



2018-2019 ELEMENTARY HANDBOOK



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Welcome from Chief Executive Officer Tony Sanders

Welcome to School District U-46! We have much to be proud of in U-46, from ranking 20th in the nation for academic growth among large school districts to watching our highly-successful 80:20 Dual Language program grow from our elementary schools to our middle and high schools.

As we all know, the first years of a child's education are critical to their success and future. This handbook aims to clearly outline our expectations and policies regarding these essential elementary school years as we all work to provide the absolute best foundation for students. Please ensure you have read this handbook and discuss it with your child. We encourage you to become involved in your child's school life. There are many opportunities for parental engagement whether that means reading at home or attending a U46Engage session or District Board of Education meeting.

In the 2018-19 year, families will hear more about Let's Talk!, a tool that allows you to give feedback or ask questions of our school leaders from any device and receive a timely response. Last year, the District implemented this customer service tool within Central Office departments and we have answered nearly 1,000 questions or comments to date. We'll be rolling out this tool to our school sites this year as another way for us to stay in touch with you.

Our mission statement reads "U-46 will be a great place for all students to learn, all teachers to teach and all employees to work. All means all." As a District, we value equity, innovation, respect, high expectations, leadership and accountability, professional development, a safe and secure environment and stakeholder involvement. We hope to inspire all individuals to convert their dreams into realities.

Please visit our District website at www.u-46.org for more information and updates. It is my honor and pleasure to serve you, and to call this District home for more than a decade.

Sincerely,



Tony Sanders
Chief Executive Officer

***U-46 will be
a great place
for all students
to learn,
all teachers
to teach and
all employees
to work.
All means all.
- School District
U-46 mission
statement***



District Information

Key District Contacts

- Transportation
847-888-5095
- Specialized Student Services
847-888-5000 ext. 5065
- Food Services
847-888-5000 ext. 5034 or ext. 5035
- Career & Technical Education
847-888-5000 ext. 5309
- Human Resources
847-888-5000 ext. 5024
- School & Community Relations
847-888-5000 ext 5003



Board of Education

The Board of Education meets on the first and third Monday of every month with a few exceptions in room 140 at the U-46 Educational Services Center, 355 E. Chicago St., Elgin. Please call 847-888-5000 ext. 5032 for any further information or log on to the District website, www.u-46.org and click on "Our District, " and then "School Board" for more information and a schedule of meetings. Board of Education policies can be reviewed on the District website, in the principal's office, and at any public library.



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Jackson Teetor
Student Advisor

Cabinet Members & Directors

The Chief Executive Officer and Cabinet Members



Tony Sanders
Chief Executive Officer



Dr. Josh Carpenter
Assistant Superintendent for Teaching & Learning



Dr. Suzanne Johnson
Deputy Superintendent of Instruction



Lela Majstorovic
Assistant Superintendent of Secondary Schools,
Instruction & Equity



Dr. Jeff King
Deputy Superintendent of Operations



Melanie Meidel
Assistant Superintendent of Human Resources



Miguel Rodriguez
Chief Legal Officer



Ron Raglin
Assistant Superintendent of Educational Support
Programs & Alignment



Steve Burger
Assistant Superintendent Elementary
Schools, Instruction & Equity



Dr. Ushma Shah
Assistant Superintendent of Elementary Schools,
Instruction & Equity

Directors

Dr. Annette Acevedo
Director English Language Learners

Elena Hildreth
Director of Food & Nutrition Services

Dale Burnidge
Director Financial Operations

Laura Macias
Director Information Services

Donald Evans
Director Human Resources

Peggy Ondera
Director Early Learning

Mary Fergus
Director School & Community Relations

Jeffrey Prowell
Director Transportation

John Heiderscheidt
Director School Safety & Culture

Dr. Leatrice Satterwhite
Director Specialized Student Services

Laura Hill
Director Assessment & Accountability

Dr. Trisha Shrode
Director Curriculum & Instruction

BOE Approved
12-18-2017

SCHOOL DISTRICT U-46
355 East Chicago Street, Elgin, IL 60120

BOE Approved
12-18-2017

**2018-2019
School Calendar**

July

M	T	W	TH	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

August

M	T	W	TH	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31 ₁₃

September

M	T	W	TH	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
				18

October

M	T	W	TH	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		20

November

M	T	W	TH	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30 ₁₉

December

M	T	W	TH	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				15

January

M	T	W	TH	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	18

February

M	T	W	TH	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	19

March

M	T	W	TH	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29 ₁₅

April

M	T	W	TH	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			21

May

M	T	W	TH	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31 ₁₅

June

M	T	W	TH	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

AUGUST
New Teacher Orientation Week..... July 30 – August 3
Teachers' Institute DaysAugust 9,10,13,14
First Day of Classes August 15
Pre-School First Day August 22

SEPTEMBER
Labor Day Holiday/Offices Closed September 3
Institute Day/Offices Open September 26

OCTOBER
Columbus Day Holiday/Offices Closed October 8
End of 1st Quarter October 12
Institute Day/Offices Open October 25
Parent/Teacher Conferences/Offices Open October 26

NOVEMBER
End of the 1st Trimester (elementary) November 9
Non-Attendance Day/Offices Open November 21
Thanksgiving Recess November 22-23

DECEMBER
End of First Semester December 21
Winter Recess December 24-January 4

JANUARY
Classes Resume January 7
Martin Luther King, Jr. Holiday/Offices Closed January 21

FEBRUARY
Presidents' Day Observance/Offices Closed February 18
End of the 2nd Trimester (elementary) February 22

MARCH
Kane County Institute Day/Offices Open March 1
End of 3rd Quarter March 15
Spring Recess March 25-29

APRIL
Classes Resume April 1
Spring Holiday/Offices Closed April 19

MAY
Institute Day/School Improvement Day/Offices Open May 3
Last Day for Students
if No "Emergency Days" are used May 22
Institute Day/PD/Offices Open May 23
Institute Day/School Improvement Day May 24
High School Graduations May 25
Memorial Day Holiday/Offices Closed May 27
Last Day for Students
If 5 "Emergency Days" are used May 30
Note: May 23 & 24 for teachers will move to the end of the year if emergency days are used.

Shaded dates indicate days when school is not in session for students

Note: 184 Days for Teacher Attendance Days

Total Instructional Days – 173

1 st Quarter – 40 Days	1 st Trimester – 58 Days
2 nd Quarter – 45 Days	2 nd Trimester – 60 Days
3 rd Quarter – 47 Days	3 rd Trimester – 55 Days
4 th Quarter – 41 Days	

1st Semester 85 days; 2nd Semester 88 days

Adopted by BOE –12-18-2017

School Policies & Procedures

Assemblies

Assemblies are held throughout the school year as part of the school's curriculum. A minimal fee may be charged for some programs.

Cellphones

The use of cellphones will only be allowed before entering or after leaving the building. We ask that parents call the main office instead of their student's personal cellphone for home or personal emergencies; likewise, we ask that students use the main office's phone if they need to contact their parents for an emergency during school hours. Individual teachers have the right to allow cellphone use in their classrooms for things other than phone calls, such as smartphones for interactive classroom participation and the like. Please follow your individual school's cellphone policies for any other cellphone-related matters.

Dress Code

Students' dress and grooming must not disrupt the educational process, interfere with the maintenance of a positive teaching/learning environment, or compromise reasonable standards of health and safety. Specifically, the following is prohibited at school and school-sponsored events:

- a. Clothing which depicts the use of tobacco, alcohol, or illegal substances.
- b. Clothing which depicts graphics or wording with sexual, vulgar, lewd, or indecent meanings or connotations, or clothing which by community standards is indecent for purposes of educational and school activity.
- c. Clothing which identifies one with a gang or with a group whose purpose or effect is to interfere with the operation of the school or school activities or with the safety and security of students and staff.
- d. Coats, jackets, caps, and hats, except when arriving at or departing from school, or attending after-school activities.
- e. Hats, hoods, and other types of head coverings are not allowed unless required for religious reasons.
- f. Clothing with graphics or wording that depicts violence in any form.
- g. Jewelry which is a safety concern will not be allowed.
- h. Students must wear appropriate footwear.

All students must wear clothing that covers the following areas: stomach, chest, and sides, as well as the waist down through upper thigh area on the front and back of the body. Students who do not comply are subject to the Student Code of Conduct. Nothing in this section shall be construed in a manner inconsistent with Board policy or the Student Code of Conduct.

Field Trips

Field trips will be scheduled at various times throughout the year. Parents will be notified of the dates, times, destinations, and costs (if any) of field trips. These excursions are considered to be part of the curriculum, and all students are expected to participate.

Gifts to Staff Members

Student letters to staff members as expressions of gratitude, appreciation, or commendation are always appropriate. However, students and parents/guardians should be discouraged from the frequent presentation of gifts to school and District employees.

Homework

The purpose of homework is to extend or reinforce learning so that class time is more productive and enjoyable. Such assignments should be enriching, applying acquired principles, or be of a specific need.

Makeup Work

Students who have been absent for an extended period will be given an opportunity to make up missed work. Parents should contact the teacher to make such arrangements.

Lost, Stolen, and Found Items

The District is not responsible for lost or stolen items. Personal property brought onto school grounds remains the responsibility of the student. If an item is lost, the school may maintain a "Lost and Found" as a courtesy to students. Items will be retained for a length of time to be determined at the school's discretion, and then will be disposed of if not claimed.

General Rules and Regulations

All schools in District U-46 are subject to the School District U-46 Board of Education policies, which are covered in this document. Students and staff are expected to oblige by Board policy at all times. Initial inquiries regarding school rules and policies should be direct to the school principal.

Attendance

Good attendance supports academic success. The habit of regular and punctual attendance is a quality that will follow a student throughout life.

School district attendance begins with the kindergarten program, which District U-46 operates for children who reach the age of five on or before Sept. 1 of the year in which they would start kindergarten. Children who reach the age 5 after Sept. 1 must wait until September of the following year to enroll in kindergarten. There can be no exception to this cutoff date.

Children entering first grade must be 6 years of age on or before Sept. 1 of the year in which they start first grade.

Absence

Parents/guardians are expected to call their child's school before any absence. Just as concern would be felt if a student did not arrive home after school, the same concern exists if a student does not come to school. In addition to the call, some schools may require notes from home following the student's absence. Parents are asked to follow the individual school policy on this matter.

Tardiness

The principal has the responsibility for monitoring student attendance and potential truancy.



Valid Causes of Absences:

1. Illness;
2. Observance of a religious holiday;
3. Death in the immediate family;
4. Family emergency; or
5. Circumstances which cause reasonable concern to the parent or guardian for the safety or health of the student. The reasonableness of the concern shall be subject to evaluation by the principal or principal's designee, on a case by case basis.

Excused absences are those with a valid cause and which have been reported to the school by a parent or guardian.

Unexcused absences are absences for which there is no legitimate cause, such as truancy.

Truancy is excessive unexcused absences. Chronic truancy refers to a student who is absent without valid cause for 5 percent or more of the previous 180 school days, or approximately nine unexcused absences. Generally, 10 absences and 15 tardies to school are used as a guideline to determine truancy. Known truancy will involve a warning letter to the parents from the principal and a parent conference with the principal. If truancy continues, a referral can be made to a county attendance officer for further action and support.

Extended Absences

In case of an extended absence due to illness, the student's parent or guardian should contact the principal so that arrangements can be made to discuss the student's progress and homework with the classroom teacher. Parents are discouraged from vacation during the school year except for winter break, spring break, and summer vacation. If an extended absence/vacation during the school year is unavoidable, the absence is marked as unexcused.

Request for Early Dismissal

We encourage parents and guardians to schedule student doctor appointments such that they do not conflict with regular school hours. If an appointment must be scheduled during school hours, the parent or guardian must notify the school of the time, the purpose of the appointment and the name of the person who will be picking up the student. The District expects that the person picking up the student will meet the student in the school's main office.

Behavior Expectations

The key to good behavior is self-respect and respecting others. Students are expected to respect the rights of other persons and their property, whether on school property or going to and from school. The following guidelines are to help students understand the expected behavioral standards. We ask that parents and guardians review these expectations with students.

1. Students are expected to be respectful, cooperative, and courteous to all those with whom they associate and to follow school personnel's specific directions.
2. Students are expected to quietly pass through hallways, whether individually or as a group.
3. For safety, running in the hallways is not acceptable.
4. Bullying behavior is to be taken seriously. Bullying may include aggressive or negative gestures, or written, verbal, or physical acts that place another student in reasonable fear or harm. Bullying is also defined as behavior that has the effect of insulting or demeaning any student in such a way as to disrupt or interfere with the school's educational missions or the education of any student, whether in person, in writing, or electronically. The parents of any student found guilty of bullying will be notified and the student will be referred to the building administrator to determine the appropriate intervention strategy to address the behavior.
5. The Board of Education recognizes that technology is a tool for instruction which should facilitate and enhance the District's curricular goals. District staff will provide guidance and instruction to students on the appropriate use of the internet. The District's network is not for public use, and the District reserves the right to log any technology use, to monitor file server space utilization, and to examine user files. Users must recognize that there is no assurance of confidentiality concerning access to transmissions and files. Inappropriate usage, particularly usage that threatens the safety expectations of the school, shall be investigated.
6. Students are expected to use precaution when walking to and from school. We request that all students who walk and/or travel by bike do so directly to and from school, do not talk to strangers, cross all streets carefully and at crosswalks, follow requests of crossing guards and patrols, respect private property, and maintain good behavior. When riding a school bus, students are expected to:
 - a. Be respectful of the bus driver at all times;
 - b. Wait until the bus has come to a complete stop before attempting to enter or exit;
 - c. Only enter and exit the bus using the front door;
 - d. Board the bus only when the bus driver, coach, or teacher is present;
 - e. Sit three to a seat when necessary;
 - f. Sit in seats only and do not block the bus entryway or aisle;
 - g. Remain seated while the bus is in motion;
 - h. Leave windows and doors closed unless given specific instruction by the bus driver;
 - i. Keep hands, arms, and head inside the bus at all times;
 - j. Not throw objects inside or outside the bus;
 - k. Not distract the bus driver via loud noises;
 - l. In the case of an emergency, remain calm and inside the bus until given instructions by the bus driver;
 - m. Refrain from eating and drinking while on the bus;
 - n. And conduct themselves in the same manner as they would on school grounds. In the case of misbehavior, the District's Transportation Department may issue a behavior referral (pink slip) to the student, to be signed by the parent before the student is allowed to ride the bus again. Continuing problems will be resolved by the school principal.
7. When on the playground, students are to be careful while running, avoid pushing, shoving, and throwing harmful objects.
8. During meal times, students are expected to remain in their seats and show respect to all lunchroom supervisors and each other. We expect our students to follow proper table manners and courtesies. Food should not be removed from the lunchroom. Students are responsible for cleaning their own eating area.

Parental Involvement

There are many opportunities for parental involvement in U-46. Some parents serve as room representatives and classroom volunteers, while others sit on the District-wide committees. Each building principal is familiar with the range of activities available to parents/guardians of U-46 students.

Citizens' Advisory Council

For more than 50 years, the Citizens' Advisory Council (CAC) has served as an advisory group to the Board of Education (BOE). Each school is represented by up to seven parents/citizens who attend monthly meetings, usually held in the library at Elgin High School. The CAC committees work throughout the school year to support the District's Strategic Plan. Reports are sent to the BOE for consideration each spring.

District-Wide Committees

Throughout the school year, parents are included in advisory committees. If you are available and interested in participating, please call the School & Community Relations office, 847-888-5000, ext. 5003.

Parent Groups (PTO)

Each school has a parent group. Most parent groups in U-46 are Parent-Teacher Organizations (PTOs). Parents serve as officers on the PTO Board along with the building principal and teacher representatives. The PTO provides resources to the school by organizing volunteers for events, programs, and activities. PTOs also present fundraising events and enrichment programs. Check with the building principal to learn more about the PTO activities at the school.

District Communications

The School & Community Relations office produces and oversees multimedia communications including:

- The District U-46 Website, www.u-46.org
- A bilingual parent e-newsletter
- The District U-46 Facebook and Twitter accounts.
Our Facebook page is a great place to locate accurate and updated information.
- Videos on District-wide initiatives and programs.
Visit our YouTube channel.
- The District U-46 mobile app, which offers students, parents, and community members direct links to our District and schools' websites, highlighted top stories, calendars, lunch menus, and more. Just search for U-46 in your device's app store.
- District-wide emails and texts.

- Let's Talk! is an open invitation from District U-46 to tell us what's on your mind. This tool, located on the District's homepage, invites parents, students, staff, and community members to submit questions and comments that are routed to the appropriate team members who will receive automatic notifications and reminders. Let's Talk! offers tools that allow the District to measure the timelines and satisfaction of our responses from each District department. We will extend Let's Talk! to all of our schools during the 2018-19 school year.

Grade and Progress Reports

Individual parent-teacher conferences are scheduled at least once during the school year. The conference is arranged to provide an opportunity for parents and teachers to discuss a child's academic progress. Additional conferences may be scheduled as needed. The goal of the conference is to establish a positive step toward knowing and understanding a child more thoroughly so that the instructional program will better serve the student. Courtesy is expected concerning scheduled conferences. Once a conference is scheduled, it is expected that every effort will be made to meet at the scheduled time.

Notes From Parents

Messages from parents are always welcome. We recommend talking to your child's teacher(s) about their preferred form of communication. Printed notes must be sealed in an envelope and properly labeled to ensure delivery to the intended person.

Visitation

The District and each school provide a variety of activities for students, parents, and community interaction, and visitation of schools is encouraged during these times. For individual visits, however, arrangements must be made with the principal in advance. Illinois State Law requires that all visitors report to the office upon entering the building.

Communication Guidelines for Parents

The Communication Guidelines handbook offers parents and guardians a starting point for questions and other information and is available on the District's website.

U-46 Radio Station

District U-46 broadcasts student-produced content on its radio station, WEPS 88.9 FM. Student broadcasts include a variety of shows from school news, sports, musical, speech performances, and entertainment. WEPS broadcasts weekdays from 7 a.m. to 8 a.m. and 7 p.m. to 8 p.m. and airs through Wisconsin Public Radio (WPR).

Emergency Communications

School Day Cancellations

Certain weather or emergency situations may require the District to cancel a school day. The decision is made as early in the day as possible and only applies to the day in question. As soon as the decision is made, the notice will be posted on the District website, all social media accounts, the U-46 app, and sent to parents through the rapid notification system via email, text and voice calls. Parents are requested to listen carefully to local news stations during periods of extremely inclement weather. We ask that parents refrain from calling the school during these times so that phone lines may stay open for emergency communications.

Closings, Dismissals, Lockdowns, and Drills

If it should become necessary to dismiss students early, a parent or designated person will be contacted before a student is allowed to leave. An emergency message will be sent to families of students if immediate actions are required. Please note that if a student has a cellphone, it is quite possible that he/she may text a parent before the school or District can send out a mass notification email or phone call as that is the reality of an emergency situation and modern technology. The District will always aim to send accurate and timely information.

It is each parent/guardian's responsibility to be sure that your phone numbers and email addresses are current and up-to-date in the student information system, which is called Infinite Campus. It can be located through the student online portal and on the homepage of the District and individual school websites.

Emergency Procedure Glossary

- Evacuation: a fire drill and initiated when a hazard inside the building requires relocating outside of the school building.
- Severe weather: a tornado drill and initiated when the weather requires relocating within the building.
- Secure building: As a precaution, we stay inside the building for any situation outside of the school that may be hazardous to students.
- Hold in place: This procedure is used to have everyone inside and outside stay in place while an incident such as a medical emergency is managed.
- Lockdown: This is initiated when there is an active threat inside the school building.

Each school conducts annual drills with the local police and fire departments. These drills include fire drills, tornado drills, lockdown drills, and bus safety drills.

Infinite Campus Emergency Contacts

- Allergies or health-related concerns
- New telephone numbers
- Parents' change of employment
- Change of babysitter or daycare arrangements
- The designation of new individuals to contact if a parent/guardian cannot be immediately reached in an emergency



Health Requirements

Health Concerns

A school nurse is available at each building to help parents and students. Please feel free to contact the school's nurse regarding health requirements or programs.

Keeping Children Well

Good nutrition, proper rest, exercise, and safe environments support a child's good health.

Illness at School

Parents are asked to carefully check their children each morning to make sure they have no signs of illness. If a child has symptoms such as fever, nausea, rash, severe cough, or a headache, the child should remain at home until the symptoms subside and he or she has received medical treatment. Parents will be contacted if a child becomes ill at school. Children cannot be sent home alone.

Communicable Diseases

Due to the contagious nature of many childhood illnesses, parents are asked to report to the school immediately if a child develops any of the following illnesses or conditions:

- Chickenpox
- Pertussis
- Diphtheria
- Tetanus
- Mumps
- Strep throat
- Scarlet fever
- Measles
- Hepatitis
- Salmonella
- Meningitis
- MRSA (methyl-resistant staphylococcus aureus)
- Rotavirus
- Mononucleosis

Lice (Pediculosis)

While head lice do not pose a public health threat (as they do not spread disease), it is still imperative that parents observe their children's behavior, such as scratching, and check their children's hair. Please remind children not to share combs, barrettes, hats, etc. with other students. Research has shown that mass screenings are not effective, so the school nurse will no longer screen an entire classroom. If a child does have lice, please keep him or her at home, and notify your school immediately. Additional information about lice can be found at www.identifyus.com and www.cdc.gov/lice/head/treatment.html

First-Aid

Minor first aid is given to students injured during school hours and on school property. Parents will be notified of more severe incidents, such as head injuries. In case of an emergency,

parents and paramedics are notified to evaluate the situation further.

Medication at School

Students should receive medications at home under parental supervision. If medication must be administered during school hours:

- A "School Medication Permission and Instruction" form (which can be found on the Health Office's website, <https://www.u-46.org/Domain/6446>), signed by both the parent/guardian and the child's medical doctor, is required. Medication must be brought to the school by an adult and in the original pharmacy-labeled packaging. Medication is defined as prescription and non-prescription drugs.
- Additional medication supplies must be provided by the parent/guardian, including inhaler spacer bars, pull cutters, pull crushers, and any measuring devices.
- If a child requires any prescribed medication other than rescue medication during a school field trip, the parent must contact the teacher well in advance of the trip.
- Please contact your school nurse for more information.

Other Medical Needs

Children with additional or extensive medical needs such as oxygen use, 1:1 private duty nurses, etc., must contact the Health Services supervisor as soon as the situation arises so appropriate accommodations can be made.

Health Guidelines for School Attendance

There are two important factors to consider when deciding to keep your child home from school:

1. Your child's susceptibility to other infections;
2. The possibility that he or she may spread the illness to others.

The following is a list of illnesses and conditions that require a student to stay home from school and remain home until the illness or condition has passed for 24 hours:

- Oral temperature of 100 degrees or above;
- vomiting;
- diarrhea;
- rashes;
- cold or flu;
- strep throat;
- conjunctivitis (pink eye);
- head lice; and
- scabies

Classroom Food/Treats

Food or treats being brought into the classroom must be purchased and prepackaged with a clear list of ingredients. Non-food treats are recommended as allergy-safe alternatives, such as school supplies, paper crafts, etc.

Physical Examinations and Immunizations

Illinois State Law requires physical examinations by an Illinois licensed physician and up-to-date immunizations for every student within one year before the date of first entering an Illinois school, and at pre-school entry, kindergarten, sixth grade, and ninth grade. Each physical examination must include screening for diabetes. Ungraded special education students must have a physical examination at ages 5, 10, and 14.

A written record of physical examination, including the exact dates of immunizations/boosters, is required on or before the first day of school or at the time of registration if starting school after the first day. Out-of-state students new to the District will be allowed two weeks to meet these requirements.

Vision & Hearing Screening

All children in grades preschool, kindergarten, second grade and special education, as well as students new to the district and those referred by a teacher, must be screened on an annual basis. Screenings will be completed by either a vision or hearing tech or a nurse trained and certified by the State of Illinois for vision and hearing screening.

Vision Exam Requirements

All kindergarteners or students enrolling in Illinois schools for the first time are required to have an eye exam by an optometrist or licensed eye doctor submitted by Oct. 15 of the school year. The eye exam must be completed within one year before the first day that the child enters school. The parent of any child who is unable to obtain an eye exam must submit a waiver form to the school.

Dental Requirements

A completed dental examination form is required for children in kindergarten, second grade, and sixth grade.

Religious Objections

Parents/guardians who object to health requirements, which include physical exams, immunizations, dental, and vision exams, are required to submit a state religious objection form with physician and parent/guardian signatures.



Health Requirements by Grade

Preschool or Early Childhood	Physical exam	Dated after 8/16/2017. Must include diabetes screening/BMI, health history, and parent signature.
	DPT	Four doses
	Polio (IPV)	Three doses
	H1b	One dose after 15 months old, or completed series by 12 months
	MMR	One dose after 12 months
	Varicella	One dose after 12 months
	Hepatitis B	Three doses (third dose after six months)
	Pneumococcal	Primary series, or proof of one dose after 24 mos.
	Lead screening/testing	Testing required for students residing in the 60120 zip code
Mantoux test for Tuberculosis	Recommended	
Kindergarten or an Illinois school for the first time	Physical exam	Dated after 8/16/2017. Must include diabetes screening/BMI, health history, and parent signature.
	DPT	Four doses (last one after 4th birthday)
	Polio (IPV)	Four doses (last one after 4th birthday)
	MMR	Two doses after 12 months
	Varicella	Two doses after 12 months
	Lead screening/testing	Testing required for students residing in the 60120 zip code
	Mantoux test for Tuberculosis	Recommended
	Vision Exam	Completed by optometrist, ophthalmologist, or physician who provides complete eye exams, due by Oct. 15
Dental Exam	Completed by a licensed dentist, due by May 15	
Second Grade	Dental Exam	Completed by a licensed dentist, due by May 15
Sixth Grade	Physical Exam	Dated after 8/16/2017. Must include diabetes screening/BMI, health history, and parent signature.
	Tdap	One dose after age 7
	MMR	Two doses after 12 months
	Varicella	Two doses after 12 months
	Meningococcal	Proof of having received one dose on or after the 11th birthday
	Hepatitis B	Three doses
	Mantoux test for Tuberculosis	Recommended
	Dental Exam	Completed by a licensed dentist, due by May 15

Programs & Services

English Language Learners Program

School District U-46 operates the second largest English Language Learners (ELL) programs in Illinois. We welcome all families to our learning community. Children from more than 100 language backgrounds are represented in our classrooms. We provide services to meet the linguistic and academic profile of children whose native language is not English.

The instructional core for students participating in the ELL program reflects the same instructional core and high expectations of the general education program within the language proficiency and academic components for English Learners. The comprehensive instructional program supports student achievement and intentionally recognizes the use of the students' primary language and cultural background to develop a school culture in which all students feel included.

80:20 Dual Language Program Model

The U-46 Dual Language Program mirrors and honors the linguistic and cultural diversity of our learning community. In our 80:20 Dual Language Program Model design, students learn school subjects through both English and Spanish instruction. Students are able to develop high levels of academic and language proficiency in their first and second languages.

The curricula implemented in the dual language classrooms are School District U-46's adopted curricula and are taught through scaffolding and interactive approaches, which ensure that children learn the academic content while developing their first and second languages.

Interpreters

Communication between the parents and teachers is very important. Collaboration among parents and school staff helps children be successful in school. Sometimes language differences interfere with communication between the school and parents. District U-46 is interested in having clear communication with our parents.

Parents and students who speak a language other than English have the right to request an interpreter to help with communication at any required school meeting. The parent/student may choose to bring an interpreter to assist them, or they may ask the school to provide an interpreter.

If you need an interpreter, please call the school when you receive a request from the school or school personnel to attend a meeting. Please ask for an interpreter at least three

days before the meeting date so that school personnel has time to find an interpreter. If the school is not informed three days in advance, the meeting may be rescheduled for an interpreter to be identified. If you have questions, please contact the principal at your child's school.

Gifted Education Continuum of Services

The District defines gifted students as those who perform, or who show the potential to perform, at remarkably high levels of accomplishment when compared with students of their comparable age, experience, or environment. These students exhibit high-performance capacity in intellectual ability, creativity, and a specific academic field. Gifted students are identified in all racial, ethnic, and disability groups and within all socioeconomic stratum. They require specialized instruction, services, and activities not ordinarily provided by the general education program to maximize the academic, social, and emotional pursuits.

Students are identified for placement in these programs by the Office of Gifted Education, except for the middle school accelerated mathematics placement, which is done at each middle school independently. Universal screening on the Cognitive Abilities Test (CogAT) at second grade, and for IGNITE and DL IGNITE at sixth grade, and for middle school School Within A School (SWAS), allows all students equitable access to the identification process.

Universal screening under the identification process measures students' abilities and potential as opposed to traditional assessments which measure achievement. The CogAT is a quantitative screener useful in identifying a talent pool that may not surface through achievement measures. Subjective information is collected through the Teacher Inventory of Learning Strengths, and observation checklist. Additional information is gathered from MAP assessments. Recommendations from teachers and principals are used to supplement objective test data for traditionally underrepresented students. The Gifted Office considers second grade CogAT and third grade MAP scores for fourth grade placement and sixth grade CogAT and MAP scores for middle school gifted placement.

The process used to identify children who may need some modification of regular education begins with a letter distributed to all parents of third grade students. Then all students will be invited to take the CogAT, which will be used as a data point in the identification process. A teacher inventory of learning strengths will be distributed to third and sixth grade teachers for input. Qualified students will be invited for participation in the IGNITE program.

Grades 2 and 3

Access to Inquiry and Meaning (AIM) is a talent development program designed to provide enrichment opportunities for the development of student potential in students from underrepresented populations. Intervention is provided at select Title 1 schools.

Grades 4-6

IGNITE (Inquiry and Gifted Network for Ingenuity Talent and Exploration) is a school-within-a-school program for students who demonstrate achievement or specific academic aptitude in the areas of mathematics and English language arts and perform beyond the norm for their age group. Based on the home school, students are assigned to one of six sites: Clinton, Creekside, Glenbrook, Horizon, Sunnysdale, or Sycamore Trails elementary schools. There is also a Dual Language IGNITE at Ronald D. O'Neal and Ridge Circle elementary schools.

Middle School

Gifted programming for students with high achievement and aptitude in English language arts is provided in an interdisciplinary model in Language Arts, Science, and Social Studies. Students receive gifted services at their neighborhood middle school. All eight middle schools house gifted programming.

Home/Hospital Tutoring

Any student with health or physical impairment that will cause an absence from school for more than 10 school days is eligible to receive home and hospital tutoring. A written statement from a licensed medical examiner must verify the health or physical impairment. In conjunction with the medical examiner, school personnel will determine if the student can educationally benefit from such a program. Parents should contact their local school for a medical certification form and have it completed by their physician. For additional information, please call the Specialized Student Services office at 847-888-5000 ext. 5335 or 5334.

Special Education & Related Services

A teacher, parent, physician, or another concerned person may refer a student for consideration of special education evaluation. Referrals are received at a building level by the service team to determine the appropriateness of the referral. Parents are always notified of the service team's determination of a possible case study evaluation.

All students evaluated and found eligible for specialized needs services have the right to receive such services as are indicated in the student's Individualized Education Plan (IEP). Those found eligible for specialized needs services will have access to all program and services available to all students. The District provides comprehensive program and services for students with disabilities ages 3 to 21.

As a parent's right, a representative (any individual whom the parent wants to include) has the right to participate in any IEP meeting. However, the parent must notify the principal and special education administrator of additional participants

before the date of the meeting. Parents are provided with their procedural safeguards annually and upon request.

Special Education Transportation

The Transportation Department is dedicated to meeting the needs of all students. Appropriate equipment is used, and drivers receive training and instructions for working with students with disabilities.

For safe and efficient transportation, please do the following

- Have student ready for pick up before scheduled bus arrival;
- Adhere to the use of any safety equipment necessary for student's safety while being transported;
- If the student is absent from school, call the Transportation Department before 7 a.m. at 847-888-5095. This number is available 24 hours a day. Please leave a message when office staff is not available.
- After three consecutive days of absences without any parent contact to the Transportation Department, bus service may be interrupted. To resume services, parents must contact the Transportation Department.
- Any request for change of pickup or drop-off location must be cleared through the Transportation Department with a three-day notice.
- When deemed necessary due to age or physical disability, parents must accompany their child to and from the bus. Parents will place their child in the seat and fasten the seat belt. If the parent or their designee fails to meet the bus at the end of the school day, the Transportation Department will return the child to school or the local police station. DCFS may be notified if there are repeated offenses.
- A minimum of three days will be necessary to arrange transportation for each new student entering during the year.

School Social Work Services

School social workers support teachers, parents, and students to address social, emotional, and behavioral concerns that may impact learning.

Related Services

Speech & Language Therapy, Occupational & Physical Therapy, Hearing & Vision Services, and Adaptive Physical Education are some of the related services that may be provided as deemed necessary by the IEP team.

Medicaid Fee for Services

Medicaid reimbursement is a source of federal funds approved by Congress to help school districts maintain and improve special education services. If Medicaid eligible, therapy and diagnostic services provided to children are partially reimbursable. Unless the parent/guardian objects in writing, District U-46 will claim Medicaid reimbursement for services provided. These claims will have no impact on the family's ability to receive Medicaid funding either now or in the future.

If a parent does not wish to release information related to Medicaid claims for your child, please contact the Specialized Student Services Office at 847-888-5000 ext. 5065.

Project Access

When families are in temporary living situations and don't have a permanent residence, it is frequently difficult for students to enroll and attend school and to take advantage of all school programs. Under the federal McKinney-Vento Homeless Assistance Act, all school districts must have in place a liaison for homeless children and youth. District U-46's Project Access has liaisons in place who can assist families living in temporary housing situations to enroll and attend school, paving the way for a better chance for academic success. To remove educational barriers for homeless children and youth, Project Access liaisons can assist with:

1. Immediate school enrollment and full participation in all school activities for eligible children, even when records normally required for enrollment are not available;
2. Ensuring the rights of children and youth experiencing homelessness to remain in their school of origin when feasible and in the child's best interest to do so;

3. Transportation to and from school;
4. Access to programs and services, including special education services, preschool services, free school meals, Title I services, services for English Language Learners, vocational/technical education, gifted and talented services;
5. Ensuring the rights and protections specifically for unaccompanied youth (youth who are not in the physical custody of a parent or guardian) who are experiencing homelessness, including allowing them to be immediately enrolled without proof of guardianship;
6. Informing the student/family as to the right to dispute an enrollment decision and for a child or youth to be admitted to the school in which enrollment is sought, pending the resolution of the dispute.

If you or someone you know are in need of assistance from Project Access, please contact our department at 847-888-5000 ext. 6765 or ext. 6768.



School Meals

The goal of the District U-46 Food & Nutrition Services Department is to provide students with healthy meals each day. The following policies ensure our compliance with the USDA Child Nutrition Program.

Full Pay Students

Many students will pay for meals at the District's published standard rate each day. A student will be allowed to charge a maximum of six meals to his or her account. Once a student has charged those six meals, the student will not be allowed to charge additional meals or a la carte items. However, the student will be offered an alternate meal.

Free Meal Benefit

Students who qualify to receive free meals will be allowed to receive one free breakfast and one free lunch each school day. A la carte items must be paid for at the time of purchase.

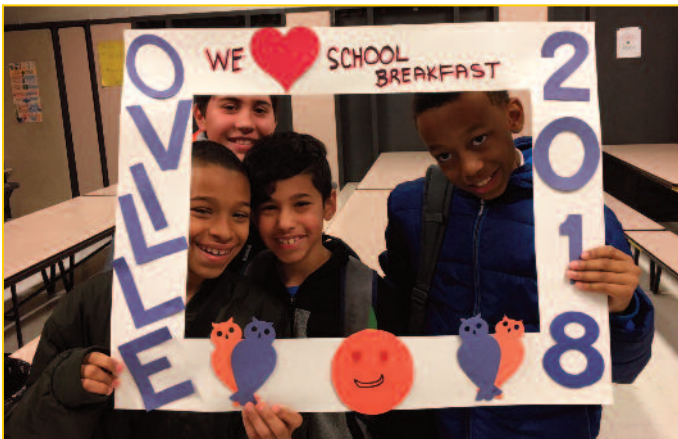
Reduced Meal Benefit

Students who qualify to receive reduced meals will be allowed to receive one breakfast for 30 cents and one lunch for 40 cents each day. A student will be allowed to charge up to six meals to his or her account. Once a student has charged those six meals, the student will not be allowed to charge additional meals or a la carte items. However, the student will be offered an alternate meal.

Parents/guardians are responsible for meal payment to the food service program. Notices of low or deficit balances will be sent to parents/guardians at regular intervals throughout the school year. Checks must be made payable to the student's school.

All school cafeterias possess computerized register systems that maintain records of all monies deposited and spent for each student. Said records are available by setting up an account at www.mypaymentsplus.com or by speaking with the cafeteria manager.

Payments for school breakfast and lunch are expected at the time the meal order is submitted. If your child forgets his or her meal from home or forgets to turn in a menu and you cannot bring a meal to school, we will ensure that your child does not go hungry at school and provide an alternate meal. This is not meant to be a substitute for a regular meal and will only be allowed for two days. Payments can be made online at www.mypaymentsplus.com.



Rights & Responsibilities

Student Rights

1. Attend scheduled classes, participate in authorized school functions, and utilize school facilities for approved purposes as outlined by the Illinois State Code.
2. Be a functioning pupil regardless of social, emotional, or physical capacity.
3. Dress and groom according to personal preference consistent with the Board of Education policy.
4. Expect reasonable requests from teachers & administrators.
5. Expect others to be honest in both academic and school-related affairs.
6. Expect to be safely transported to and from school when such transportation is provided.
7. Be informed of academic requirements.
8. Be informed of those school and classroom procedures established to protect the well-being of the student body.
9. Appeal any suspension and have adult representation as directed by the state code.
10. Freedom of expression, assembly, petition, and dissemination of information provided it does not disrupt the educational process or infringe on the rights of others.
11. Expect that every precaution will be taken to ensure the confidentiality of their school records.
12. Expect adequate provisions for the storage of educationally necessary personal and academic materials.
13. Protection from physical and verbal abuse by school personnel and other students.
14. Be disciplined or reprimanded in private, if possible.

Student Responsibilities

1. Know and abide by local, state, and federal laws which would lead to suspension or expulsion, such as:
 - a. Inappropriate operation of all motor vehicles.
 - b. Trespassing on school grounds or in a building. A student will be considered trespassing if they are not enrolled or have been suspended from the particular school.
 - c. Theft, arson, assault and battery, destruction of property, and gambling.
 - d. Threats of harm to persons or property, or by speech or action including to immediate violence.
 - e. Possession of weapons.
 - f. Knowingly making a false fire alarm or other false or disruptive rumor or report.
 - g. The sale, distribution, possession of, or use of illegal substances while on school premises or at school affairs.

2. Know and abide by school regulations which could lead to suspension or expulsion, such as:
 - a. Disrupting the learning environment or interfering with the peaceful rights of others.
 - b. Being absent or tardy to assigned school activities.
 - c. Dressing and grooming in a manner disruptive to the educational process or violation of health and safety rules.
 - d. Non-compliance with reasonable directions or requests from members of the staff in the performance of their duties while on school premises or at related affairs off school premises.
 - e. Engaging in incidents of verbal intimidation or threatening action.
 - f. Being dishonest regarding school affairs.
 - g. Behavior on school buses which endangers personal safety.
 - h. Utilizing school storage facilities such as lockers for substances other than clothing and educational materials.
 - i. Smoking on school grounds or at school-related affairs.

Administrator Rights

1. Make a professional interpretation of stated rules and regulations.
2. Receive the support of all school employees in the implementation of District and school regulations.
3. Suspend, recommend for expulsion, and refer to civil authority any students involved in cases of flagrant and continuing misconduct.

Administrator Responsibilities

1. Execute school board policy & administrative rules & regulations.
2. Treat students, parents, teachers, and citizens with respect due them as individuals and with sensitivity to their differences in ethnic and social backgrounds.
3. Maintain an atmosphere which is conducive to educational development and individual growth.
4. Inform parents of consistent or serious student misconduct and when disciplinary actions are taken.
5. Consider disciplinary referrals made by any certified or classified employee.
6. Maintain confidentiality in all matters relating to student records whenever possible.

Teacher Rights

1. Expect students to maintain an acceptable standard of behavior in classrooms.
2. Expect cooperation from the administration in establishing and maintaining a school atmosphere conducive to learning.
3. Assume, in the school or at school-sponsored activities, the same authority granted to a parent or guardian.

Teacher Responsibilities

1. Maintain a school atmosphere conducive to learning.
2. Reprimand or discipline students in an appropriate manner.
3. Maintain a reasonable standard of behavior throughout the school facility.
4. Keep accurate attendance records.
5. Make written discipline referrals to the administration.
6. Enforce the rules and regulations of the district and school.
7. Education is a cooperative function between the home, school, and community. Parental involvement is necessary if the school is to reflect the desires and hopes of its community accurately.

Parents and Guardians Rights

1. Expect a classroom atmosphere that permits meaningful learning to take place.
2. Assume that a student will not be exposed to physical or verbal abuse.
3. Expect that the disruptive actions of a few will not interfere with the total educational process.
4. Be informed of behavior on the part of their child which is jeopardizing their own or a fellow student's opportunity to learn.
5. Be informed of any disciplinary action taken as the result of severe or continuing infractions, and the right to appeal such action.
6. Assume the school staff will meet with them at a mutually agreed upon time to discuss pertinent matters.
7. Expect every precaution will be taken for complete confidentiality in matters regarding their child whenever possible.

Parents and Guardians Responsibilities

1. Understand that the state law requires every parent to care for and properly train, educate, discipline, and control their child.
2. Accept that the teacher can assume in the school the same authority granted the parent or guardian.
3. Be available, at a mutually agreed upon time, to confer with school authorities concerning their child.
4. Direct their concerns regarding the education of their child to the professional most directly involved. As constructive dialogue stimulates progress, it is welcomed by the school personnel.
5. Be financially responsible for any damage to personal or school property committed by their child.



Title IX and Sex Equity Grievance Procedure

Policy Statement

Title IX prohibits any person, on the basis of gender, from being excluded from the participation in, being denied the benefit of, or being subjected to discrimination under any education program or activity receiving, federal financial assistance, except as limited by law.

The State Gender Equity provisions are applicable to all public school districts. They prohibit any person, on the basis of gender; from being excluded from the participation in, being denied the benefit of, or being subjected to discrimination under any education program or activity.

Consistent with Title IX and the State Gender Equity provisions, it is the policy of District U-46 to prohibit any person from being excluded from the participation in, being denied the benefit of, or being subjected to discrimination under any education program or activity on the basis of gender. No student shall, based on gender, be denied equal access to programs, activities, services or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities.

Any student may file a sex equity complaint by using the Uniform Grievance Procedure. A student may appeal the School Board's resolution of the complaint to the Regional Superintendent of Schools and, thereafter, to the State Superintendent of Education.

Complaints or Questions

A grievant who wishes to present a complaint under these procedures shall contact the District Non-Discrimination Coordinator (the coordinator). This includes questions and concerns about the Title IX and State Sex Equity provisions. School employees who receive questions or concerns about sex discrimination in violation of Title IX or State Sex Equity provisions are expected to refer the person raising the questions or concerns to the Coordinator.

A. The U-46 Non-Discrimination Coordinator is the chief legal officer, who can be contacted at the District U-46 Administrative Office, 355 East Chicago St., Elgin, IL 60120, or by calling 847-888-5000 ext. 5305.

B. Within seven calendar days of receipt of any inquiry, the coordinator shall send a copy of this policy and grievance procedure and grievance form to the inquiring individual, unless the inquiry is withdrawn. The coordinator shall also assist the inquiring individual concerning the preparation,

processing, and appealing of grievances and will provide all necessary forms for grievances and appeals. Grievances shall be filed no later than 90 days of the alleged occurrence.

C. Upon receipt of a written grievance, the coordinator shall promptly investigate the nature and validity of the grievance with the involvement of appropriate District personnel and others, as necessary and appropriate. The coordinator may seek advice from related state agencies or legal counsel. Within 15 calendar days of receipt of a written grievance, the coordinator will send written notice to the grievant and the charged party of receipt of the grievance and information on to contact the coordinator to obtain information about the investigation and of any information needed from the grievant or charged party. During the investigation, all relevant evidence will be considered, and the parties will have the opportunity to respond to the evidence submitted.

D. The District will ensure that the investigation is impartial. The coordinator, superintendent or CEO, or Board of Education, as necessary and appropriate, will appoint impartial persons to conduct a grievance investigation. Parties and witnesses may not be involved in the investigation or any decision regarding a grievance.

E. Confidentiality will be observed in the grievance process. Harassment of, or retaliation against, a grievant will not be tolerated. The District will take appropriate action regarding such Harassment.

F. As soon as reasonably possible, but not more than 60 calendar days after receiving the grievance, the coordinator shall render a written decision. Included in the decision will be a reminder of the steps for further appeal. Copies of the written decision shall go to the grievant, person charged, and the Assistant Superintendents for Elementary Schools. In extraordinary circumstances, the decision may be rendered in more than 60 calendar days, but an explanation shall be given within the initial 60 days to the persons entitled to receive a copy of the decision informing them of the reasons for, and the amount of, the additional time. The District will ensure that any actions required of the District by the decision are implemented.

Appeal Process

A. If either the complainant or the party charged is not satisfied with the decision rendered by the coordinator, the decision may be appealed within 15 calendar days to the CEO/Superintendent by submitting a written appeal to the CEO/Superintendent, addressed to the Office of the CEO or Superintendent. The appeal must be received by the CEO/Superintendent within 15 calendar days after the dissatisfied party receives the written decision from the Non-Discrimination Coordinator. Copies of the grievance, all evidence, and the coordinator's decision shall be forwarded by the Non-Discrimination Coordinator to the CEO/Superintendent. The CEO/Superintendent shall review all of the documents above and shall render a written decision within 15 calendar days of the receipt of the appeal and send copies to the grievant and charged party. The District will ensure that the appeal decision is impartial. The CEO/Superintendent, or Board of Education, as necessary and appropriate, will appoint impartial persons to make the appeal decisions. Parties and witnesses may not be decision makers in the appeal process.

B. If either the grievant or the party charged is dissatisfied with the CEO/Superintendent's decision, an appeal may be made first to the superintendent of the Regional Office of Education and, finally, to the State Superintendent of Schools. Appeal outside the District should be made in a timely fashion. Parties interested in filing appeals outside the District may receive information and assistance from the Coordinator.



Assessment Records

In U-46, we believe that assessment is an extension of the learning process for students, parents, and educators, and provides additional information within a curriculum to better support the academic progress of students.

On December 10, 2015, the Every Student Succeeds Act (ESSA) was approved as the reauthorization of the Elementary and Secondary Education Act (ESEA), which is our nation's education law. According to ESSA, children in grades three through eight are required to participate in an Illinois state accountability assessment. Students are assessed annually in English language arts and mathematics with questions that contain extended tasks and writing exercises which are important for measuring students' critical thinking and concept mastery. The results of the exam are used to determine whether schools and districts are preparing students to meet college and career readiness expectations. In Illinois, those expectations are aligned to the Illinois Learning Standards. Results from this exam for buildings and districts can be found on the U-46 report card page, <https://www.u-46.org/Page/6758>.

For the past four years, PARCC has been the Illinois state accountability assessment. This may change for the school year 2018-19. Your school will be informing you of the final assessment vendor selection and the exact name of this assessment. Per the Illinois State Board of Education, the goals for the assessment are:

- Results will be returned more quickly, providing teachers with time to adjust instruction;
- Results will provide a model that informs educators how much growth a student makes within a year's time;
- More languages will be available to increase accessibility and allow all students to demonstrate their true level of mastery;
- Full online assessment to support equity of access to rigorous instruction and return results faster;
- Transition to a computer-adaptive format, meaning the test items become more or less advanced depending on the student's performance as they progress through, so we know not just whether students meet the standards for their grade level but the upper and lower boundaries of their mastery.

At the fifth grade level, students have an additional opportunity to demonstrate what they know and have learned as it pertains to science. In the spring, Illinois requires these students to take the Illinois Science Assessment (ISA) which aligns with the Illinois Learning Standards for Science incorporating the Next Generation Science Standards (NGSS).

The science standards, on which fifth grade students are learning and are assessed, are earth and space science, engineering, technology, and applications of science, life science, and physical science.

The state also requires that students who have a non-English background or speak a language other than English be assessed to ensure that they are placed in the right educational program to meet their needs. When students with a non-English background first enter the U-46, they are screened to determine their English academic proficiency, using one of the prescribed screening measurements. These assessments measure how well the child speaks, listens, reads, and writes in English depending on the grade level. Based on the results, students are recommended for the English Language Learners (ELL) program or the general education program. Parents have the right to accept or refuse placement recommendations. The program options for students who qualify and accept ELL services include:

- Dual Language program for eligible students who have a Spanish language background, with the goal of developing bilingual and biliterate students;
- Transitional Bilingual Education (TBE) for eligible students of the same high-incidence language; and
- Transitional program of Instruction/ESL for eligible students from low-incidence language backgrounds.

Any child who qualifies for ELL services must take the yearly ACCESS test, which measures the student's academic English language progress in the areas of speaking, listening, reading, and writing. This test is given in January and February and must be administered to all qualifying students, even if services have been refused and they are in the general education program. Students continue taking the test annually until they meet the proficiency score established by law.

The District has also chosen several assessments to measure student progress. Students in grades second through eighth and some identified students in high school take the Measure of Academic Progress (MAP) assessment. This test is used to determine if any individual child is making progress or growing academically. This test is computer-adaptive which means that the test is unique for each student. A student gets a question; if they answer the question correctly, the next question is harder. If they answer incorrectly, the next question is easier, and so forth until the computer determines a student's instructional level. Students take the reading and mathematics assessments. The MAP can be given up to three times per year. The results of these tests are used to help teachers guide instruction for the students who are in their classroom.

All students in grades second and sixth take the Cognitive Abilities Test (CogAT). This test measures a student's ability to reason with words (verbal battery), quantitative concepts (quantitative battery), and spatial/figural drawings (nonverbal battery). The primary purpose of CogAT is to assess student's reasoning and problem-solving skills. This provides a valid and reliable method of screening students for accelerated programs.

For students in pre-k through second grade, the District has adopted a variety of assessments which are used to determine a child's reading progress. Many of these assessments are one-to-one with the teacher and student. They are typically given two to three times per year. In conjunction with the pre-k through second grade assessments, the District screens all incoming kindergarten students.

Kindergarten students will participate in the Kindergarten Individual Development Survey (KIDS) observation assessment system used to inform curriculum. Teachers use the KIDS instrument to observe, document, and reflect on students' learning, development, and progress. These school readiness data are collected in several different areas which include language and literacy development, cognitive mathematics development, social-emotional development, and approaches to learning.

Due to the District's Dual Language program goals of biliteracy, students enrolled in the One-Way and Two-Way Dual Language Program will also be assessed in Spanish. This assessment begins in kindergarten and will continue through eighth grade. There are also a variety of assessments in Spanish that are used within the District to determine a child's reading progress.

SUPERA is an assessment used within the District to determine achievement in reading and mathematics in Spanish for students in second through eighth grades. The results of this test are used to inform teachers of students content knowledge in Spanish to guide instruction within the classroom. This test is given in October.



Student Records

Access to Records

Parents and their children are guaranteed access to student school records maintained by the school system, except parents who have an order of protection restricting access to student records. Parents or students desiring to see student records should request a building administrator to grant access to records. Access will be granted within 10 school days. School personnel will be available to help interpret record contents. No parent or student shall be denied a copy of school student records due to an inability to bear the cost of such copying.

Access to student records without formal written consent is limited to educational officials, persons authorized by state or federal law, any person for research, parents whose children are under the age of 18, and students unless court ordered or necessary for an emergency.

Please note that no person may condition the granting or withholding of any right, privilege, or benefits, or make as a condition of employment, credit, or insurance the securing by an individual of any information from a student's temporary record, which such individual may obtain through the exercise of any right secured under Illinois State Law.

Parents and students may also

1. Inspect and copy any portion of the record at their expense (20 cents per page);
2. Challenge the contents of the record;
3. Receive copies of records proposed to be transferred or destroyed; and
4. Inspect and challenge information proposed to be transferred to another school district.

Parents may challenge or seek an amendment to a student's record by claiming that the record is inaccurate, irrelevant, improper, misleading, or violating of the student's privacy rights. The District's policy provides for hearing and appeal procedures and an opportunity to include a statement in the record discussing or explaining any entry. To challenge a record, the parent must contact the principal. Copies of the Illinois School Student Records Act and District policies relating to school student records are available for review in the school's office and through the District superintendents. If a parent believes the District has violated or is violating the Student Records Policy, you have the right to file a complaint with the US Department of Education concerning the District's alleged violation of your rights.

Disposal of Records

The following is the student record disposal policy approved by the State of Illinois:

1. Student Cumulative Records-
 - a. The permanent record consists of basic identifying information concerning the student (as per birth certificate or another legal document), their parents' names and addresses, the student's academic transcript, attendance record, accident reports, health record, high school test scores, and a record of release of this information. The permanent records will be retained for no less than 60 years after the student has transferred, graduated, or otherwise permanently withdrawn from school.
 - b. The temporary record consists of all other records maintained by the District concerning the student. The temporary record will be destroyed entirely five years after the student has transferred, graduated, or otherwise permanently withdrawn from the school. Parents may ask for these records before the disposal takes place. The files of fourth graders are cleaned out for the elimination of out-of-date information before the transfer of students to fifth grade. The files of eighth graders are cleaned out for the elimination of out-of-date information before the transfer of students to ninth grade. The files of twelfth graders are cleaned out for the elimination of out-of-date information after they graduate.
2. Special Education Student Cumulative Records:
 - a. The records will be disposed of five years after the graduation or permanent withdrawal of the student. Parents are encouraged to ask for information, which may be of continued assistance to the student, or a student may ask for the records if they have succeeded to the rights of the parent before the disposal of the records.

Student Information, Photographs, Images, & Work

The following student information is included in the school directory:

1. Student's name and address;
2. Parents' names and address;
3. Parents' email and cell phone number;
4. Birthdate;
5. Gender;
6. Grade level;
7. Academic awards and honors;
8. Participation in school-sponsored activities;
9. Organizations and athletics;
10. Major field of study; and
11. Period of attendance in school.

Parents who request that directory information not be included in school publications should notify the school before the beginning of each school year.

Opt-Out Requests

Student photographs, images, and work that does not contain individual identifying information may be published on the District and school websites, social media, print or digital publications. Parents who do not want their student's photograph, image, or work to be published in print or digitally (video, internet, social media and/or other emerging channels) should provide written notice indicating their request to the school on an annual basis within 14 days of registration. All opt-out forms are available at your school's main office and through the Registration department.

Parents are advised that they cannot select specific items to be included or withheld from directory information. Opting out means that their students will not be included in the yearbook, student directories, activity or athletic programs, school newsletters, or local newspaper articles.



Arriving Early

Students who walk to school should not arrive more than a few minutes before they are allowed to enter the building to start the school day. Adult supervision is provided 15 minutes before the start of the school day and 15 minutes at the conclusion of the school day. Students who arrive for school breakfast will be supervised beginning 30 minutes before the start of the school day.

Crossing Guards & Patrols

When crossing guards and safety patrols are deemed necessary, they should be used by students and parents walking or biking to school. Students are expected to follow the requests of both the crossing guards and student school safety patrols.

Staying After School

There are occasions when a child may need to stay after school. If this occurs, the student or school personnel will be responsible for notifying the parent, and the reason. This may be arranged ahead of time, or a call made to the home that day. No child will be held after school without parental permission.

Student Pick-Up & Drop-Off

It is essential that parents/guardians follow the school's traffic patterns before and after school. Schools have designated pick-up and drop-off zones for students that do not interfere with bus loading, unloading, and staff parking. To ensure the safety of all the school children, please take your time, drive slow, wait in line, and be patient.

Dismissal Time

Following the dismissal of school, the District encourages all students to go directly home or to another pre-arranged destination. Children should not stay to play on the grounds or visit a friend's house without parental permission.



U46 Schools Directory

ELEMENTARY SCHOOLS

Bartlett Elementary

111 E. North Avenue
Bartlett 60103
Phone (630) 213-5545

Centennial Elementary

234 E. Stearns Road
Bartlett 60103
Phone (630) 213-5632

Century Oaks Elementary

1235 Braeburn Drive
Elgin 60123
Phone (847) 888-5181

Channing Memorial Elementary

63 S Channing Street
Elgin 60120
Phone (847) 888-5185

Clinton Elementary

770 E. Mill Street
South Elgin 60177
Phone (847) 888-7045

Coleman Elementary

1220 Dundee Avenue
Elgin 60120
Phone (847) 888-5190

Creekside Elementary

655 N. Airlite Street
Elgin 60123
Phone (847) 289-6270

Fox Meadow Elementary

1275 Jenna Drive
South Elgin 60177
Phone (847) 888-7182

Garfield Elementary

420 May Street
Elgin 60120
Phone (847) 888-5192

Glenbrook Elementary

315 Garden Circle
Streamwood 60107
Phone (630) 213-5555

Hanover Countryside Elementary

6 S. Bartlett Road
Streamwood 60107
Phone (630) 213-5560

Harriet Gifford Elementary

240 S. Clifton Avenue
Elgin 60123
Phone (840) 888-5195

Hawk Hollow Elementary

235 Jacaranda Drive
Bartlett 60103
Phone (630) 540-7676

Heritage Elementary

507 Arnold Avenue
Streamwood 60107
Phone (630) 213-5565

Highland Elementary

190 N. Melrose Avenue
Elgin 60123
Phone (847) 888-5280

Hillcrest Elementary

80 N. Airlite Street
Elgin 60123
Phone (847) 888-5282

Hilltop Elementary

1855 Rohrssen Road
Elgin 60120
Phone (847) 289-6655

Horizon Elementary

1701 Greenbrook Blvd
Hanover Park 60133
Phone(630) 213- 5570

Huff Elementary

801 Hastings Street
Elgin 60120
Phone (847) 888-5285

Illinois Park Center for Early Learning

1350 Wing Street
Elgin 60123
Phone (847) 289-6041

Independence Center for Early Learning

200 Taylor Avenue
Bartlett 60103
Phone (630) 213-5629

Laurel Hill Elementary

1750 Laurel Avenue
Hanover Park 60133
Phone (630) 213-5580

Liberty Elementary

1375 W. Bartlett Road
Bartlett 60103
Phone (630) 540-7680

Lincoln Elementary

1650 Maureen Drive
Hoffman Estates 60192
Phone (847) 289-6639

Lords Park Elementary

323 Waverly Drive
Elgin 60120
Phone (847) 888-5360

Lowrie Elementary

264 Oak Street
Elgin 60123
Phone (847) 888-5260

McKinley Elementary

258 Lovell Street
Elgin 60120
Phone (847) 888-5262

Nature Ridge Elementary

1899 Westridge Boulevard
Bartlett 60103
Phone (630) 372-4647

Oakhill Elementary

502 S. Oltendorf Road
Streamwood 60107
Phone (630) 213-5585

Ontarioville Elementary

2100 Elm Street
Hanover Park 60133
Phone (630) 213-5590

Otter Creek Elementary

2701 Hopps Road
Elgin 60124
Phone (847) 888-6995

Parkwood Elementary

2150 Laurel Avenue
Hanover Park 60133
Phone (630) 213-5595

Prairieview Elementary

285 Mayflower Lane
Bartlett 60103
Phone (630) 213-5603

Ridge Circle Elementary

420 Ridge Circle
Streamwood 60807
Phone (630) 213-5600

Ronald D. O'Neal Elementary

510 Franklin Boulevard
Elgin 60120
Phone (847) 888-5266

Spring Trail Elementary

1384 Spring Valley Drive
Carol Stream 60188
Phone (630) 213-6230

Sunnydale Elementary

716 Sunnydale Boulevard
Streamwood 60107
Phone (630) 213-5610

Sycamore Trails Elementary

1025 Sycamore Lane
Bartlett 60103
Phone (630) 213-5641

Timber Trails Elementary

1675 McDonough Road
Hoffman Estates 60192
Phone (847) 289-6640

Washington Elementary

819 W. Chicago Street
Elgin 60123
Phone (847) 888-5270

Wayne Elementary

5N443 School Street
Wayne 60184
Phone (630) 736-7100

Willard Elementary

370 W. Spring Street
South Elgin 60177
Phone (847) 888-5275

MIDDLE SCHOOLS

Abbott Middle School

949 Van Street
Elgin 60123
Phone (847) 888-5160

Canton Middle School

1100 Sunset Circle
Streamwood 60107
Phone (630) 213-5525

Eastview Middle School

321 N. Oak Street
Bartlett 60103
Phone (630) 213-5550

Ellis Middle School

225 S. Liberty Street
Elgin 60120
Phone (847) 888-5151

Kenyon Woods Middle School

1515 Raymond Street
South Elgin 60177
Phone (847) 289-6685

Kimball Middle School

451 N. McLean Blvd
Elgin 60123
Phone (847) 888-5290

Larsen Middle School

665 Dundee Avenue
Elgin 60120
Phone (847) 888-5250

Tefft Middle School

1100 Shirley Avenue
Streamwood 60107
Phone (630) 213-5535

HIGH SCHOOLS

Bartlett High School

701 Schick Road
Bartlett 60103
Phone (630) 372-4700

**Central School Programs,
Center House, SWEP**

355 East Chicago Street
Elgin 60120
Phone (847) 888-5000
ext. 5343 or 4247

DREAM Academy

46 S. Gifford Street
Elgin 60120
Phone (847) 888-5000
ext. 5319

Elgin High School

1200 Maroon Drive
Elgin 60120
Phone (847) 888-5100

Larkin High School

1475 Larkin Avenue
Elgin 60123
Phone (847) 888-5200

South Elgin High School

760 E. Main Street
South Elgin 60177
Phone (847) 289-3760

Streamwood High School

701 W. Schaumburg Road
Streamwood 60107
Phone (630) 213-550



Handbook Agreement

Dear Parents and Guardians:

We strongly desire to create a safe, academically rich, and nurturing learning environment. Please read and discuss our school's rules and expectations with your child.

Thank you for your support.

Our Objectives

- To create a safe and nurturing learning environment
- To improve home-school communication
- To encourage parent and child understanding of school and District policies and procedures

Parent and Student Procedures

- Parents and students will refer to the handbook for an understanding of school and district policies and procedures.
- Parents and students will read and discuss school-specific rules, to include policies regarding academic and behavioral expectations

Please cut off the below and return to your teacher.



Student Name: _____

Parent Signature: _____

Date: _____