

# School District 129

West Aurora, North Aurora, Montgomery, Sugar Grove  
Illinois  
United States of America



## 2008 - 2009 Student Handbook



[www.sd129.org](http://www.sd129.org)

## **Elementary Schools of District 129**

### **Fearn Elementary School**

(630) 301-5001  
SAFE PHONE: (630) 301-5120  
1600 Hawksley Lane  
North Aurora, IL 60542  
Anne Giarrante, Principal

### **Goodwin Elementary School**

(630) 301-5003  
SAFE PHONE: (630) 301-5160  
18 Poplar Place  
North Aurora, IL 60542  
Eric Benson, Principal

### **Hall Elementary School**

(630) 301-5005  
SAFE PHONE: (630) 301-5201  
2001 Heather Drive  
Aurora, IL 60506  
Lisa Polomsky, Principal

### **Lincoln Elementary School**

(630) 301-5011  
SAFE PHONE: (630) 301-5370  
641 South Lake Street  
Aurora, IL 60506  
Michelle Gallo, Principal

### **Nicholson Elementary School**

(630) 301-5013  
SAFE PHONE: (630) 301-5399  
649 North Main Street  
Montgomery, IL 60538  
Brett Burton, Principal

### **Smith Elementary School**

(630) 301-5015  
SAFE PHONE: (630) 301-5454  
1332 Robinwood Drive  
Aurora, IL 60506  
Kathy DeTolve, Principal

### **Todd Early Childhood Center**

(630) 301-5016  
SAFE PHONE: (630) 301-5470  
100 Oak Avenue  
Aurora, IL 60506  
Michelle Shabaker, Director

### **Freeman Elementary School**

(630) 301-5002  
SAFE PHONE: (630) 301-5135  
153 South Randall Road  
Aurora, IL 60506  
Mike Smith, Principal

### **Greenman Elementary School**

(630) 301-5004  
SAFE PHONE: (630) 301-5175  
729 West Galena Boulevard  
Aurora, IL 60506  
Kristine Webster, Principal

### **Hill Elementary School**

(630) 301-5007  
SAFE PHONE: (630) 301-5255  
724 Penn Avenue  
Aurora, IL 60506  
Cindy Larry, Principal

### **McCleery Elementary School**

(630) 301-5012  
SAFE PHONE: (630) 301-5375  
649 North Main Street  
Montgomery, IL 60538  
Brett Burton, Principal

### **Schneider Elementary School**

(630) 301-5014  
SAFE PHONE: (630) 301-5432  
304 Banbury  
North Aurora, IL 60542  
Michael Smith, Principal

### **Aurora University Partnership School**

(630) 301-5090  
SAFE PHONE: (630) 301-5090  
407 South Calumet  
Aurora, IL 60506

### **Hope D. Wall School**

(630) 301-5008  
SAFE PHONE: (630) 301-5290  
449 West New Indian Trail Court  
Aurora, IL 60506  
Doris Hillman, Principal

***\*\*To report a student absence, please call the SAFE PHONE numbers that are listed.***

**WEST AURORA PUBLIC SCHOOLS – DISTRICT 129**

80 South River Street, Aurora, IL 60506

(630) 301-5000

SUPERINTENDENT	Dr. James Rydland
ASSISTANT SUPERINTENDENT for Teaching and Learning	Cynthia Latimer
ASSISTANT SUPERINTENDENT for Human Resources	Ed Howerton
ASSISTANT SUPERINTENDENT for Financial Services	Vickie Nissen
ASSISTANT SUPERINTENDENT for Operations	Pete Kerl
DIRECTOR of Elementary Education	Erin Slater
DIRECTOR of Secondary Education	LuAnne Kelsey
DIRECTOR of Community and Alumni Relations	Mike Chapin
DIRECTOR of Transportation	Mark Engen

**BOARD OF EDUCATION**

Mr. Alan Rhea, President  
Mrs. Allyson “Sonni” Herget, Vice President  
Mrs. Laurie Hoffman  
Mr. Neal Ormond  
Mrs. Angie Smith  
Mr. Jim Toynton  
Mr. Jonathan Wood  
Ms. Jessica Hamilton, Student Representative

## **2008-2009 SCHOOL YEAR**

This document is now entitled the Elementary School Student Handbook. This Handbook has been reformatted to include the 2008-2009 Rights and Responsibilities and the 2008-2009 District's Acceptable Use of Network and Technology Resource Procedures. In addition to general Elementary School information, these documents are provided to you to make you familiar with the expectations, procedures, and information necessary for our schools to run in an orderly fashion and for students to do their best work. The Student Handbook is distributed to all students at the beginning of each school year.

### **DISCLAIMER**

During the school year, it may be necessary to introduce procedures or school-specific rules and consequences to address unforeseen behaviors or situations. If any such changes are necessary, communication from the school will be provided. Any changes will be published in future revisions of the Student Handbook.

### **WELCOME**

The entire staff at the West Aurora Elementary Schools wishes to welcome our students and their families to a new school year. The beginning of a new school year offers many opportunities and challenges for students and their teachers to find success and happiness. The worth of any school depends on the school spirit and interest of the students, staff, parents and community. In the past we have all shown a desire to cooperate in making West Aurora Elementary Schools the kind of schools we can all be proud of in our community. We are sure this tradition will continue in the future. The faculty and staff will remain available throughout the school year to assist in any way we can to make this school year your most successful yet.

# ATTENDANCE INFORMATION

**ATTENDANCE HOURS:** West Aurora School District Elementary School hours are **8:10 a.m. to 2:10 p.m.**

**ATTENDANCE POLICY:** West Aurora School District is committed to the idea that students need to attend school every day to make the most of our excellent educational programs. Regular attendance and punctuality are essential if students are to participate fully. According to Illinois law, parents and guardians are responsible for causing their children between the ages of 7 and 17 to attend the assigned public school and for notifying school authorities when their child will be absent from school. (IL Rev. Stat. Ch. 122, 1992) Only the school has the authority to determine whether an absence is “excused” or “unexcused.”

**Excused Absences:** According to Section 26-2(a) of the School Code (IL Rev. Ch. 122, 1992), an absence from school can only be excused when the cause has been recognized and stated by the school as a “valid cause.” The following are **valid causes** for student absences:

1. Personal illness and doctor’s appointments.
2. Death in the immediate family.
3. Failure of school district transportation.
4. Prearranged absences
  - a. Religious classes or major holidays
  - b. Family vacations up to a maximum of 5 days may be excused. Parents and students should be aware that absences due to vacations are discouraged in that they affect student learning. Family vacations will not be excused during the first or last 5 days of a semester.
  - c. Court appearances
  - d. Family emergencies.

**Unexcused Absences:** **If a student is absent without cause as determined by the school, the absence will be unexcused. The student will be considered truant.** There is no distinction between unexcused absence and truancy in the Illinois School Code. Illinois’ law states 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. If the student is truant often, action may be taken against the parents or guardian of the student. When the absence is checked and it is considered a possible truancy then only one additional day will be allowed to have the parent contact the school to explain the absence.

**ABSENCE REPORTING PROCEDURES:** The parent or legal guardian must call and inform the school of the child’s absence each day by calling the school’s SAFE PHONE. Calls should be received by 9:00 a.m. on the day of the child’s absence.

**Prearranged absences:** In order to be excused for prearranged absences, a parent or guardian must make a request to the school office at least 3 days prior to the absence. This request should state the reason and the dates of the absences. Students must make up all work to meet their educational needs.

**REQUESTS TO BE EXCUSED DURING SCHOOL HOURS:** Doctor and dental 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 parent/guardian and emergency contacts. Students must be signed in and out by those designated persons. In all cases identification must be shown before students will be released. Students are expected to be in attendance before and after their appointment.

**HOMEBOUND:** In order to receive Homebound/Hospital Instruction, the student must have a Medical Certificate signed by the doctor and parent stating that the student will be absent from school for two weeks minimum. Call the school office for information.

**WITHDRAW AND TRANSFER:** The procedure for withdrawal or transferring is as follows:

1. Secure authorization for withdrawal or transfer note from parent or guardian.
2. Obtain appropriate forms from the Main Office.
3. Have the forms filled out by teachers, return all schoolbooks and property, and make sure all fees are paid.
4. Take completed forms to the Main Office for final clearance and secure a transfer slip and the Illinois School Transfer Form.

## ACADEMICS

**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:** West Aurora School District 129 uses general achievement and ability testing in grades second through fifth. The purpose of these test include: a) helping parents observe 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.

## DISCIPLINE PROCEDURES

**POSITIVE BEHAVIORAL INTERVENTIONS AND SUPPORTS (PBIS):** West Aurora School District 129 Elementary schools follow the guidelines of PBIS. A major advance in school-wide discipline is the emphasis on school-wide systems of support that include proactive strategies for defining, teaching, and supporting appropriate student behaviors to create positive school environments. Instead of using a patchwork of individual behavioral management plans, a continuum of positive behavior support for all students within a school is implemented in areas including the classroom and nonclassroom settings (such as hallways, restrooms). Positive behavior support is an application of a behaviorally-based systems approach to enhance the capacity of schools, families, and communities to design effective environments that improve the link between research-validated practices and the environments in which teaching and learning occurs. Attention is focused on creating and sustaining primary (school-wide), secondary (classroom), and tertiary (individual) systems of support that improve lifestyle results (personal, health, social, family, work, recreation) for all children and youth by making problem behavior less effective, efficient, and relevant, and desired behavior more functional.

**CONFERENCES:** Conferences are used to discuss discipline problems and arrive at possible solutions. Staff members, students, or parents/guardians may request and participate in the conference.

**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. It is imperative that students serve every detention that they receive or they risk out-of-school suspension.

**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 of 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 for a conference.

# STUDENT RIGHTS AND RESPONSIBILITIES

The Board of Education of District 129 recognizes its responsibility to provide a quality education for the students at the Elementary Schools. This quality education 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 schools 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 and revisions have been approved during the 2007-08 school year. That policy specifies types of student misconduct that would require disciplinary action. Copies of the Rights and Responsibilities are available in school offices.

## A STATEMENT OF POLICY AND PROCEDURE WEST AURORA SCHOOL DISTRICT 129

### 2008-09 SCHOOL YEAR

#### INTRODUCTION

Getting an education in a public school is both a privilege and a right for each student. The Board of Education, employees of the schools, parents, and all residents of the District must create an academic, emotional and physical setting that will help learning. It is the student's responsibility to help make the best teaching-learning situation for himself/herself and others. The School District believes that rights and responsibilities must go together. To put this into practice:

#### THE BOARD:

1. believes the parent or guardian and student are most responsible for the behavior of the student.
2. upholds the constitutional rights of students.
3. believes it must do all it can to enforce responsible student behavior.
4. believes every student should know the District's rules of behavior and disciplinary actions that will occur if these rules are disobeyed.
5. believes that rights do have limitations and carry responsibilities.
6. believes the purpose of this Statement of Rights and Responsibilities is to let students, parents/guardians, school personnel and all other citizens know the rules for responsible behavior in the School District. This Statement will be distributed, enforced, and always open for review or change.

Therefore, the Board feels that every student who wants to remain in school, who makes a good effort, and who will accept help from school personnel should and will be assisted in every way possible. For those who do not follow these rules, there will be action taken by the Board of Education under the current policies, such as probation, suspension, or expulsion. The Board gives the power to enforce these disciplinary procedures to the Superintendent and his/her administrative staff.

## ARTICLE I - GENERAL GUIDELINES FOR CONDUCT

### A. GENERAL STUDENT RIGHTS

Under the Federal and State Constitution all students have the general right:

1. to be free from discrimination on the basis of race, religion, nationality, disability, or sex.
2. to attend a school with a safe and secure setting that promotes learning.
3. of the freedom of speech and the peaceable gathering of people.
4. to be told the standards of acceptable and unacceptable behavior.
5. to due process.
6. to take part in decisions affecting their school and District through a student government made up of representatives selected from and by the entire student body.

### B. GENERAL STUDENT RESPONSIBILITIES

There are general responsibilities that go along with attending school in District 129. A student in this district is expected:

1. to know and follow the school rules and regulations.
2. to respect the rights of every student, faculty and staff member, and school administrator.
3. to not say or write any libel, slanderous, or obscene remarks or other statements damaging others unjustly.

4. to be dressed and groomed in a way that meets reasonable standards of health and safety.
5. to be on time and present in assigned classes with necessary materials.
6. to behave in ways that do not interfere with the education of others.
7. to try to keep up the best possible level of work in classes.
8. to strive to ensure that students meet district goals and objectives and can perform at the expected levels for their grades before being promoted. Decisions to promote a student to the next grade level shall be based on successful completion of the curriculum, attendance, performance on State tests, standardized tests, district, school and classroom assessments, and/or evidence of student learning as appropriate for the individual student.
9. to respect the authority of school administrators and teachers, dean assistants, security and other staff to maintain reasonable behavior in school activities.

### C. RIGHTS AND RESPONSIBILITIES IN SPECIFIC AREAS

#### 1. District Transportation

- a. Bus service will be made available free of charge to all students living one and one half miles or more from the school building they attend, unless the area qualifies as a "safety hazard" area under Illinois Department of Transportation guidelines.
- b. Students riding school buses or other school vehicles, when participating in school field trips, tours, interscholastic contests, or other events away from the campus, must follow the general rules for student behavior in Article I.
- c. Students who disobey these rules will face disciplinary action just as if they were in school. This may include suspension from riding the school bus and/or suspension or expulsion from school. The procedures for disciplinary action are in Article III.

#### 2. Attendance

- a. School attendance is the responsibility of both children and their parents or guardians. The parent or guardian who has custody of a child between the ages of 7 and 17 years of age will see that the child attends the assigned public school in the District, for the whole school session, unless:
  - (1) the child attends an approved private or parochial school.
  - (2) the child is found by a doctor or psychiatrist to be physically or mentally unable to attend a regular school program.
  - (3) the child is temporarily excused for good reason by the principal or principal's substitute.
  - (4) the child is employed (The job must be covered under the Child Labor Law and meet the consent of the Superintendent of the Regional Office of Education.
  - b. Absences from school will be considered excused or unexcused as follows:
 

**Excused**--Personal Illness, Serious family emergency, Death in the family, Attendance at religious classes and/or holidays that were approved beforehand, Medical and dental appointments, School District transportation failures, Limited family vacations when approved beforehand, Other prearranged absences approved by the principal

**Unexcused**--Truancy (one who stays out of school without school permission) , Failure to provide an acceptable reason for the absence from the parents or guardians.
  - c. If a student's absence is unexcused, it will be called truant. If the student is truant, action may be taken against the parents or guardian of the student.
  - d. The Superintendent shall direct the appropriate school district personnel to develop diagnostic procedures to be used with a student who is truant. The diagnostic procedures may include but not be limited to counseling services, health evaluation, and assessment by pupil personnel staff. The following support services may be offered to a student who is experiencing an attendance problem: parent-teacher conferences, counseling services, psychological testing, alternative educational programs, alternative school placement and community agency services. If these supportive services prove ineffective and the behavior persists, the Building Principal may call on the resources of the Kane County Regional Office of Education.
  - e. 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.

#### 3. Corporal Punishment

The Illinois School Code permits teachers to use reasonable force to maintain the safety of the students in the school, school personnel, other persons, or for the purpose of self defense or defense of school property. Board policy prohibits corporal punishment including, the intentional infliction of bodily harm, slapping, paddling or prolonged maintenance of students in physically

painful positions.

4. Dress and Grooming

- a. Personal grooming and dress are the responsibility of the student and parents or guardian. Parental or guardian supervision of the grooming and clothes that the student wears to school will be expected. Individual differences in dress and grooming will be respected.
- b. All dress and grooming may be considered proper as long as the clothing and grooming are not dangerous to health and safety or do not interfere with the learning process.

5. Student Records

Under Federal and State Law and Board of Education Policy, the following are the rules regarding District 129's records:

- a. Student permanent records shall consist of basic, identifying, personal information necessary to a school in the education of a student, including: student's and parent's names and addresses; birthdate and place; gender; academic transcript--including grades, class rank, grade level achieved and scores on college entrance examinations; attendance record; accident reports and health records; and record of release of permanent record information. In addition, permanent record information may include honors and awards received and information concerning participation in school sponsored activities.
- b. Student temporary records consist of all information not required in the student permanent records. These records include such things as family background information, aptitude information, psychological evaluations, achievement test results, disciplinary information, special education files, any verified information from non-educational agencies or persons, records of release of temporary record information, etc. It is the policy of this District to destroy student temporary records one year after the student has transferred, graduated, or otherwise permanently withdrawn from the School District, or prior to this time when information included in the temporary records is deemed outdated or irrelevant. The parent or student adult has the right to a copy of the temporary record that is proposed to be destroyed by presenting written notice to the building principal at the time the student transfers, graduates, or otherwise withdraws from the District.
- c. Student records are available to parents of a student who is 17 years of age or younger within 15 school days of the time a written request for review is submitted to the building principal. Students who are 14 years of age or older shall be given access to their student records by submitting a similar request. The building principal or his/her designee will be present to discuss these records when they are reviewed. "Parent" includes the natural parents of the student or other person who has the primary responsibility for the care and upbringing of the student or the student's guardian. Parents may receive copies of the records at a cost of \$.50 per page.
- d. Student records will not be disclosed except in accordance with the provisions of the Illinois School/Student Records Act and the Family Educational Rights and Privacy Act. Generally, this means records will be given to school personnel with an educational or administrative interest in the student, to others upon proper consent being given, or in response to a court order. When a court order is received, parents will be notified of the order and the information to be disclosed. Information may be released without parental consent, in connection with an emergency, to appropriate persons if the knowledge of such information is necessary to protect the health and safety of the student or other persons. The principal will notify the parents of this instance, and upon request, the parents may receive a copy of the information released. Otherwise, release of student records will require the written consent of the student's parent or guardian. Illinois law requires that schools and local law enforcement agencies share information when a juvenile commits a criminal act in school or in the community. When a juvenile commits a criminal act that falls under the provisions of the statute, the school will share this information with the local law enforcement agencies in a manner that is consistent with public law and School Board policy.
- e. When a student moves out of the District, student permanent and temporary records will be released to the school official where the student has enrolled or intends to enroll, upon the written request of the school official or parent/guardian. Parents/guardians are advised that it is their right to inspect and copy such records and challenge their contents prior to the record being sent. If the parent desires to exercise this right, it is recommended they do so at the time the student withdraws from school. Parents desiring to review the student records, prior

- to their being forwarded to the receiving school, should provide written notice of this fact to the District 129 building principal prior to enrolling the student in the new school.
- f. The parent, guardian, or student may question or oppose information in the student's records. Parents may insert a statement of reasonable length setting forth their position on any disputed portion of the record.
  - g. The building principal or his/her designee will review, at least annually, each student's temporary record for the purpose of removing outdated or irrelevant material. The parent has the right to a copy of any record that is proposed to be destroyed or deleted by presenting written notification of this desire to the building principal prior to March 1.
  - h. School Directory information on students, such as that normally used in school yearbooks; athletic, musical, and drama publications; student honor rolls; etc. are exempt from the provisions of this policy and may from time to time be released without notice. School directory information may include the student's home address and school. If the parent or student adult does not want their name in this information, they should so indicate in writing to the building principal prior to the first day of school.
6. Confidential Communication to School Personnel
- a. Doctors, lawyers, and psychologists receive information from their patients or clients that is very personal. This is known as privileged communication. These people are protected by law and do not have to give information to anyone without the permission of the patient or client, except in special cases stated in State law.
  - b. While the information given by the student to a school counselor, nurse, social worker, teacher, or school psychologist may also be very personal, students should know that school personnel do not have privileged communication rights, therefore they may give out personal information in special cases.
  - c. School personnel have an obligation to keep personal information private under the law. However, if a student is charged with a crime and it becomes known that a teacher or guidance counselor has important information, the court may order the teacher or guidance counselor to testify in court.
7. Family Educational Rights and Privacy Act
- Parents are entitled to inspect all educational materials used in connection with any survey, analysis or evaluation. Also, no student will be required to submit to any survey, analysis or evaluation which reveals the kind of information specified in 20 U.S.C. 1232h without prior written consent of parents (or consent of students if age 18 or emancipated). Copies of the law which is referenced are available in the District office for inspection during regular business hours. The Family Educational Rights and Privacy Act (FERPA) also affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records: They are:
- a. The right to inspect and review the student's education records within 45 days of the day the District receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
  - b. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask West Aurora School District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
  - c. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational 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 person or company with

whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapists); or a parent 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.

Upon request, the District discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. (Note: FERPA requires a school district to make a reasonable attempt to notify the student of the records request unless it states in its annual notification that it intends to forward records on request.

d. 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: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave, SW, Washington, D.C. 20202-4605.

8. School Fees

- a. Full use of educational services and academic credit will not be refused because a parent or guardian cannot pay for materials or other school fees. Fee waiver applications are available from both the school and administration office. This application must be completed and approved before the responsibility to pay fees is waived. The general income guideline for determination will be qualification for the Free Lunch Program.
- b. The parent or guardian is legally responsible for school fees; not the student. Any action taken by the school to collect these fees will be taken against the parent or guardian.

9. Sex Discrimination

- a. All students may join in any educational activity without discrimination on the basis of sex. All courses and classes that were in the past all male or all female must now be open to all students.
- b. Federal law forbids sex discrimination in educational services or programs. The law has set up time lines for removing sex discrimination in the schools. School District 129 follows the law.
- c. The Assistant Superintendent for Educational Services has information about the Title IX law.
- d. If a student believes that an act of discrimination has been directed towards him or her, including sexual harassment, he or she may immediately notify school personnel according to the District's Sexual Harassment Reporting Procedures.

10. Student Expression

- a. A student has the right to say or write what he/she believes on political and social issues.
- b. School officials may reasonably control the time and place of speeches, gathering of groups, and distribution of written materials.
- c. Students must respect the opinions and feelings of others when using their freedom of speech, and encourage all viewpoints to be expressed. An unpopular viewpoint cannot be called a disruption.
- d. Students must take the responsibility for what they say, and they may be subject to lawsuits for libel, slander, obscenity, known lies, or disregard for the truth.
- e. Following the above rules, students are allowed to use buttons, armbands, posters and handouts.
- f. Student newspapers and other District approved publications given out on or off school grounds are free to express the student's opinions without censorship.
- g. Any of the above activities may be controlled or forbidden if school officials can determine that these actions will cause a disruption of the educational process.

11. Married and/or Pregnant Student

- a. Married and/or Pregnant students may receive all education services and join in all programs and activities of the school under the same rules as other students as long as their physical or mental condition allows them to do so.

- b. Pregnant students, in agreement with the local school staff, husband, and parents and with the written consent of the pregnant student's physician, may make other choices to the regular school program. Other choices might include home tutoring, adult evening classes or other school situations.
  
- 12. Searches
 

If school officials have a reason to believe that any materials or substances which are in violation of school rules or regulations, illegal or dangerous have been or are in the possession of any student, in a student's locker, desk, other personal property, school officials may then search the student, locker, desk, personal property, or automobiles. Search of a locker, desk, personal property or automobiles parked on school property may be done with or without the student's knowledge or approval. Therefore, students should not keep anything on their person or in their lockers, desks, personal property, or automobiles that they would not want anyone to find.
  
- 13. Access to Students
  - a. No person other than the parent, guardian or school personnel will have permission to see the student at school unless seeing the student is clearly for the student's welfare. This decision will be made by the principal. If the principal has parent approval, or he/she is given a subpoena or warrant, the principal may let other individuals contact the student.
  - b. The Superintendent must approve any out-of-district research projects that ask for information involving students in District 129. If a student, who is identified by name, is involved in a research project, written permission by parents or guardians and the student will be needed for before the student can participate.
  
- 14. Smoking
 

All District 129 schools and properties are smoke-free. Students and other persons may not use tobacco or smoke on school grounds at any time, including at extra-curricular events.
  
- 15. Re-enrollment of Students
 

Students above the age of 16 who have dropped out of school and cannot because of age and lack of credits, graduate before his or her 21st birthday shall be denied re-enrollment. Counseling shall be provided to such students to direct them to alternative education programs.
  
- 16. School Visitation Rights Act
 

Employed parents/guardians, who are unable to meet with educators because of a work conflict, may be entitled to an allotment of time from their employer during the school year to attend necessary educational or behavioral conferences at their child's school. Additional information may be obtained from your school office.
  
- 17. Right to Request Personnel Information
 

Parents/guardians have the right to request information regarding the professional qualifications of any teacher that is instructing their child. You may request information regarding the following:

  - a. Whether or not the teacher has met State certification requirements;
  - b. Whether or not the teacher is teaching under emergency or provisional status;
  - c. The bachelor's degree major of the teacher, any other certification or degrees held by the teacher and the subject area of the certification or degrees; and
  - d. Whether their child is provided services by paraprofessionals and, if so, their qualifications.

Requests for information should be sent to District 129, Human Resources Department, 80 S. River St., Aurora, IL 60506.
  
- 18. Right to Inspect Particular Instructional Materials
 

Parents/Guardians have the right to inspect any instructional material used as part of their child's educational curriculum. Surveys created by a third party may also be inspected prior to distributing/administering them to students. Requests to inspect such materials should be directed to the school principal.

19. **Unsafe School Choice Option**  
Parents of children who have been the victims of a violent crime at a Title I school or who attend “persistently dangerous schools” – as determined by the State – will be offered school choice. Contact your school principal for additional information.
20. **Service Reimbursement**  
Schools may be reimbursed for some services performed for students receiving Medicaid. This in no way will reduce the amount of Medicaid reimbursement the parent will receive, but will generate extra monies that can be used for School District 129 students.
21. **Limited English Proficient Students**
- A. As required by NCLB §1112(g)(l)(A) and (g)(2), and §3302(a) the District will inform the parent of a limited English proficient child identified for participation, or participating in, such a program of the reasons for their child being identified, their child’s level of English proficiency, instructional method, how their child’s program will meet their child’s needs, how the program will help the child to learn English, exit requirements for the program to meet the objectives of any limited English proficiency, and information regarding parental rights.
  - B. As required by NCLB §1112(g)(l)(B), and §3302(b) if the district is using funds provided under this part to provide a language instruction educational program that has failed to make progress on the annual measurable achievement objectives described in section 3122 for any fiscal year for which part A is in effect, the District will separately inform the parents of a child identified for participation in such a program, or participating in such program, of such failure not later than 30 days after such failure occurs.
  - C. As required by NCLB §1112(g)(4) and §3302(e) the district has implemented an effective means of outreach to parents of limited English proficient students to inform the parents regarding how they can be involved in their children’s education, and be active participants in assisting their children to attain English proficiency, achieve at high levels in core academic subjects, and meet challenging State academic achievement standards and State academic content standards expected of all students. In addition, the outreach includes holding, and sending notice of opportunities for, regular meetings for formulating and responding to parent recommendations.
22. **Education of Homeless Children and Youths**
- A. As required by NCLB §722(e)(3)(C): The district will provide written notice, at the time any homeless child or youth seeks enrollment in school, and at least twice annually while the child or youth is enrolled in such school, to the parent or guardian of the child or youth (or, in the case of an unaccompanied youth, the youth) that-
    - 1. Shall be signed by the parent or guardian;
    - 2. Sets for the general rights provided under this subtitle;
    - 3. Specifically states-
      - The choice of schools homeless children and youths are eligible to attend,
      - That no homeless child or youth is required to attend a separate school for homeless children or youths,
      - That homeless children and youths shall be provided comparable services including transportation services, educational services, and meals through school meals programs; and
      - That homeless children and youths should not be stigmatized by school personnel; and,
    - 4. Includes contact information for the local liaison for homeless children and youths.
  - B. As required by NCLB §722(g)(2)(B)(iii): In the case of an unaccompanied homeless youth, the district shall ensure that the homeless liaison assists in placement or enrollment decisions under this subparagraph, considers the views of such unaccompanied youth, and provides notice to such youth of the right to appeal.
  - C. As required by NCLB §722(g)(6)(A)(iv): Each district shall ensure that public notice of the educational rights of homeless children is disseminated where such children and youths receive services under this Act, such as schools, family shelters, and soup kitchens.

23. Student Privacy

- A. As required by NCLB §1061(c)(2)(A) the District has adopted student privacy policies and provides notice of the adoption or continued use of such policies directly to the parents of students enrolled in schools served by that district. The district:
  - 1. Provides such notice at least annually, at the beginning of the school year, and within a reasonable period of time after any substantive change in such policies; and
  - 2. Offers an opportunity for the parent to opt the student out of the activity.
- B. As required by NCLB §1061(c)(2) the Board has adopted and continues to use policies regarding student privacy, parental access to information, and administration of certain physical examinations to minors. (*Copies of those policies are available on request.*)

D. Delegation of Authority

- 1. The Superintendent or his/her designee may develop, make known, and enforce other rules of conduct. These rules will follow Board policy and will add to or make clearer the rights and responsibilities that make for the best operation of the schools.
- 2. Individual schools will write rules that agree with Board Policy but will be clearer as they relate to the operation of that school. These rules will be reviewed by the Superintendent or his/her designee.
- 3. In cooperation with the Aurora Police Department and North Aurora Police Department, a non-uniformed Police Counselor, an employee of the City of Aurora and Village of North Aurora, is assigned to duty at the high school level and middle schools, but serves other schools in the District as well when the need arises. The responsibility of the Police Counselor is not to enforce discipline but rather to be involved in activities which involve or potentially involve breaking the law. The relationship of the Police Counselor with students or the District is the same as the relationship which exists with all police officers and the community at large.

## ARTICLE II GROSS DISOBEDIENCE OR MISCONDUCT

Our general rules place the responsibility for good student behavior on the student. This applies to all School District activities, whether on or off the school campus. The laws of the State of Illinois state that a student may be suspended or expelled for gross disobedience or misconduct. For this reason, it is important for all to know that the District 129 Board of Education's definition of gross disobedience or misconduct includes but is not necessarily limited to the following:

A. Definition

- 1. Behavior which is damaging to persons or property.
- 2. Behavior which seriously interferes with the educational process or discipline of the school.
- 3. Repeated minor misbehavior that continues in spite of disciplinary methods that have been taken.
- 4. Serious disrespect for the rights of others.

B. Specific Actions that are Gross Disobedience or Misconduct

- 1. Threatened or actual infliction of bodily harm or physical violence upon the person of any student or employee of the District or authorized visitors. The term "infliction of bodily harm" includes fighting. In the case of fighting, all of the participants in the fight in question may be liable for violation of this section. Self-defense shall not be a defense under this section unless the student can prove either of the following:
  - a. That in the event of an unprovoked attack, the student first sought the assistance of school personnel and attempted to avoid confrontation.
  - b. That in the event assistance was unavailable, the student used only force as was necessary to prevent serious bodily harm to his/her person.
- 1. Engaging in hazing or any kind of bullying or aggressive behavior that does physical or psychological harm to another or any urging of other students to engage in such conduct. Prohibited conduct includes any use of violence, force, noise, coercion, threats, intimidation, fear, harassment, hazing or other comparable conduct.
- 3. Attempting to or actual break-in or unauthorized entry into any school building or unauthorized entry at any time into any restricted school area.
- 4. Attempting to or taking of property from the person of any student or employee of the District by the use of force or by coercion or threat of force (extortion).
- 5. The unauthorized taking, use or possession of the property of another person, or the school district.
- 6. Using, possessing, controlling, or transferring a weapon in violation of the "weapons" section of this policy.

7. Deliberately damaging school property or private property on school premises.
8. Using, possessing, distributing, purchasing, or selling:
  - a. Any illegal drug, controlled substance, or cannabis (including marijuana and hashish).
  - b. Any anabolic steroid not administered under a physician's care and supervision.
  - c. Any prescription drug when not prescribed for the student by a licensed physician or when used in a manner inconsistent with the prescription or prescribing physician's instructions.
  - d. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
  - e. "Look-alike" or counterfeit drugs, including a substance not containing an illegal drug or controlled substance, but one: (a) that a student believes to be, or represents to be, an illegal drug or controlled substance; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug or controlled substance.
  - f. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.

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

9. Using, possessing, distributing, purchasing or selling alcoholic beverages. Student who are under the influence of any alcoholic beverage, are not permitted to attend school and school functions and are treated as though they had alcohol in their possession. The term alcoholic beverage will mean any liquid with alcohol in it.
10. Use of vulgar or obscene language or gestures (oral, written or non-verbal).
11. Interference with school personnel in the performance of their assigned and lawful duties.
12. Disobeying rules of student conduct or directives from staff members or school officials.
13. Refusal to comply with the reasonable and lawful instructions or orders of school personnel (insubordination).
14. Lewd or obscene conduct or behavior.
15. Excessive absences or tardiness.
16. Gambling
17. Students may receive disciplinary action, including suspension or expulsion for acts done outside of school when such acts constitute a threat or a danger to the safety of themselves or other students and district employees, or a disruption of the educational process.
18. Leaving the school building without permission prior to the end of the school day.
19. Refusal to present student identification when asked for it.
20. Using, possessing, distributing, purchasing or selling tobacco materials.
21. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
22. Using or possessing an electronic paging device. Using or possessing a cellular telephone, video recording device, personal digital assistant (PDA), or other electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Student may be in possession of cellular phones during after-school hours.
23. Possession or use of any chemical irritant or any other noxious gas.
24. Entering unauthorized areas of school.
25. Sexual harassment, which means anyone's, including student's, verbal, written or physical conduct of sexual or sex-based nature, imposed on a basis of sex that has the purpose or effect of substantially interfering with a student's educational environment; creating an intimidating, hostile or offensive educational environment; or depriving a student of educational aid, benefits, services, or treatments.
26. Hazing, which means an act committed by one or more students against a student or coercing a student into committing an act that creates a risk of harm to the student or to any third party in

order for the student to be initiated into or affiliated with any group, club, activity, athletic team, grade level, or organization, or as a condition of participation in any such group or activity. This includes such acts, either related to any school activity or having an adverse impact on the educational process, whether student initiated or condoned by an adult, whether occurring on or off school grounds and whether occurring within or outside of school hours.

## **ARTICLE III FORMAL DISCIPLINARY PROCEDURES**

Enforcement of school rules and regulations is the responsibility of the District's administration, the building principal, assistant principal, dean, dean-counselor, teacher or other person employed by the District and responsible for supervision of students. Responses to violations of school rules and regulations, other than removal from the classroom, suspension or expulsion, may be administered by any of the above-described staff, and may include, but is not limited to, interventions (including parent contact or student conferences), detentions, assignment to Saturday School, and student behavior contracts. When the response to misconduct involves the foregoing, the decision of the administration or staff member is final. In addition, these persons may recommend removal from the classroom, suspension or expulsion consistent with the following:

- A. Removal from the Classroom and Due Process
  1. Definition of Removal from the classroom: "Any length of time a student is excluded from the classroom for reasons of misconduct."
  2. The Board of Education gives the Superintendent of Schools, Principal, Assistant Principal, Dean, Dean-Counselors and teacher the power to remove a student from the classroom for gross disobedience or misconduct as defined in Article II. In a self-contained setting, the removal may last for the remainder of the day during which the removal occurred. In the middle school and high school, the student may be assigned to an alternative classroom for up to three (3) consecutive days.
  3. Students moved from the classroom shall be sent to the principal's office or other such place in the school designated by the principal.
  4. Due Process Procedures
    - a. The school official initiating the removal will give the student spoken notice of the reasons for the removal.
    - b. The student shall be allowed the opportunity to give an explanation of his/her perceptions of the incident.
    - c. The school official initiating the removal and/or the principal shall notify the parent or guardian by phone or in writing of the removal and the reasons therefore. If the parents or guardians believe the removal was unjustified, the parents or guardians may request a review of the exclusion by the principal or his/her designee. The request for review must be initiated within five school days after the parents or guardians receive the notification of the removal.
    - d. Within two days after the meeting, the principal or his/her designee shall inform the parents and the teacher of his/her decision. In the event the principal or designee finds the exclusion to have been unwarranted, all records pertaining to the incident shall be removed from the student's file.
    - e. The ruling of the principal or designee shall be final.
- B. Suspension Authority and Due Process
  1. Definition of SUSPENSION AND EXCLUSION. "The student may not come to school and is not given the educational services, for a period of not more than ten (10) school days."
  2. The Board of Education gives the Superintendent of Schools or the Principal, Assistant Principal, Administrative Assistant, or other persons with duties normally carried out by the Dean of Students of any school the power to suspend a student for gross disobedience or misconduct as defined in Article II.
  3. Due Process Procedures--the standard procedure for dealing with suspension and exclusions.
    - a. The school official will give the student spoken or written notice and reasons for the charges against him or her.
    - b. If the student denies the charges, he or she may give a written or spoken explanation of his or her side of the story in a conference with the School District. After careful thought, the school

district

will tell the student whether or not he or she is to be suspended.

- c. Any student who may cause continuing danger to persons or property or who is a threat to the educational process may be immediately removed from school. In such cases, a notice and hearing will follow as soon as possible.
- d. The student should not be sent home during school hours until the school official has made reasonable effort to contact the parents or guardians and tell them of the student's suspension.
- e. The student's parents or guardian will be notified in writing as soon as possible, by the school official of:
  - (1) the reason for the suspension,
  - (2) the rules and regulations that the student is accused of having broken
  - (3) the beginning date and the number of days of the suspension (may not be more than 10 school days),
  - (4) the right to take the case of suspension to the School Board.
- f. If a parent or guardian wants to appeal the suspension, a request for a review hearing will be sent by the parent or guardian to the principal. This must be done within five school days after the parents or guardians receive the suspension notice. A student, when over the age of 11, has the right to ask for a review hearing. It will be held on a date agreeable to all people involved in the hearing.
- g. At the hearing by the School Board or Hearing Officer (appointed by the Board), the student has the right:
  - (1) to a legal advisor at his or her own expense,
  - (2) the right to question the person who made the decision to suspend him or her,
  - (3) the right to have and question witnesses present at the hearing,
  - (4) the right to make a statement in his or her own behalf.
- h. If a Hearing Officer is appointed by the Board, the Hearing Officer will give to the Board, in writing, a summary of the proof heard at the hearing. After the hearing and after studying the Hearing Officer's report, the Board will then take the action it finds proper and notify the parents or guardian in writing of this action.
- i. If the School Board upholds (gives) the suspension, the suspension will not itself be a fair cause for lowering the final grades of the student.
- j. If the suspension is changed (not given) any information about the suspension in the student's records will be removed from the student's records. The school will also give reasonable help necessary for the student to make up the school work missed.

#### C. Expulsion and Due Process

- 1. Definition of EXPULSION: The student may not come to school, and is not given the educational services, for a period of more than ten (10) school days and not more than two calendar years.
- 2. Students may be expelled from District 129 in accordance with School 10-22.6 of the Illinois School Code.
- 3. No eligible student with a disability as defined by the Individuals with Disabilities Education Act, 20 USC §1400 et sq. ("IDEA"), may be expelled except in accordance with the procedures of the IDEA. A manifestation determination must be held prior to the expulsion hearing to determine whether the misconduct was caused by or had a direct and substantial relationship to the student's disability. Eligible students may be removed to an interim alternative education setting for up to 45 school days for weapons, drug or serious bodily injury offenses as provided in IDEA.
- 4. Due Process Procedures for Expulsion
  - a. The school principal will recommend to the Superintendent whether or not a student should be expelled. If the Superintendent agrees with the principal, he or she will send the parents or guardian of the student a registered letter telling them:
    - (1) the reason the student is being recommended for expulsion, including reference to the specific rules the student is accused of breaking,
    - (2) that they are requested to attend a meeting with the Board or its Hearing Officer to discuss their child's behavior,

- (3) that the hearing will be held in a private place and giving the time, place and date,
  - (4) that, at the hearing by the School Board or their representative, the student:
    - (a) has the right to a legal advisor at his or her own expense.
    - (b) has the right to question the person who made the recommendation to expel him or her.
    - (c) has the right to have and question witnesses who are present.
    - (d) has the right to make a statement in his or her own behalf.
  - b. The expulsion hearing will be held by the Board of Education or its designated Hearing Officer.
  - c. The Superintendent will tell Board members the date, time and place of the expulsion hearing.
  - d. The final decision of the Board of Education as to whether or not a student will be expelled will be decided after discussing the proof in a private meeting. Final action by the Board will be taken in a public session.
  - e. A record of all testimony will be typed and kept on file with the Secretary of the Board of Education.
  - f. Only the following persons may come to the hearing:
    - (1) the student and his parents or guardians,
    - (2) Board members or their designated Hearing Officer,
    - (3) witnesses,
    - (4) the school principal,
    - (5) the Administrative Assistant, Dean, Dean Counselor or Assistant Principal,
    - (6) the Superintendent and Chief Officers,
    - (7) The Director of Special Education,
    - (8) the Recording Secretary,
    - (9) the attorneys for the student and the District.
  - g. The hearing will be informal. Officials of the school District or its attorney, and the student, his/her attorney, and/or his/her parents or guardians have the right to question witnesses who are present.
  - h. There will be a short opening statement by the Superintendent, or the Superintendent's appointed representative, to describe the gross disobedience or misconduct of which the student is accused.
  - i. There will be no closing statements by the legal counsel or representatives, unless requested by the Board or Hearing Officer.
  - j. The student's disciplinary and scholastic records that are NOT connected with the expulsion charge are not allowed at the hearing as proof or disproof of the charge. The student's past record will be given to the Board, if the Board has reached a decision to expel the student. The record then can help the Board decide the length of the expulsion.
  - k. The Board may then expel the student for more than ten days but not more than two calendar years.
  - l. A written decision will be given to the student and the parent or guardian, within ten (10) school days after a hearing is held by the Board of Education or ten (10) days after the Hearing Officer's report is received and considered by the Board of Education.
  - m. In the interest of helping students, the School District may help in finding another educational opportunity for the expelled student. These opportunities could include homebound tutoring, a reading list, adult evening classes, or other school settings.
- D. Alternative School Placement
- The Principal or his/her designee may elect to assign a student to an alternative school program in lieu of a suspension or expulsion. Transportation to the Alternative School shall be the responsibility of the parent and/or guardian.

# 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 us 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.

## OTHER IMPORTANT INFORMATION

**BULLYING:** Bullying at West Aurora Elementary Schools is prohibited and is defined as intimidation by verbal (oral, written, or electronic) or physical conduct toward another student or staff member when such conduct is repeated, habitual or recurring.

**CAFETERIA:** All food and drink is to be consumed in the cafeteria. All students are to remain in the cafeteria during assigned lunch periods. It is the students' responsibility to keep their tables, chairs, and floor areas free of litter. Students must cooperate fully with the cafeteria supervisors at all times. Failure to observe these simple rules may result in disciplinary action. Free or reduced price lunches and free milk are available to eligible students. Application forms, including Federal income guidelines, may be picked up in the main office.

**HAZING POLICY:** It is the desire of the Board of Education and the Administration to maintain a safe learning environment for students and staff that is free of hazing. Hazing activities of any type are inconsistent with the educational goals of School District 129 and are prohibited at all times. For the purposes of this policy, hazing shall be defined as follows:

An act committed by one or more students against a student or coercing a student into committing an act that creates a substantial risk of harm to the student or to any third party in order for the student to be initiated into or affiliated with any group, club, athletic team, grade level, activity or organization or as a condition of participation in any such group or activity. This includes acts, either related to any school activity or having an adverse impact on the educational process, whether student initiated or condoned by an adult, whether occurring on or off school grounds, and whether occurring within or outside of school hours.

School District 129 will investigate all complaints of hazing and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor or employee of the School District who is found to have violated the District's hazing policy. Any person who believes he or she has been the victim or any person with knowledge or belief of conduct, which may constitute hazing, shall report the alleged acts immediately to the Principal. Upon completion of the investigation, the school district will take appropriate action. Submission of a good faith complaint or report of hazing will not affect the complainant or reporter's further employment, grades, or work assignments.

**HEALTH SERVICES:** A nurse or health assistant is on duty in each building daily. All school accidents must be reported immediately to a school official. If a student becomes ill during the school day, he or she must report to the health assistant for assistance. Under no circumstances is a student to leave the building without permission from school officials.

School personnel are not allowed to give aspirin, cough medicines, or other medications not prescribed by a doctor. Under no circumstances should a student be in possession of (on their person or in their locker) any form of medication. All medication is to be kept in the health office and dispensed by the health assistant. All medication brought to school must be in a container appropriately labeled by the pharmacy or physician with specific written permission from a doctor on the district permission form. Failure to comply with this stipulation will result in violation of School Board Policy, Article II, B.8 and B.9, and serious consequences may result.

**SCHOOL DRESS:** Student dress or attire, which in the opinion of school authorities, is contrary to acceptable health and safety standards or causes a disruption of the educational process or the learning atmosphere, will be prohibited. Students' dress or attire should conform to the following minimum standards:

1. Hats, head coverings, jackets, coats, and gloves should not be worn during school hours.
2. Students must wear footwear that protects the foot and safeguard the health of others. (Footwear that may damage flooring and slippers are not permitted.)
3. **Students should not wear the following types of clothing:** mesh shirts, shirts allowing a visible midriff or navel, halter tops, tube tops, thin strapped tank tops, spaghetti strap dresses, short shorts, short skirts or sheer tops. Clothing items that allow undergarments to be exposed, displays inappropriate or sexually suggestive slogans or depicts violent scenes, drugs, or alcohol should also not be worn.
4. Student dress should be appropriate for the school activity (beachwear may not be worn to class).
5. **Gang activity including the wearing or displaying of gang identifiers is prohibited.** Students may not wear items that are considered to be street gang identifiers.

## **SAFE PHONE NUMBERS**

If a student must be absent, a parent or guardian **MUST** notify the school by calling the school's SAFE PHONE prior to 9:00 a.m. on the day of the absence.

<b>FEARN ELEMENTARY</b>	<b>(630) 301-5120</b>	<b>FREEMAN ELEMENTARY</b>	<b>(630) 301-5135</b>
<b>GOODWIN ELEMENTARY</b>	<b>(630) 301-5160</b>	<b>GREENMAN ELEMENTARY</b>	<b>(630) 301-5175</b>
<b>HALL ELEMENTARY</b>	<b>(630) 301-5201</b>	<b>HILL ELEMENTARY</b>	<b>(630) 301-5255</b>
<b>LINCOLN ELEMENTARY</b>	<b>(630) 301-5370</b>	<b>MCCLEERY ELEMENTARY</b>	<b>(630) 301-5375</b>
<b>NICHOLSON ELEMENTARY</b>	<b>(630) 301-5399</b>	<b>SCHNEIDER ELEMENTARY</b>	<b>(630) 301-5432</b>
<b>SMITH ELEMENTARY</b>	<b>(630) 301-5454</b>	<b>AU PARTNERSHIP SCHOOL</b>	<b>(630) 301-5090</b>
<b>TODD EARLY CHILDHOOD</b>	<b>(630) 301-5470</b>	<b>HOPE D. WALL SCHOOL</b>	<b>(630) 301-5290</b>

## **SCHOOL VISITORS**

Parents are encouraged to visit schools. Please follow the following procedures upon arrival at the school location in order to ensure student safety:

1. Check in at front office before entering or visiting classrooms.
2. Obtain a Visitor's Pass from the front office.
3. Do not be offended when students or staff do not respond to knocks on doors or windows. District procedure requires all visitors to be "buzzed in" through the front office.
4. Do not question other children regarding conflicts or concerns occurring to, from, or at school without the permission of the other parent.

## **EMERGENCY CLOSING INFORMATION**

In case of a school closing, early dismissal or late start, parents and students can tune into one of the following radio stations to find out the latest information:

*Local stations:* 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), CLTV or on-line at [www.sd129.org](http://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.