a gang identifier. The administration may further designate any color, combination of clothing, wearing apparel, or accessories as gang identifiers; upon such designation, students shall be prohibited from wearing or displaying such identifiers. The display of gang identifiers violates both the policy against gang activity at any West Aurora school as well as the provisions of the Student Dress Code contained in this booklet.

BUS/TRANSPORTATION

Any student residing more than 1.5 miles from his/her attendance center or in areas designated as hazardous areas according to the State of Illinois criteria will be transported to and from school. Students must ride the buses on which they are assigned. Students are not permitted to switch buses except in emergency situations and must have the permission of the principal. Bus routes are assigned based on the maximum number of students allowed per vehicle. Bus transportation to school and from school functions is to be considered a service. Disregard for safety rules and general lack of responsible behavior will mean temporary or permanent suspension of this service for the student involved. In attempting to provide safe transportation procedures, certain rules need be enforced for all concerned.

Students riding District 129 buses to and from school or on field trips are to adhere to the following rules:

1. Students may ride only on assigned buses.
2. Leave home early enough to reach your bus stop on time. Plan to be there no later than four or five minutes before the bus is scheduled to arrive.
3. As you wait for the bus, stay back from the road's edge so you will not accidentally slip and fall onto the highway or distract passing motorists. Stand quietly, do not trespass on nearby property and save the horseplay

for your own backyard. NEVER RUN TO OR FROM THE BUS. NEVER CRAWL UNDER A SCHOOL BUS.

4. Do not throw objects at, on or from the bus.
5. Stay back and wait for the bus to come to a complete stop. Board the bus without delay and hold the handrails as you go up the steps. Take a seat quietly and stay seated until the bus comes to a full stop at your exit point.
6. Follow the instructions of your driver. If the driver or a school official assigns you to a seat on the bus, you must stay in that seat.
7. Keep your books and packages on your lap or place them on the floor under your seat. Never put anything in the aisle.
8. Remember, good conduct is the first rule of safety. There is nothing wrong with quiet conversation, but all talking should stop when you approach a railroad crossing so the driver can listen for trains. Loud talking, singing or profanity is not allowed on the bus.
9. Never put your head, elbows, arms or anything else out the window.
10. Do not ask the driver to let you off at places other than your assigned bus stop. The driver is not permitted to do this except by proper authorization from a school administrator.
11. If it is necessary to cross the road at a pick-up or discharge point, always cross at least ten feet in front of the bus, and not until the driver has signaled you that it is safe.
12. No eating, drinking or smoking is allowed on the bus. Do not throw garbage on the floor of the bus.
13. The first aid kit, reflective triangles and emergency doors are for emergency use only. Do not tamper with them. Riders who vandalize property will have to pay for damages.
14. Get off the bus quickly and quietly, without crowding, shoving or pushing. Do not linger in the bus zone. NEVER RUN IN FRONT OF A BUS OR CAR.
15. Firearms, explosives, and hazardous materials are not allowed on buses. Animals and sports equipment can only be transported with special permission from the driver.
16. IN CASE OF AN EMERGENCY, REMAIN IN THE BUS UNTIL INSTRUCTIONS ARE GIVEN BY THE DRIVER.
17. Riding District 129 buses is a privilege, which can be lost if the privilege is abused. (Article 1, C-1, RIGHTS AND RESPONSIBILITIES PAMPHLET)

CAFETERIA/LUNCH PROCEDURES

All food must be eaten in the lunchroom. It is the students' responsibility to keep their tables, chairs, and floor area free of litter. At all times, students must cooperate fully with the lunchroom supervisors. Failure to observe these simple rules may result in disciplinary action.

Free or reduced priced lunches and free milk are available to eligible students. Application forms, including Federal income guidelines, may be picked up in the school office.

HOMEWORK POLICY

Homework at the elementary level begins in an informal fashion, but becomes more formal and requires more time and effort as the child progresses through each grade.

Parents are expected to be sufficiently interested in their child's education to commit the time and energy needed to monitor/supervise the child's home study, and thereby insure that the student makes a reasonable effort to complete homework assignments.

TESTING

The District uses general achievement and ability testing in grades 2-5. The purpose of these tests include: a) helping parents see how their children are achieving in relation to themselves and other children; b) helping teachers and school plan; and c) forming a record of student growth.

DUE PROCESS

In disciplinary cases where a student is removed from a classroom for a day or longer (i.e. in school detention and/or out of school suspension), the district affords a due process appeal procedure.

For cases involving temporary class removal or in-school suspension (alternative consequences to out of school suspension), appeals are made to the appropriate building administrator. The ruling of the building administrator or designee shall be final.

For cases involving out-of-school suspension, appeals are first made to the appropriate Building Administrator. If a parent or guardian wants to appeal the suspension after contact with the appropriate building administrator is made, a request for a formal hearing can be made to the Building Principal. This must be done within five school days after the parent(s) or guardian(s) receive the suspension notice.

GRIEVANCES

Occasionally, a student and/or his/her parents may have a problem or complaint concerning a school-related action. Most of these problems result from improper communication and can be quickly cleared up by discussing the situation with the appropriate staff member. Sometimes it is necessary to seek further advice. The proper procedure for dealing with grievances and complaints is as follows:

1. Contact the appropriate staff member directly. The vast majority of all problems are resolved at this level.
2. If, after talking directly to the teacher or other staff member involved, the parent(s) is not satisfied, he/she should contact that staff member's supervisor, then the principal and ask him/her to intercede.
3. If the problem still has not been resolved, the principal will refer the parent to the appropriate district administrator.
4. If an acceptable solution is not reached, the parent should then contact the Board of Education office and request a hearing by the Board of Education's appointed hearing officer. The hearing officer will report to the Board for final disposition.

STUDENT SERVICES

District 129 believes that all children should be educated in their neighborhood schools. This means that the initial placement option for students, with or without disabilities, is the school they would attend given the location of their home. Students will receive services from regular and/or special education teachers consistent with their Individual Education Plan. If a student's needs cannot be met with support at his/her neighborhood school, the educational team will determine an appropriate, least restrictive environment.

Special Education Services: A continuum of special education services are available to support the education of children with disabilities.

Services are provided for children 3 years to 21 with learning disabilities, mental impairment, autism, traumatic brain injury, behavior disorders, speech and language disorders, physical disabilities, vision impairment, or hearing impairment. Social work, psychological services, speech therapy, occupational and physical therapy, and adaptive physical education are provided as related services. Further information may be obtained by calling the District's Special Education Office at 301-5070.

GENERAL INFORMATION

Parents as Partners

West Aurora School District 129 has established "Character Counts!" as a model empowering students to make good choices. As the first role model for your child, we encourage you to use and demonstrate the six pillars of character:

Trustworthiness
Respect
Responsibility
Fairness
Caring
Citizenship

Remember, everyone's Character Counts!

Parent/Teacher Organizations

Parents are an important part of our school district. Each elementary school has its own Parent-Teacher Association (PTA/PTO). This organization is the formal channel to the schools for parents. They serve as the conduit for ideas, issues, and concerns of parents for the betterment of all students in that school.

Valuables

Students are cautioned not to bring large amounts of money, cameras, or other valuables to school. The school is **NOT** responsible for articles that are lost or stolen. Students should not leave valuables at school, in the gym, or in the hallways.

Emergency Drills

Each school has safety drill procedures that will be used in the event of fires, tornadoes and other emergency situations. These procedures are reviewed with students and practiced several times throughout the year. All schools are equipped with emergency radio receivers.

The Transportation Department also conducts two emergency drill procedures with the students each year.

Information on School Closings

In cases of bad weather or dangerous road conditions, school closing or early dismissals may be announced through the School Messenger Service. Phone calls will be received through all designated phone numbers promptly after the decision is made to close school. Should a phone call not be received, do not call your school, but tune your radio to a local station. West Aurora School District uses the following radio stations to inform parents of such closings as quickly as possible: WBIG-1280 AM, WSPY-107.1 FM, WERV-95.9 FM, (Chicago Stations) WGN-720 AM, WMAQ-670 AM, or WBBM-780 AM. Information can also be obtained by watching WGN Channel 9, FOX 32, CBS Channel 2. You may also check the district's web site at www.sd129.org.

Please avoid calling the schools during such emergency situations. This seriously impacts the phone lines and makes it difficult to make important outgoing calls.

Parent/Visitors to Buildings

Parents are encouraged to visit schools.

1. Always check in at the front office before entering or visiting classrooms.
2. Obtain a visitor's pass from the office.
3. Do not be offended when students or staff does not respond to knocks on doors or windows. District procedure is for all visitors to be "buzzed in" through the office. These procedures are established to insure student safety.

4. Parents may not question other children regarding conflicts or concerns occurring to, from or at school without the permission of the other parent.

School Communications

A variety of regularly scheduled communications are used to keep parents informed about their child's progress and events that are taking place in the schools and community.

Report Cards are distributed every ten weeks (4 times per year)

Parent-Teacher Conferences are scheduled during the course of the year. When possible, both parents are encouraged to attend the parent-teacher conferences.

Parents may also contact the school or their child's teacher if they feel a special conference is necessary.

Newsletters are prepared by each school and then mailed or sent home with students. These newsletters contain information regarding the school calendar, field trips, activities, and other interesting and informative materials.

School Zone, the District newsletter, is published quarterly and mailed to all residents of the district. News about student activities and achievements, school and community activities, district programs, and Board of Education action is included in the publications, as well as photos of recent district events.

The District Website at www.sd129.org includes helpful information such as the school calendar, telephone numbers and e-mail addresses. Enrollment procedures, athletic information, employment opportunities, and links to each of the schools are also available.

Internet Use Policy

New Acceptable Use of Network and Technology Resource Procedures

I. Preamble

Aurora West School District #129 provides network and technology resources to its students for educational purposes. The goal in providing these

resources is to promote educational excellence in the District's schools by facilitating resource sharing, innovation, and communication with the support and supervision of parents, teachers, and support staff. The use of these network and technology resources is a privilege, not a right. Inappropriate use will result in termination of those privileges, and future access and use may be denied. Inappropriate use is any use prohibited by the terms of this Policy or use determined by the District's system administrators to be inappropriate under particular facts and circumstances.

With worldwide access comes the potential availability of material that may not be considered to be of educational value in the context of the school setting. Aurora West School District #129 firmly believes that the value of information, interaction, and research capabilities available outweighs the possibility that users may obtain material that is not consistent with the educational goals of the District.

Proper behavior, as it relates to the use of network and technology resources, is no different than proper behavior in all other aspects of School District activities. All users are expected to use these resources in a responsible, ethical, and polite manner. This document is intended to clarify those expectations as they apply to network and technology resource usage and is consistent with District policy.

II. **Definitions of Terms Found In This Document**

- A. **Aurora West School District #129 Network and Technology Resources** is a system of computers, laptops, peripherals, servers, routers, switches, and phones. These systems run on the District network which includes hardwire and wireless LAN running over T1 lines and fiber.
- B. **Cyberstalking** is knowingly harassing another person or persons through the use of electronic communication.
- C. **Damage** means any impairment to the integrity or availability of data, a program, a system, or information.
- D. **Electronic Mail (E-Mail)** consists of all electronically transmitted information including any combination of text, graphics, audio, pictorial, or other information created on or received by a computer application system and includes the transmission of data, message text, and all attachments.
- E. **Electronic Social Networking** includes the use of any electronic form of communication including but not limited to chat rooms, e-mail, forums, article forwarding, instant messaging, text messaging, blogs, message boards, document forwarding from home, libraries, or other

outside sources and other uses of electronic communication for non-educational purposes.

- F. **Hacking** is illegal or unlawful entry into an electronic system to gain secret unauthorized information.
- G. **Harass** means to engage in a knowing and willful course of conduct directed at a specific person or persons that alarms, torments, or terrorizes that person or persons.
- H. **Loss** means any reasonable cost to any victim, including the cost of responding to an offense, conducting a damage assessment, and restoring the data, program, system, or information to its condition prior to the offense, and any revenue lost, cost incurred, or other consequential damages incurred because of interruption of services.
- I. **Internet** is a collection of worldwide networks and organizations that contains millions of pages of information.
- J. **Other Electronic Devices** include, but are not limited to, cellular telecommunication devices such as cellular phones, pagers, text communication pagers, two-way text pagers, and personal digital assistants that may or may not be physically connected to the network infrastructure.
- K. **Password** is a secret word or series of letters, numbers, and/or other characters that must be used to gain access to a network, a service, or the Internet, and/or modify certain software (such as parental controls)
- L. **Authorized User** is anyone who has signed the current network and technology acceptable use policy and has had it accepted by the Aurora West School District #129 superintendent or his/her designee.
- M. **Unauthorized Access** entails approaching, trespassing within, communicating with, storing data in, retrieving data from, or otherwise intercepting and/or changing computer resources without authorization.
- N. **Website** is a page and/or collection of "pages" or files on a network that link together.

III. General Provisions

A. Authorized Users

All authorized users shall adhere to the provisions of this policy as a condition for continued use of the Aurora West School District #129 network and technology resources. An employee or student of the District will not be allowed to access the District System, the internet, email, or web-messaging boards until such person indicates his or

her intent to abide by the terms of this policy by signing a copy of the same.

B. Disclaimer

Pursuant to the Children's Internet Protection Act (CIPA), Aurora West School District #129 uses filtering software to screen Internet sites for offensive material. Users are cautioned that many Internet sites contain offensive, sexually explicit, and inappropriate material, including, but not limited to the following categories: alcohol, criminal skills, dating/social, drugs, gambling, cartoon violence, non-educational games, gruesome content, hacking, hate speech, nudity, pornography, profanity, provocative attire, school cheating information, sexual materials, and tobacco. In general it is difficult to avoid at least some contact with this material while using the Internet. Even innocuous search requests may lead to sites with highly offensive content. Additionally, having an e-mail address on the Internet may lead to receipt of unsolicited e-mail containing offensive content. Authorized users accessing the Internet do so at their own risk. No filtering software is one hundred percent effective and it is possible that the software could fail. In the event that the filtering software is unsuccessful and children and staff gain access to inappropriate and/or harmful material, the Board will not be liable. To minimize these risks, use of the Aurora West School District #129 network and technology resources are governed by this policy.

IV. **Terms and Conditions for Student Use of the Aurora West School District #129 Network and Technology Resources.**

A. Acceptable Use

Aurora West School District #129 authorized users may use the various resources provided to pursue educationally related activities. Teachers and other staff should help guide students in their use of these resources so that the students will learn how network resources can provide valuable educational information.

In addition to using the Aurora West School District #129 network and technology resources strictly for educational pursuits, authorized users will be expected to follow generally accepted Rules of Network Etiquette. These include, but are not limited to, the following:

1. Be polite. Do not become abusive in your messages to others.
2. Use appropriate language. Do not swear or use vulgarities or any other inappropriate language.
3. Keep personal information, including logins, passwords, addresses, and telephone numbers of students or colleagues confidential.
4. Use these resources so as not to disrupt service to other authorized users.
5. Do not upload, post, e-mail, transmit, or otherwise make available any content that is unlawful, dangerous or may cause a security risk.
6. Respect limited network resources by removing unused files and keeping files organized.

B. Unacceptable Uses

Improper use of the Aurora West School District #129 network and technology resources is prohibited. Actions that constitute unacceptable uses of these resources and are not specifically addressed elsewhere in this policy or in the student handbook include, but are not limited to:

1. Use of the Aurora West School District #129 network and technology resources for, or in support of, any illegal and/or unlawful purposes.
2. Use of the Aurora West School District #129 network and technology resources for, or in support of, any obscene or pornographic purposes including, but not limited to, retrieving or viewing of any sexually explicit material. If a student authorized user inadvertently accesses such information, he or she should immediately disclose the inadvertent access to a teacher or to the school principal. Other authorized users should report incidences to the Supervisor of Technology. This will protect the user against allegations of intentionally violating this policy.
3. Use of the Aurora West School District #129 network and technology resources for soliciting or distributing information with the intent to incite violence, cause personal harm or bodily injury, or to harass or "stalk" (cyberstalking) another individual.

4. Unauthorized and/or non-educational uses of the Aurora West School District #129 network and technology resources including, but not limited to games, wagering, gambling, junk mail, chain letters, jokes, private business activities, raffles, fundraisers, religious activities, or political lobbying.
5. Use of profanity, obscenity or language that is generally considered offensive or threatening to persons of a particular race, gender, religion, sexual orientation, or to persons with disabilities.
6. Plagiarizing any information gained on or through use of the Aurora West School District #129 network and technology resources or any other network access provider.
7. Use of copyrighted materials, including commercial software, without permission of the copyright holder and in violation of state, federal or international copyright laws.
8. Violation of any provision of the Illinois School Student Records Act (105 ILCS 10/1et seq.), which governs students' rights to privacy and the confidential maintenance of certain information including, but not limited to, a students grades and test scores.
9. Use of the Aurora West School District #129 network and technology resources for financial gain or for the transaction of any business or commercial activities.
10. Use of the Aurora West School District #129 network and technology resources in a way that such use results in damage to the network.
11. Any form of unauthorized access, as stated above or otherwise.

Use of the city of Aurora Wi-Fi network is strictly forbidden under any circumstances on Aurora West School District #129 network and technology resources. Any use of this signal is a violation of the Children's Internet Protection Act (CIPA). If a student authorized user inadvertently accesses the city of Aurora Wi-Fi network , he or she should immediately disclose the inadvertent access to a teacher or to the school principal. Other authorized users should report incidences to the Supervisor of Technology. This will protect the user against allegations of intentionally violating this policy.

C. Security

All student authorized users are to report promptly any violations of this policy to their teacher or school principal. Teachers or school principals will report such violations to the Supervisor of Technology or designee of the Aurora West School District #129 Public Schools in order to ensure network security.

In order to maintain the security of the Aurora West School District #129 system, authorized users are prohibited from engaging in the following actions:

1. Use of unauthorized personal equipment attached, connected, and/or installed to district network.
2. Intentionally disrupting the use of the Aurora West School District #129 network or technology resources for other users, including, but not limited to, disruptive use of any processes or programs, sharing logins and passwords or utilizing tools for ascertaining passwords, spreading computer viruses, engaging in "hacking" of any kind, use of proxy or filter avoidance software or devices, and/or engaging in computer tampering of any kind.
3. Disclosing the contents or existence of Aurora West School District #129 computer files, confidential documents, e-mail correspondence, or other information to anyone other than authorized recipients. Authorized users must not share logins or password(s) and unauthorized information regarding other users' passwords or security systems.
4. Downloading and/or installing and/or using unauthorized software, games, programs, files, electronic media, and/or stand-alone applications.
5. Network security is a high priority. If you can identify a security problem on the network, you must notify a system administrator. Do not demonstrate the problem to other users. Keep your account and password confidential. Do not use another individual's account. Attempts to log on to the network as a system administrator will result in cancellation of user privileges. Any user identified as a security risk or

having a history of problems with other computer systems may be denied access to the network.

V. Monitoring

The Aurora West School District #129 network and technology resources are routinely monitored to maintain the efficiency of the system. Authorized users should be aware that use of the Aurora West School District #129 network and technology resources, including their e-mail, is subject to reasonable and appropriate monitoring by Aurora West School District #129 staff that abides by the requirements of all applicable state and federal laws. Any activities related to or in support of violations of this policy and/or the Aurora West School District #129 Student Handbook may be reported and will subject the user to sanctions. The district reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the user.

VI. Assumption of Risk

Aurora West School District #129 will make a good faith effort to keep the network and technology resources and its available information accurate. However, authorized users acknowledge that there is no warranty of any kind, either expressed or implied, regarding the accuracy, quality, or validity of any of the data or information available. For example, and without limitation, Aurora West School District #129 does not warrant that the network and technology resources will be error free or free of computer viruses. In making use of these resources, authorized users agree to release the Board and Aurora West School District #129 from all claims of any kind, including claims for direct or indirect, incidental, or consequential damages of any nature arising from any use or inability to use the network, and from any claim for negligence in the connection with the operation of the network and technology resources. Authorized users further acknowledge that the information available through interconnecting networks may be inaccurate. Aurora West School District #129 has no ability to maintain such information and has no authority over these materials. Aurora West School District #129 makes no warranty of any kind, either express or implied, regarding the accuracy, quality, or validity of the data and/or information residing on or passing through the Aurora West School District #129 network and technology resources from outside networks. Use of these resources is at the risk of the authorized user.

VII. Indemnification

The authorized users indemnifies and hold the Board and Aurora West School District #129 harmless from any claims including attorney's fees,

resulting from the user's activities while utilizing the Aurora West School District #129 network and technology resources that cause direct or indirect damage to the user, the district, or third parties.

I have received a copy of the Acceptable Use of Network and Technology Procedures. I have read and agree to abide by those terms and conditions. I also understand that the District monitors all activities on its system, and I hereby expressly consent to have my activities on the District system monitored, including but not limited to my web browsing, e-mail, and web-message posting. I also understand that any violation of the use provisions may result in disciplinary action and/or revocation of network privileges.

August, 2007