



WEST AURORA
DISTRICT 129

ELEMENTARY SCHOOL

**STUDENT
HANDBOOK**

2022-2023

1870 W. GALENA BLVD, AURORA, IL 60506
630-301.5355

Elementary Schools of District 129

Fearn Elementary School

(630) 301-5001
Attendance Line: (630) 301-5120
1600 Hawksley Lane
North Aurora, IL 60542

Freeman Elementary School

(630) 301-5002
Attendance Line: (630) 301-5135
153 South Randall Road
Aurora, IL 60506

Goodwin Elementary School

(630) 301-5003
Attendance Line: (630) 301-5160
18 Poplar Place
North Aurora, IL 60542

Greenman Elementary School

(630) 301-5004
Attendance Line: (630) 301-5175
729 West Galena Boulevard
Aurora, IL 60506

Hall Elementary School

(630) 301-5005
Attendance Line: (630) 301-5201
2001 Heather Drive
Aurora, IL 60506

Hill Elementary School

(630) 301-5007
Attendance Line: (630) 301-5255
724 Penn Avenue
Aurora, IL 60506

Nicholson Elementary School

(630) 301-5013
Attendance Line: (630) 301-5399
649 North Main Street
Montgomery, IL 60538

McCleery Elementary School

(630) 301-5012
Attendance Line: (630) 301-5375
1002 Illinois Avenue
Aurora, IL 60506

Smith Elementary School

(630) 301-5015
Attendance Line: (630) 301-5454
1332 Robinwood Drive
Aurora, IL 60506

Schneider Elementary School

(630) 301-5014
Attendance Line: (630) 301-5432
304 Banbury Road
North Aurora, IL 60542

Todd Early Childhood Center

(630) 301-5016
Attendance Line: (630) 301-5470
100 Oak Avenue
Aurora, IL 60506

Hope D. Wall School

(630) 301-5008
Attendance Line: (630) 301-5290
449 West New Indian Trail Court
Aurora, IL 60506

To report a student's absence, parents/guardians must call the school's attendance line number prior to 9 a.m. on the day of the absence.

Student Support Resources

National Suicide Prevention Lifeline
988

Suicide Prevention Services (Batavia)
630-482-9699

National Crisis Counseling Text Line
Text HOME to 741741

SAFE2HELP Illinois
Seek Help Before Harm
1-844-4-SAFEIL
Text - 72332

Download the SAFE2HELP Illinois mobile app
Bookmark the page: www.safe2helpIL.com

District 129 Elementary School Student Handbook 2022-2023

Welcome to the 2022 - 2023 School Year

As we look past the pandemic to a new normal, some of the procedures will look the same and others will look different. The purpose of this handbook is to familiarize students and families with the most current procedures and expectations needed to keep our buildings operating in a safe and orderly manner. Any updates or changes to these procedures will be communicated in multiple media formats, including an update to this document. Access to the student handbook can be found on the district and individual school websites. If you would like a printed copy, please contact your child's school office and they can assist you.

Our entire staff would like to welcome our new and returning students to a new and exciting school year in School District 129, where we embrace the curiosity, complexity, and joy of learning!

Absence Reporting Procedures

Consistent student attendance is important for the academic and social emotional growth of every student. We understand there are times when a student might miss school due to an appointment, family emergency, or student illness. If a child is unable to attend school on a given day, we ask that parents/guardians please contact the school attendance line before 8:30 a.m. to report the absence. In an effort to maintain a healthy and safe school environment, we also ask that the reason for each absence be provided to the attendance line. Having specific information about illness symptoms will assist the district in making important decisions and communicate accordingly. We also encourage parents/guardians to provide our school offices with pertinent notes that document the reason for the absence from the appropriate agency or healthcare provider. Attendance reporting phone numbers can be found on the first page of this document.

Picking Students Up During the School Day

If a student needs to be dismissed during the school day, a parent/guardian should notify the school office as soon as possible regarding the time and reason for early dismissal. School office staff will do their best to have students waiting in the office at the designated pick-up time. For the safety of our students, district office staff are only permitted to release students to a parent/guardian or an approved adult emergency contact. When communicating that a student will need to leave school early, please tell the school office who will be picking up. Without this information, we will be unable to release students to anyone but the legal parent/guardian. When possible, it is helpful if parents/guardians discuss this plan with their student ahead of time so they are aware of the plan.

All parents/guardians and approved adult emergency contacts requesting to remove a student from school during the school day will be asked to provide a driver's license or state issued photo ID card. Even though we may recognize our parents/guardians, we appreciate your cooperation with this process.

Withdrawing and Transferring a Student

Should a legal parent/guardian need to withdraw a student from school, the steps below will assure a smooth transaction:

- Provide the school office the request to withdraw as soon as possible prior to the student's last day of school,
- Complete necessary paperwork provided by the school office,
- Return all text books, electronic devices, and any other district assigned materials to the office, and
- Satisfy all outstanding monetary responsibilities

Once all steps have been completed, the school office will provide the parent/guardian with a transfer packet to be used for enrollment at the new school.

Homework

Homework at the elementary level begins in an informal fashion, but becomes more formal and requires more time and effort as the student progresses through each grade. Parental guidance is a crucial component to a student's success in the classroom.

Parents/guardians should monitor their child's home study and homework completion on a daily basis.

Because both classwork and homework are an integral part of learning at the elementary school level, it is the student's responsibility to complete their work whether they are present in school, absent, or working remotely. A failure to complete work according to the timeline established by the teacher may result in loss of credit. Students who miss school due to an excused absence, will be expected to complete their missing work within the required timeline established by the teacher. Students who miss school due to chronic truancy or an unexcused absence, will be provided the opportunity to complete missed assignments at the discretion of the teacher. Failure to complete assignments in the allotted time frame may result in loss of credit.

Occasionally, students are absent for an extended period of time. Should an extended absence be 10 days or longer, a parent/guardian should contact the building administrator and request a conference to address make-up work.

Any parent/guardian questions regarding a student's homework should be directed to the classroom teacher via Schoology, email or phone call.

Assessments

District 129 uses general achievement and ability assessments in kindergarten through fifth grade. The purpose of these assessments includes:

- Assisting parents/guardians to observe how their child is achieving in relation to themselves and other students,
- Helping teachers differentiate school instruction; and
- Forming a record of student growth.

Other Important Information

Reporting an Accident

If a student is injured at school or while traveling to or from school, the injury should be reported immediately to the school administration, school health office, or teacher.

Bicycles

When a student rides a bicycle to school, he or she must park and lock the bike in the provided racks. School District 129 cannot accept responsibility for stolen or damaged bicycles.

Birthday Treats

School District 129 requests that students and parents refrain from bringing edible treats and non-edible items to school as a form of celebration. We appreciate the cooperation of our parents/guardians by helping us maintain healthy school environments.

Cafeteria

All food and drink is to be consumed in the areas designated for food consumption. Students should practice good hand hygiene to promote health and prevent the spread of an illness. District 129 recommends that students and staff members wash their

hands with soap and water for 20 seconds, before and after eating. All schools are also equipped with approved hand sanitizer that is available for use during school hours.

During Phase 4, no more than 50 individuals will be allowed in one space at a time; therefore, breakfast and lunch services will expand beyond cafeterias in order to accommodate larger numbers of students. Individual buildings may use classrooms and other spaces as part of their routine food service. It is important to note that an area where students consume meals will be thoroughly cleaned and disinfected between groups.

Free or reduced breakfast, lunch, and milk are available to eligible students. Application forms, including federal income guidelines, are available on the district's website at www.sd129.org. See also *Food Allergies*.

Outside food delivery to the school will not be permitted.

Crisis Response

District 129 works with a broad-based team representing law enforcement, emergency services, community agencies, and others to continually improve responding to emergency situations. In the event of an emergency, communication will be broadcast to parents/guardians via automated phone, email, text messaging, and social media. Please follow the instructions communicated in those communications to help our school staff mitigate the emergency.

School safety drills will be scheduled at times established by the school's administration. A minimum of the following will occur each school year:

- 3 evacuation drills
- 2 severe weather drills
- 1 law enforcement drill
- 1 bus evacuation drill

It is the belief of the district's school safety team that regular opportunities to practice safety measures are in the best interest of students, staff, and the school community. This being said, all school safety drills will be announced to students before the exercise and at no time will any look-alike weapons or scary tactics be used.

Concussions

Students who exhibit signs, symptoms, or behaviors consistent with a concussion or head injury during school hours will be removed from participation or competition at that time. For the safety of the injured student, they will not be permitted to return to play unless cleared to do so by a licensed physician or a certified athletic trainer. Students who have experienced concussions will be supported by the District in accordance with the school's Return-to-Play and Return-to-Learn protocols. Parents/guardians should notify the building administration and health office if they are aware their student has suffered a concussion either during or after school hours. See *Board Policy, 7.305 Student Athlete Concussions and Head Injuries*.

Emergency School Closing Information

In the event District 129 finds it necessary to close or implement an early or late dismissal at one or more of its school buildings due to inclement weather, a health emergency, or other unforeseen circumstance, parents/guardians will be notified via either automated phone, email, text messaging, and/or social media.

Field Trip Chaperones

Parents who chaperone school field trips, must undergo an annual screening process. The school's administration will provide parent chaperones with the guidance necessary in order to complete the screening process. Parents who chaperone school field trips are reminded that in the role of chaperone they are representatives of District 129, and their conduct should reflect as such.

Food Allergies

District 129 is a participant of the National School Lunch/School Breakfast program. As outlined in the USDA's Food and Nutrition Services Instruction 783-2 Revision 2, a medical statement from the physician detailing food allergies must be provided before the school can restrict or substitute foods for the students. *See also Cafeteria.*

Physical Education Excusal Requests

A student may be excused from physical education classes for up to two days with a note/request from the parent/guardian. For longer periods of time, a doctor's note is required and should state the length of non-participation.

Student Contact

District 129 respectfully requests that parents/guardians refrain from contacting their child during school hours. We do, however, understand that emergent situations arise. Should a parent/guardian need to speak with their child during the school day, please contact the school's main office and we will do our best to accommodate the request as quickly as possible.

Teacher Contact

We want to hear from our parents/guardians and encourage home and school communication. Education is much more impactful when schools and families partner together in the best interest of the child. To contact a teacher, please use the teacher's voice mail or email, which is accessible through the District's website, www.sd129.org. See Saw (elementary school) and Schoology (middle school and high school) are online learning platforms accessible to both students and parents. Teachers may also be contacted through this resource as well. For assistance accessing See Saw or Schoology, please contact the helpdesk at helpdesk@sd129.org.

Parent/Guardian Contact Information

Parent/guardian partnerships are extremely important to District 129. In order for our staff to provide families with the most updated student and school information and to reach parents/guardians should an emergency arise, please update all contact information when a change occurs. Our messaging platforms utilize landline and cellular

telephone numbers and Email addresses. To make these changes, please contact your student's school or our registration office at 630-301-5050.

Only those individuals listed as parents/guardians may pick a student up from school without prior notification. Should an emergency contact need to remove a student from school, the parent/guardian must first notify the main office. It is also important to update emergency contacts as they may also change throughout the school year.

In the event a child is not picked up from school, and a parent/guardian or emergency contact is unreachable, the school staff will contact local law enforcement to assist with parent/guardian reunification.

Visitors and Volunteers

Student and staff safety is a top priority in District 129. In order to maintain safe school environments, all visitors must buzz the office at the school's main entrance. When prompted, visitors will be asked to state their name and the reason for their visit. Once entrance to the building has been permitted, visitors should immediately check in at the school's office. All visitors will be asked to present a valid and legal photo identification card prior to being issued a visitor's badge. All identification cards will be scanned through District 129's visitor management system, which is linked to the National Sex Offender Registry. Once the scan is complete, approved visitors will be provided a visitor's badge to be displayed at all throughout the visit. The badge should then be turned in with the visitor checks out of the building at the end of their stay.

The District is responsible for supervising all school buildings and the students who attend those buildings. For those reasons, the Board of Education has adopted rules and regulations for entry into school buildings during school hours and for conduct while on District property. Students and/or visitors who violate these rules, may be subject to a no trespass order. The order may be inclusive of particular school buildings and grounds, including extracurricular activities which take place at those locations.

The Illinois Criminal Code, specifically 720 ILCS 5/21-3, provides criminal penalties for unauthorized entry onto District property. Additionally, criminal penalties exist for engaging in violence and disorderly conduct. District 129 will pursue criminal charges for any non-compliance of the previously mentioned laws.

Video Surveillance

To assist in maintaining the safety and security of the students and staff on District 129's elementary school campuses, numerous video cameras and monitoring devices have been placed in public areas of the school. These public areas include, but are not limited to, hallways, stairwells, cafeteria, and on school buses. Any misconduct seen on video surveillance will be assigned appropriate disciplinary action. Video surveillance used to assign student disciplinary actions will be considered a student record. District 129 will not release video surveillance to parents/guardians.