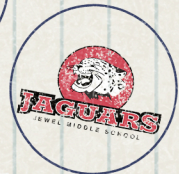




2023-2024
MIDDLE SCHOOLS

Student Handbook



Middle Schools of District 129

Herget Middle School 1550 Deerpath Road Aurora, IL 60506 Main: (630) 301-5006 Attendance: (630) 301-5230 Student Services: (630) 301-5235 Health Office: (630) 301-5240 FAX: (630) 907-3146	Jefferson Middle School 1151 Plum Street Aurora, IL 60506 Main: (630) 301-5009 Attendance: (630) 301-5300 Student Services: (630) 301-5311 Health Office: (630) 301-5312 FAX: (630) 301-5711
Jewel Middle School 1501 Waterford Road North Aurora, IL 60542 Main: (630) 301-5010 Attendance: (630) 301-5345 Student Services: (630) 301-5327 Health Office: (630) 301-5328 FAX: (630) 907-3161	Washington Middle School 231 Constitution Drive Aurora, IL 60506 Main: (630) 301-5017 Attendance: (630) 301-5500 Student Services: (630) 301-5479 Health Office: (630) 301-5483 FAX: (630) 844-5712

To report a student's absence, parents/guardians must call the school's attendance line number prior to 9:00 a.m. on the day of the absence.

Student Support Resources

National Suicide Prevention Lifeline

9-8-8

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 Middle School 2023-2024 Student Handbook

Welcome to the 2023 - 2024 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!

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 student is unable to attend school on a given day, we ask that parents/guardians please contact the school attendance line before 7:30 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 middle school level becomes more formal and requires more time and effort as the student progresses and prepares for high school. 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 middle school level, it is the student's responsibility to complete their work whether they are present in school or absent. 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.

Students have the right to earn full credit for make-up assignments for excused absences provided they:

1. Request homework on or before the day he/she returns to school
2. Establish a timeline with the teacher for the completion of work
3. Successfully complete the work within these guidelines
4. Obtain, from fellow classmates, class notes missed

The student should expect the teacher to do the following:

1. Require completion of tests and quizzes assigned prior to the absence
2. Collect any work assigned prior to the absence or assignments sent home during the absence
3. Provide instructions for assignments
4. Give a reasonable amount of time to complete make-up work
5. Communicate make-up policies early in the semester

The student should not expect the teacher to do the following:

1. Duplicate classroom activities
2. Provide tutoring
3. Provide all work to a student prior to an extended absence

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. Parents may access Schoology by logging onto the district's website at, app.schoology.com.

Academic Honesty

Coursework, homework, and academic honesty are integral parts of learning at West Aurora High School. As part of my commitment to you as learners, I want to ensure that I provide you with personalized feedback and a fair evaluation of your work. To accomplish this, all work you submit must be your own.

Any form of academic dishonesty, including cheating, plagiarizing, generating content through the unauthorized use of artificial intelligence software, wrongfully giving or receiving help during an academic examination, wrongfully obtaining test copies or scores, and using personal devices to engage in academic dishonesty is a serious offense that is prohibited by District 129.

Students who submit work in violation of this policy risk both academic and disciplinary consequences. If you have questions about academic honesty, please ask me before you submit your work.

How to avoid academic dishonesty:

1. **Citing sources.** Whenever you use someone else's words, ideas, or work, be sure to give credit where it is due and cite the source properly. Failing to do so is plagiarism.
2. **Ask for clarification.** When you are not sure if something needs to be cited or if something is considered cheating, don't be afraid to ask. It's better to find out before you might make a mistake.
3. **Get extra help.** If you are struggling with an assignment, there are several ways you can get help: meet with me, visit the AAC, work with a Writing Interventionist, or ask your counselor about a peer tutor.

Assessments

District 129 uses general achievement and ability assessments in sixth through eighth 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.

Grading System

The grading system used on the middle school report card is designed to provide parents/guardians an evaluation of students' achievement and an assessment of their work. The letter grade (A, B, C, D, F) indicates the degree of achievement and shows the relationship of work to the work of all students in the grade.

- A - Excellent
- B - Above Average
- C - Average
- F - Failure
- P - Pass
- INC - Incomplete

Parents/guardians are encouraged to check their student's grades via Schoology on a regular basis. Report cards are issued at the end of each grading period.

Incomplete grades (INC) are to be made up within two weeks after a student's absence. Failure to complete work within this time limit will result in the lowering of the grade or in some cases, failure of the course.

Honor Roll

The middle schools will recognize a quarterly honor roll and a special recognition will be given at the end of the school year. The following Honor Roll standards will be observed each quarter:

- **High Honor Roll** A student must have A's in all subject areas to qualify
- **Honor Roll** A student must not have any grade below a B in all subject areas

Reporting a Student Injury or 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/Celebration 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.

Free breakfast, lunch, and milk are available to all students in District 129. Families do not need to submit the typical free/reduced lunch application. Outside food delivery to the school will not be permitted.

Cell Phones/Electronic Devices

Due to the possibility of vandalism, theft or loss, students are encouraged not to bring personal electronic devices to school. The District assumes no responsibility for lost or stolen items.

Cellular phones, if brought to school, must be silenced during the academic day (8:45 AM to 3:38 PM) and non-disruptive to the educational environment. Students are permitted to use their phones in areas designated by the school's administration, after school hours, and during school events. Please contact your student's school if there is an emergent 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. A student may carry their device in their backpack during the school day. Personal items that could compromise the safety of the school building or disrupt the education of others are to be considered prohibited items and must not be brought to school. Student disciplinary actions for bringing prohibited dangerous and disruptive items to school will be issued up to and including suspension and/or expulsion from school. *Please see School Board Policy 7.190, referenced in the Student Rights and Responsibilities Handbook, for further information.*

Closed Campus Procedures

Students may not leave the school building during the school day without being signed out by a parent/guardian who shows photo ID, or without the permission or knowledge of school personnel.

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

- 4 accountability drills
- 2 severe weather drills
- 4 ALICE drills (1 with law enforcement present)
- 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 and parents/guardians before the exercise and at no time will any look-alike weapons or scary tactics be used.

Community Agency Support

IRIS is an agency who collaborates with District 129 to align families to 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 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.)

IRIS Client Consent Form

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.*

Contacting a Student During the School Day

District 129 respectfully requests that parents/guardians refrain from contacting their child during school hours. We do, however, understand that emergency 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.

Contacting a Teacher

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.

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.*

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.

Physical Education Excusal Requests

In the case of a student returning to school after an illness, a request to be excused from P.E. class will be granted for 2-days with a written request from the parent/guardian. For longer periods of time, a doctor's note is required and should state the length of non-participation.

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 middle 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.