



2024-2025
ELEMENTARY SCHOOLS

Student Handbook



**District 129 Elementary Schools
2024-2025
Student Handbook**

Welcome to the 2024 - 2025 School Year

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 handbooks and Student Rights and Responsibilities 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!

<p>Fearn Elementary School (630) 301-5001 Attendance Line: (630) 301-5120 1600 Hawksley Lane North Aurora, IL 60542</p>	<p>Freeman Elementary School (630) 301-5002 Attendance Line: (630) 301-5135 153 South Randall Road Aurora, IL 60506</p>	<p>Goodwin Elementary School (630) 301-5003 Attendance Line: (630) 301-5160 18 Poplar Place North Aurora, IL 60542</p>
<p>Greenman Elementary School (630) 301-5004 Attendance Line: (630) 301-5175 729 West Galena Boulevard Aurora, IL 60506</p>	<p>Hall Elementary School (630) 301-5005 Attendance Line: (630) 301-5201 2001 Heather Drive Aurora, IL 60506</p>	<p>Hill Elementary School (630) 301-5007 Attendance Line: (630) 301-5255 724 Penn Avenue Aurora, IL 60506</p>
<p>Nicholson Elementary School (630) 301-5013 Attendance Line: (630) 301-5399 649 North Main Street Montgomery, IL 60538</p>	<p>McCleery Elementary School (630) 301-5012 Attendance Line: (630) 301-5375 1002 Illinois Avenue Aurora, IL 60506</p>	<p>Smith Elementary School (630) 301-5015 Attendance Line: (630) 301-5454 1332 Robinwood Drive Aurora, IL 60506</p>
<p>Schneider Elementary School (630) 301-5014 Attendance Line: (630) 301-5432 304 Banbury Road North Aurora, IL 60542</p>	<p>Early Learning Academy (630) 301-5016 Attendance Line: (630) 301-5470 1870 W. Galena Blvd Aurora, IL 60506</p>	<p>Hope D. Wall School (630) 301-5008 Attendance Line: (630) 301-5290 449 West New Indian Trail Ct. Aurora, IL 60506</p>

*To report a student's absence, parents/guardians must call the school's attendance line **before 8:30 AM** on the day of the absence.*

Absence Reporting Procedures

Ensuring your child attends school regularly is crucial for their academic and social-emotional growth. We understand that there are times when a student may need to miss school due to appointments, family emergencies, or illness. If your child is unable to attend school on a particular day, we kindly ask that parents/guardians contact the school attendance line before 8:30 a.m. to report the absence.

In our commitment to maintaining a healthy and safe school environment, we also request that the reason for each absence be provided when contacting the attendance line. Additionally, we encourage parents/guardians to provide our school offices with any relevant notes from the appropriate agency or healthcare provider to document the reason for the absence.

You can find the contact details for the attendance reporting phone numbers on the first page of this handbook for your convenience. Your cooperation in keeping us informed about student absences is greatly appreciated.

Please note that students who are absent for 15 consecutive school days, without a valid cause, will be withdrawn from the school district. If you wish to re-enroll, please email the registration office at registration@sd129.org or by phone at 630-301-5050. Re-enrollment does not guarantee placement in the same homeroom teacher or school of residence.

Assessments

District 129 implements general achievement and ability assessments from kindergarten through 5th grade. These assessments serve several purposes:

Reveal Understanding: the function of assessment is to provide opportunities and open doors for learners to reveal their understanding in a variety of ways on different topics.

Inform Practices: Assessment data should be used to measure student learning and inform our instructional practices to meet the needs of our students.

Provide Feedback: Assessment should allow educators and students to engage in specific feedback to extend learning and understanding.

Bicycles

When your child decides to ride a bicycle to school, it's crucial for them to securely park and lock their bike in the designated racks provided. While we strongly encourage the use of these facilities to safeguard students' belongings, it's important to understand that District 129 cannot be held responsible for any instances of theft or damage to bicycles. Your cooperation in ensuring your child knows how to properly secure their bicycle is greatly appreciated to minimize any potential risks.

Cafeteria

To ensure a healthy environment for all students, all food and drinks must be consumed in designated areas. Outside food delivery (i.e. Uber Eats) to students at the school is not permitted.

All students in District 129 are entitled to breakfast and lunch at school at no cost. If a meal arrives when a student is in class, they will not be taken out of class to eat. Rest assured, students who don't have lunch during their assigned lunch time will still get a meal from the school at no cost. If students

come to school late with food or drinks, they will need to finish eating in the office before going to class. For more information about this program, please visit the district's website at www.sd129.org.

Practicing good hand hygiene is key to promoting health and preventing the spread of illness. District 129 recommends that students and staff members wash their hands thoroughly with soap and water for at least 20 seconds, both before and after eating. Hand sanitizer approved by the district is also readily available for use during school hours.

If your child has any dietary restrictions, please contact the Certified School Nurse at your child's school.

Please also refer to *Food Allergies*.

Cell Phones and Smart Technology

Due to the possibility of vandalism, theft, or loss, students are encouraged not to bring personal electronic devices (cell phones, smart watches, air tags...) to school. The District assumes no responsibility for lost or stolen items.

Personal devices, if brought to school, must be silenced during the academic day and non-disruptive to the educational environment. Students may be permitted to use their phones in the presence of the school's administration and after school hours. Please contact your student's school if there is an urgent need to speak to your student during the day. Any cell phone or other electronic device that is used to disrupt the orderly function of a school building may be confiscated and/or appropriate disciplinary actions will be rendered to the student.

Electronic devices, provided by District 129, should be stored in a protective covering to help prevent damage from dropping or improper storage.

Classroom Celebrations

Birthdays

Our schools enjoy celebrating the special days of our students, and birthdays are a wonderful occasion to do so. On your child's birthday (or near the end of the school year for summer birthdays), our office will acknowledge your child with a special book. Parents/guardians who wish to opt their child out of receiving a birthday book should contact the main office of their school.

We kindly ask that parents refrain from sending edible and non-edible birthday treats to school with their children, as we prioritize the safety and well-being of all our students, some of whom may have food allergies or dietary restrictions. We appreciate your understanding and cooperation in creating a positive and inclusive school environment. Any items brought to school will be returned to the respective family.

Seasonal Celebrations

Throughout the year, our schools have planned to make each season memorable. All seasonal celebrations will take place one hour before the end of the designated school day. These events are designed to foster a sense of togetherness and create lasting memories for our students. To continue to provide a safe environment for all students, food will not be a part of our seasonal celebrations. Any edible items brought to school will be returned to the respective family.

Fall - Schools will organize a festive parade where students are welcome to wear costumes (optional) and join in the fun. After the parade, there will be an activity determined by the school (i.e. a craft, game, or movie).

Note: Costumes must be school-appropriate and uphold the safety standards of the school. Costumes may not include weapons or items perceived as weapons. Masks may be worn during the parade, but will not be permitted to be worn during the school day.

Winter - Classes will engage in an activity determined by the school (i.e. a craft, game, or movie).

Friendship Day - Students will have the opportunity to distribute friendship cards to spread kindness and positivity, and participate in an activity determined by the school (i.e. a craft, game, or movie).

End-of-Year Field Day

To celebrate the completion of the school year, and promote fun, physical activity, and school community togetherness, each school will host an end-of-year field day. As a special treat, the district will provide every student with a popsicle treat to enjoy during the festivities.

Community Agency Support

IRIS is an agency that collaborates with District 129 to align families with service providers who work together to support people in our community. If you are interested in working with one of our related service professionals to be referred to IRIS, please use the link below to access the consent form. The link can also be found on our district's website, www.sd129.org.

By completing and signing this form, you agree that District 129 can use an online system called IRIS to refer you to the programs and resources you choose. If you agree, your name and date of birth will be shared with service providers in the online system. Your date of birth will be used for identification purposes only. Other personal information will be shared only with staff at the program(s) we refer you to and the local IRIS Data Manager(s). They will only use your family's personal information to coordinate services by sending a referral or contacting you to offer services. This personal information may include:

- Details about you and/or your family that will help the program(s) understand your needs (Ex: household information, services requested, other programs you are referred to, etc.).
- Information that will help the program(s) know how to best contact you.
- Information about assessments you receive (Ex: answers to questions about housing needs, tobacco use, prenatal care, etc.).

Content Filtering/Gaggle

District 129 uses Gaggle's content filtering platform to ensure a safe and productive online learning environment for all students. Gaggle monitors digital communications and activities on district-owned devices and those connected to our network to protect against inappropriate content, cyberbullying, and potential threats of harm. This monitoring helps maintain a secure and supportive educational setting.

If there are any student-specific concerns, a school administrator or social-emotional support staff member will notify parents. If a parent is unavailable or unreachable, a local police officer may assist by conducting a wellness check on the student or family at home.

Dressing and Grooming

A student's clothing provides them with the ability to express who they are as individuals and feel comfortable in our school environments. Our dress code aims to free all members of our school community from being singled out or restricted based on race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income, or body type/size. Students must wear a shirt, pants/shorts/skirt, dress, and shoes to ensure certain body parts (genitalia, buttocks, and breasts) are covered and non-disruptive to the educational process or interfere with the maintenance of a positive learning climate.

Our Values

- All students may wear clothes that are comfortable and provide them the right to express who they are as individuals.
- All students are responsible for respecting individual rights to freedom of expression

Our Goals

- Maintain a safe learning environment
- Allow students to wear clothing that represents their identified gender
- Allow students to wear religious attire without fear of discipline or discrimination

Students **may** wear:

- **Religious headwear**
- **Hoodie sweatshirts** (wearing the hood over the head is allowed, but the face must be visible to school staff. Hoods should be removed if directed by a staff member.)
- **Hats** worn inside the school building must be worn forward-facing and may not depict any of the following characteristics. (Hats should be removed if directed by a staff member.)

Students **cannot** wear:

- Violent language or images or gang identification
- Images or language depicting, drugs, alcohol, vaping, or paraphernalia (anything illegal)
- Hate speech, profanity, or pornography
- Images or language that creates a hostile or intimidating environment based on any protected class or marginalized groups
- Any clothing that reveals visible undergarments (waistbands and straps are ok)
- A bulletproof vest, body armor, or tactical gear
- Swimsuits
- Footwear that may damage the flooring
- Accessories that could be considered dangerous or could be used as a weapon.
- Any item that covers the face except as a religious observance or personal protective equipment (PPE).

Emergency School Closing Information

In the event that District 129 deems it necessary to close or implement an early or late dismissal at one or more of its school buildings due to inclement weather or other unforeseen circumstances, parents/guardians will be notified via automated phone calls, email, text messages, and/or social media.

Field Trips and Chaperones

Parents/guardians who volunteer as chaperones for school field trips must undergo an annual screening process. The elementary school's administration will provide chaperones with the

necessary guidance to complete this process. Parents/guardians who wish to chaperone a scheduled school trip may do so on a first-come, first-served basis and at the administrator's discretion.

Chaperones must be either a parent or the student's legal guardian and must adhere to the following:

- **Undergo a background check** through the school district
- **Abide by all school rules & policies** (including but not limited to, not engaging in alcohol or drug-related activities, including smoking and/or vaping, for the duration of the trip) and any additional expectations that are in place for the particular trip.
- **Participate enthusiastically** in all parts of the trip.
- **Provide supervision, encouragement, and guidance** for all traveling students throughout the trip.
- **Stay flexible, calm, and understanding** when changes impact the group's schedule.
- **Care for a specific group of students** assigned to them for the duration of the trip.
- **Assist with sick students** as necessary during the trip. Assist students with special dietary needs.
- If the trip is overnight, **perform room checks** and head counts each evening at the hotel. **Inspect student rooms** before departing from the hotel.

It's important for parents/guardians who chaperone school field trips to remember that they represent District 129 in this role, and their conduct should reflect this responsibility.

[Field Trip Expectations \(Students and Chaperones\)](#)
[Chaperone Expectation Acknowledgement Form](#)

Health Services

General Information

All student medications must be delivered to the health office by a parent/guardian with the appropriate medical documentation. Students may not hand-carry prescription or over-the-counter medications to school. 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 nurse for assistance. Health office will follow District *Guidelines for Returning to School after an Illness*. Additional criteria for exclusion due to communicable disease will follow Health Department guidance based on physician confirmation of disease/illness.

Concussions

Students who exhibit signs and symptoms, or behaviors consistent with a concussion or head injury must be removed from participation or competition at that time. Such students will not be allowed to return to play unless cleared to do so by a physician licensed to practice medicine 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 principal and nurse if they are aware that their student has suffered a concussion.

Food Allergies

Parents of students with known life-threatening allergies and/or anaphylaxis should provide the school with written instructions from the student's healthcare provider for handling anaphylaxis and all necessary medications for implementing the student-specific order on an annual basis.

District 129 participates in the National School Lunch/School Breakfast program. According to the USDA's Food and Nutrition Services Instruction 783-2 Revision 2, a medical statement from a physician detailing food allergies must be provided before the school can make any restrictions or substitutions for students. If your child has any dietary restrictions, please contact the Certified School Nurse at your child's school.

Head Lice

Students with live head lice do not need to be sent home early from school; they can go home at the end of the day, be treated, and return to class after appropriate treatment has begun. When lice/nits are found on a student at school, the student's parent/guardian will be informed. Any household contacts that attend school in West Aurora School District will be called to the health office to be checked. Parents/Guardians are encouraged to take their child(ren) home for treatment.

Jeff Craig Family Resource Center

- The school-linked health center is powered by VNA Health Care and is accessible to any District 129 student. The VNA provides a range of services, such as medical care, mental health services, and dietician services. The goal is to improve students' health and well-being, enhance their academic performance, and reduce absenteeism by ensuring easy access to necessary healthcare services. For more information about the VNA's services and the necessary consent forms, please visit our website at SD129.org.
- The Marie Wilkinson Micro-Pantry provides essential food assistance to District 129 students and families to help address food insecurities and ensure students have the necessary resources to succeed academically and personally. Located at the Jeff Craig Family Resource Center, the micro-pantry will provide a variety of non-perishable food items, school supplies, and other basic necessities. For more information about how to access the micro-pantry, please speak to the administration at your child's school.

Physical Education Excusal Requests

A student may be excused from physical education classes for up to two days with a note or request from the parent/guardian. However, for longer periods of non-participation, a doctor's note is required. The doctor's note should clearly state the duration of time for which the student is unable to participate in physical education activities.

Toilet/Potty Training

Toileting accidents may happen on certain occasions. We kindly request that parents pack a change of clothes in their child's backpack in case of an accident. Although it is the expectation that all children entering Kindergarten and beyond are toilet-trained, we recognize that some children with special needs and/or developmental delays may not fall within the typical timeline for toilet training. For students who require daily assistance with toileting and/or diapering, a District 129 *Toileting Physician Authorization Form* must be on file and updated annually or when a child's needs change.

Homework

Homework at the elementary level starts off informally but gradually becomes more structured and rigorous as students advance through each grade, with parental involvement being key to your child's success in the classroom. Parents/guardians are encouraged to oversee their child's homework and study habits on a daily basis.

Since both classwork and homework are essential aspects of elementary school learning, it is the student's responsibility to complete their assignments whether they are in attendance or absent from

school. Failure to meet the teacher's deadlines may result in a loss of credit. Students who miss school due to an excused absence are expected to catch up within the teacher's specified timeframe. Those who are absent due to chronic truancy or unexcused reasons may have the opportunity to complete missed assignments at the teacher's discretion.

In some cases, students may be absent for an extended period, such as 10 days or more. In such instances, parents/guardians should contact the building administrator to arrange a conference regarding make-up work.

Any questions regarding a student's homework should be directed to the classroom teacher through Seesaw, email, or a phone call.

Parent/Guardian Contact Information

In District 129, we value the partnerships we have with parents and guardians. It's crucial for our staff to have the most updated student and school information, especially during emergencies. Please ensure all contact information is current whenever changes occur.

Our messaging platforms utilize both landline and cellular telephone numbers, as well as email addresses. To update this information, please reach out to your student's school or contact our registration office at 630-301-5050.

Only individuals listed as parents or guardians are authorized to pick up a student from school without prior notification. If an emergency contact needs to remove a student, the parent or guardian must notify the main office beforehand. Additionally, it's important to update emergency contacts as they may change throughout the school year.

In the rare event that a child is not picked up from school and neither the parent/guardian nor emergency contact can be reached, the school staff will contact local law enforcement to assist with parent/guardian reunification. Your cooperation in keeping contact information current ensures the safety and well-being of all students.

Prohibited Personal Items

Personal items that could jeopardize school safety or disrupt the learning environment, including actual or items perceived as weapons, are strictly prohibited on school premises. Students found in possession of such items will face disciplinary actions, which may include suspension or expulsion from school. For more details, please refer to School Board Policy 7.190, accessible in the Student Rights and Responsibilities Handbook. Additionally, please review the Weapon/Prohibited Items Letter for important information and guidance. You can find the letter and further details by visiting sd129.org - [Weapon/Prohibited Items](#).

Reporting an Accident

In the event of your student sustaining an injury at school or during travel to or from school, the incident must be promptly reported to either the school administration, the school health office, or the teacher. Immediate reporting ensures swift and appropriate attention to the student's needs and facilitates the implementation of necessary measures for their well-being.

School Bus

Riding the bus to and from school is a privilege. To ensure the safety of all students, it is the expectation they remain seated, board and disembark at their assigned bus stops, follow the instructions of the bus driver, communicate respectfully, refrain from eating food while on the bus, and avoid causing any damage to the bus at any time. When your student adheres to these guidelines they help maintain a safe and orderly transportation experience for everyone.

Riding the bus to school - Students who are assigned to a bus for the morning route should arrive at the bus stop 5 minutes before the scheduled pick-up time. This ensures that they are ready and waiting when the bus arrives, helping to keep the morning routine running smoothly.

Riding the bus in the afternoon

Students who participate in any special education programming or are in kindergarten, require a parent/guardian/responsible individual to receive the student from the bus stop. Afternoon routes can fluctuate based on student ridership, therefore, we ask that all persons who are to receive the students described above be ready to do so by school dismissal time. We will make every attempt to deliver your student to their bus stop and should they be deemed undeliverable, they will be delivered back to their school building.

District 129 Transportation Department: 630-301-5620

School Safety

District 129 works with a broad-based team representing law enforcement, emergency services, community agencies, and others to continually improve response 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
- 4 accountability drills
- 2 severe weather drills
- 4 ALICE drills (1 with law enforcement present)
- 1 bus evacuation drill

The district's school safety team firmly believes that providing regular opportunities to practice safety measures is essential for the well-being of students, staff, and the entire school community. Therefore, all school safety drills will be announced to students beforehand, and there will be no use of look-alike weapons or frightening tactics during these exercises. Please familiarize yourself with the school safety directives listed below. When the school or district initiates any of the safety directives, a notice will be sent to the appropriate targeted parent/guardian group.

District 129's School Safety Directives

- SECURE THE BUILDING AND TEACH
Initiated when there is a hazard outside the school building
- HOLD-IN-PLACE AND TEACH
Initiated when an incident is occurring within the school (medical, escalating student, or other non-life threatening concern)

- **EVACUATION**
Initiated when a hazard inside (fire, gas leak, chemical spill) requires relocating outside of the building
- **SEVERE WEATHER (Tornado Warning/High winds 70+ MPH)**
Initiated when the weather requires relocating within the school to the designated shelter areas
- **ALICE-ALICE-ALICE**
Initiated when there is an active threat of a person with a firearm or any other weapon capable of causing death or great bodily harm. This is the highest level of building security.

Student Contact

District 129 respectfully requests that parents/guardians refrain from contacting their child during school hours. We do, however, understand that emergency situations arise. In the event of an urgent need to contact your child during the school day, please reach out to the school's main office.

Student Pick-Up (During the School Day)

If your child needs to leave school before the regular dismissal time, we ask that a parent/guardian inform the school office as soon as possible, mentioning the time and reason for the early departure. Our school office staff will do their best to ensure that your child is ready and waiting in the office at the scheduled pick-up time.

To prioritize student safety, only parents/guardians or approved adult emergency contacts are allowed to pick up students. When requesting an early dismissal, please provide written notice to the school office, specifying who will be responsible for picking up your child. This ensures that we release students only to authorized individuals. It's also helpful if you discuss these plans with your children beforehand so they're aware of the arrangements.

For the security of our students, all parents/guardians and approved adult emergency contacts picking a student up must present a driver's license or state-issued photo ID card, even if our staff already know you. We appreciate your understanding and cooperation with this identification process.

Please note that **early dismissals will not be permitted between 2:00 and 2:20** to minimize disruptions to our dismissal process at the end of the school day.

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. Contacting your child's teacher directly is often the most effective way to address any concerns or questions you may have. We recommend reaching out to the teacher first for any academic-related matters.

To connect with a teacher, please utilize their voicemail, email, or Seesaw, our elementary online learning platform available through the District's website, www.sd129.org. Seesaw provides a convenient platform for both students and parents to engage with educational materials and communicate with teachers. If you require assistance accessing Seesaw, please don't hesitate to contact the helpdesk at helpdesk@sd129.org. We're here to support you in your child's educational journey.

Video Surveillance

To enhance the safety and security of students and staff at District 129's elementary school campuses, we have installed numerous video cameras and monitoring devices in public areas of the school. These areas include but are not limited to, hallways, stairwells, cafeterias, and school buses. Any misconduct observed on video surveillance will result in appropriate disciplinary action being taken.

Please note that video surveillance used to assign student disciplinary actions is considered a student record. As such, District 129 is unable to release video surveillance footage to parents or guardians. Rest assured, our priority remains the safety and well-being of all students and staff members.

Visitors and Volunteers

Student and staff safety is paramount in District 129, and we maintain stringent measures to uphold safe school environments. To ensure safety, all visitors must use the intercom system at the school's main entrance. Upon buzzing, visitors will be prompted to state their name and reason for their visit. Once granted access, visitors must immediately check in at the school's office.

For security purposes, all visitors are required to present a valid photo identification card before receiving a visitor's badge. These IDs are scanned through District 129's visitor management system, which is linked to the National Sex Offender Registry. Approved visitors will then be provided with a visitor's badge to wear throughout their visit, which must be returned upon checkout.

The Board of Education has established rules and regulations for entry into school buildings during school hours and for conduct on District property to ensure the supervision and safety of all students. Violations of these rules may result in a no-trespass order, applicable to specific school buildings and grounds, including extracurricular activities held at those locations.

Under the Illinois Criminal Code (720 ILCS 5/21-3), criminal penalties exist for unauthorized entry onto District property, as well as for engaging in violence and disorderly conduct. District 129 is committed to enforcing these laws and will pursue criminal charges for any non-compliance.

<https://www.sd129.org/district/volunteer>

Withdrawing and Transferring a Student

If a legal parent/guardian needs to withdraw a student from school, following these steps will ensure a smooth process:

- Provide the school office with the request to withdraw as soon as possible before the student's last day of school.
- Complete the necessary paperwork provided by the school office.
- Return all textbooks, electronic devices, and any other district-assigned materials to the office.
- 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.

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