
U-46 Student Handbook

2021-2022



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U-46 STUDENT HANDBOOK 2021-2022

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WELCOME FROM SUPERINTENDENT TONY SANDERS

Welcome to School District U-46! We have much to be proud of in U-46. Our highly successful 80:20 Dual Language program is now offered through 12th grade; we have been named one of the best communities for music education for three consecutive years; and many of our graduates are earning college and career credentials through programs that include our Dual Credit program with Elgin Community College, the state's Seal of Biliteracy, and certification showing job readiness from many of our Career and Technical Education programs.

This year we are beginning a five-year implementation of student academic teaming that aims to ensure our students are intrinsically motivated to learn and become adept at working with peers in teams—just as they will do for much of their careers—as they learn and apply their knowledge. It's really exciting work, based on neuroscience that supports this instructional approach toward rigor and equity in the classroom.

This handbook aims to clearly outline our expectations and policies for K-12 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, such as supporting your child with school work, reading at home, communicating with teachers, attending U46Engage sessions, or joining school or district committees.

U-46 is committed to partnering with you as we strive to provide academic success for all. We encourage you to give feedback to and ask questions of our school leaders through our District's online customer service tool, Let's Talk!

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, rigor, leadership, accountability, professional development, a safe and secure environment, family, and community engagement. 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.

Sincerely,

Tony Sanders
Superintendent

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

- Assessment & MTSS
847-888-5000, ext. 5678
- District Records
847-888-5000, ext. 5693
- Early Learners
847-888-5000, ext. 6991
- English Language Learners
847-888-5000, ext. 5331
- Equity and Innovation
847-888-5000, ext. 5065
- Family Welcome Center
847-888-5000, ext. 6038
- Food and Nutrition Services
847-888-5000, ext. 5400
- Human Resources
847-888-5000, ext. 5024
- Information Services
847-888-5000, ext. 4295
- School & Community Relations
847-888-5000, ext. 5003
- School Safety & Culture
847-888-5000, ext. 5778
- Specialized Student Services
847-888-5000, ext. 5065
- Student Discipline
847-888-5000, ext. 5357
- Transportation
847-888-5095

Board of Education

With a few exceptions, the Board of Education meets on the first and third Monday of every month in room 140 at the U-46 Educational Services Center, 355 E. Chicago St., Elgin or virtually via Zoom and YouTube. All meeting agenda information is shared publicly in advance of the meeting on the District's website.

Please call 847-888-5000, ext. 5032, for any further information or visit the District website, www.u46.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.

Sue Kerr
President
susankerr@u-46.org

Melissa Owens
Vice President
melissaowens@u-46.org

Kate Thommes
Secretary Pro-Tem
katethommes@u-46.org

John Devereux
johndevereux@u-46.org

Dawn Martin
dawnmartin@u-46.org

Veronica Noland
veronicanoland@u-46.org

Eva Porter
evaporter@u-46.org

Jessica Pearce
Student Advisor

Superintendent, Cabinet Members, and Directors

Executive Cabinet

Tony Sanders
Superintendent

Ann Chan
Assistant Superintendent of Human Resources

Brian Lindholm
Chief of Staff

Dr. Suzanne Johnson
Deputy Superintendent of Instruction

Ericka Brown
Internal Auditor

Trisha Olson
Chief Legal Officer

Instructional Cabinet

Tony Sanders
Superintendent

Brian Lindholm
Chief of Staff

Dr. Suzanne Johnson
Assistant Superintendent of Instruction

Lela Majstorovic
Assistant Superintendent of Schools

Dr. Josh Carpenter
Assistant Superintendent of Teaching and Learning

Dr. Teresa Lance
Assistant Superintendent of Equity and Innovation

Operational Cabinet

Tony Sanders
Superintendent

Brian Lindholm
Chief of Staff

Dale Burnidge
Director of Financial Services

Sheila Downs
Director of Plant Operations

Elena Hildreth
Director of Food & Nutrition Services

Laura Macias
Director of Information Services

Bruce Phelps
Director of Business Services

Jeffery Prowell
Director of Transportation

Executive Directors

Brian Tennison
High School Network

Dr. Annette Acevedo
Middle School Network

Dr. Kyle Bunker
Bartlett Network

Yvette Gonzalez-Collins
Elgin Network

Sarah Rabe
Larkin Network

Dr. Michelle Thompson
South Elgin Network

Teresa Winters
Streamwood Network

Directors

Celia Banks
Director of Curriculum & Instruction

Mitchell H. Briesemeister
Director, of Educational Pathways

Michele Chapman
Director, of Post-Secondary Success

Kathleen Coxx
Director, of Early Learner Initiatives

Laura Hill
Director of Assessment & Accountability

Lisa Jackson
Director, of Equity and Inclusion

Karla Jimenez
Director, of School & Community Relations

Griselda Pirtle
Director of English Language Learners

Dr. Leatrice Satterwhite
Director, of Specialized Student Services

SCHOOL DISTRICT U-46

355 East Chicago Street Elgin, IL 60120

2021-2022 School Calendar

BOE APPROVED: 3/1/2021
(AMENDED)

JULY 2021						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
0						0

Teacher count Student Count

New Administrator Orientation

JANUARY 2022						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	19				18

3 - New Years' Day (Observed)

4 - Classes Resume

17 - Martin Luther King Jr. Holiday/Offices Closed

28 - Institute Day/Offices Open

Student Progress Monitoring Month/Meetings

AUGUST 2021						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
14						12

2-6 - New Teacher Orientation Week

12,13 - Institute Day/Offices Open

16 - First Day of Classes

23 - Pre-School First Day

Student Progress Monitoring Month/Meetings

FEBRUARY 2022						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					
19						19

18 - End of the 2nd Trimester (Elementary)

21 - Presidents' Day Observance/Offices Closed

SEPTEMBER 2021						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		
21						20

6 - Labor Day Holiday/Offices Closed

24 - Institute Day/Offices Open

Student Progress Monitoring Month/Meetings

MARCH 2022						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
18						17

4 - Kane County Institute Day/Offices Open

11 - End of the 3rd Quarter

15 - Election Day/Offices Open

28, 29, 30, 31 - Spring Recess

OCTOBER 2021						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	20					19

11 - Columbus Day/ Indigenous People's Day Holiday/Offices Closed

15 - End of 1st Quarter

22 - Institute Day/Offices Open

Student Progress Monitoring Month/Meetings

APRIL 2022						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
19						19

1 - Spring Recess

4 - Classes Resume

15 - Spring Holiday/Offices Closed

NOVEMBER 2021						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				
19						19

5 - End of the 1st Trimester (Elementary)

24 - Non-Attendance Day/Offices Open

25, 26 - Thanksgiving Recess/Offices Closed

MAY 2022						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
21	21					20

6 - Institute Day/SIP Day/Offices Open

28 - High School Graduations

30 - Memorial Day/Offices Closed

31 - Last Day for students if no Emergency Days used

DECEMBER 2021						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
13						13

17 - End of 1st Semester

Dec. 20 thru Jan. 3 - Winter Recess

JUNE 2022						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		
1						0

1 - No Student attendance/PPD day

7 - Last Day for Students if 5 "emergency days" are used.

BOE APPROVED: 3/1/2021

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

Note: Total Instructional Days for students = 176
Teacher Attendance Days = 90/94 = 184

1st Q = 42 Days, 2nd Q = 41 Days, 3rd Q = 45 Days, 4th Q = 48 Days
1st Semester = 83 Days, 2nd Semester = 93 Days

1st Trimester = 56 Days, 2nd Trimester = 59 Days, 3rd Trimester = 61 Days

SCHOOL POLICIES AND 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 be allowed only before entering or after leaving the building or in cellphone use zones. 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. When not permitted by an individual classroom teacher, cell phones should be turned off and kept either in a backpack or locker. Please follow your individual school's cellphone policies for any other cellphone-related matters. The District is not responsible for any loss or damage to personal cellphones brought by students on District property.

Dress Code

Students can choose clothing that makes them feel comfortable and safe, as long as it complies with the following guidelines:

1. Does not depict any violence, hatred, drugs, alcohol, gang affiliation, profanity, phobic language or cruelty of any kind.
2. Covers all appropriate areas at all times. Appropriate areas include: stomach, chest and sides (both male and female) and butt/pelvic/upper thigh areas.
3. Items such as tank tops, sleeveless shirts, any type of shorts, coats, jackets, etc. are all allowed provided they adhere to line item number 2 of this Dress Code section. (Low backs are not a problem.)
4. Jewelry is allowed, unless it becomes a safety concern.
5. Hats, hoods, and other types of head coverings are not allowed unless required for religious or medical purposes.
6. Footwear must be worn for health reasons (cannot go shoeless).

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. Field Trips are considered 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 are discouraged from presenting gifts to school and District employees. This may violate the Gift Ban Act.

Homework

The purpose of homework is to practice learning that has occurred in the classroom, so that class time is more productive and enjoyable. Such assignments should be enriching, apply acquired principles, or be of a specific need. Students should expect to receive feedback on their completed homework.

Makeup Work

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

Pledge of Allegiance and Moment of Silence

At the beginning of every school day, the District conducts the Pledge of Allegiance and observes a brief period of silence for students' silent prayer or reflection on the anticipated activities of the day.

Lost, Stolen, Damaged and Found Items

The District is not responsible for lost, stolen or damaged 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

Nothing in the section below shall be construed in a manner inconsistent with Board policy or the Student Code of Conduct. All schools in District U- 46 are subject to the School District U- 46 Board of Education Policies, which are generally described in this document. Students and staff are expected to follow Board Policy at all times. Initial inquiries regarding school rules and Policies should be directed to the school principal.

SCHOOL POLICIES AND PROCEDURES

Enrollment

District U-46 operates a kindergarten program for children who reach the age of 5 on or before Sept. 1 of the year in which they would start kindergarten. Children entering 1st grade must be 6 years of age on or before Sept. 1 of the year in which they would start 1st grade. Early entrance to kindergarten or 1st grade may be granted following Board Policy 7.051 Entrance Age and Board Policy 7.053 Accelerated Placement Program. A certified copy of the child's birth certificate, or other reliable proof of the child's identity and age, is required for enrollment. If a parent is not able to produce a birth certificate, other information including an affidavit explaining the inability to produce a copy of the birth certificate must be submitted within 30 days of enrollment.

Attendance

Daily attendance supports academic success. The habit of regular and punctual attendance is a quality that will follow a student throughout life. We expect all U-46 students to arrive on time and attend school daily.

The 2021-22 school year calendar has been established by the Board of Education and consists of 176 instructional days for students, with five emergency days built into the calendar. A full day of attendance for students must be a minimum of four clock hours of instruction for students in full-day kindergarten or 1st grade and five clock hours of instruction for students in 2nd through 12th grade.

On a regular school day, students in full-day kindergarten or 1st grade who received less than 240 minutes of instruction but at least 120 minutes, can be claimed for a half day of attendance. Students in 2nd through 12th grade who receive less than 300 minutes of instruction but at least 150 minutes of instruction can be claimed for a half-day of attendance.

Study halls count toward the instructional time requirement. Lunch hours and recess are considered non-instructional time.

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, schools may require notes from home following the student's absence. Parents are asked to follow the individual school policy on this matter.

Truancy

The principal has the responsibility for monitoring student attendance and potential 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 establish truancy, generating a warning letter to parents 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.

Valid Causes of Absences:

1. Illness;
2. Quarantine;
3. Observance of a religious holiday;
4. Death in the immediate family;
5. Family emergency; or
6. Circumstances that 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.

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 may consider applying for home/hospital instruction. For more information, please contact the school nurse.

Parents are discouraged from taking vacation during the school year, except during regularly scheduled breaks in the school calendar such as 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 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.

SCHOOL POLICIES AND PROCEDURES

Behavior Expectations

U-46 strives to ensure that the environment in all of our schools is respectful, positive, and supportive of student learning. 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 comply with all behavioral expectations as written in the Student Code of Conduct.
2. Students are expected to respect learners and the learning environment when passing through hallways, whether individually or as a group.
3. For safety, running in the hallways and on stairs is not acceptable.
4. Bullying behavior is to be taken seriously. Bullying includes cyber-bullying and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following: 1) placing the student or students in reasonable fear of harm to the student's or students' person or property; 2) causing a substantially detrimental effect on the student's or students' physical or mental health; 3) substantially interfering with the student's or students' academic performance; 4) substantially interfering with the student's or students' ability to participate in or benefit from services, activities, or privileges provided by the school. This includes aggressive, negative gestures, or written, verbal, or physical acts that place another in reasonable fear or harm as well 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 mission or the education of any student, whether in person, 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. See the Student Code of Conduct on the U-46 website under the School Safety and Culture department page.
5. The Board of Education recognizes that technology is a tool for instruction that 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 use, 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 caution 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 make unnecessary stops between school and home; 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. Arrive five minutes prior to scheduled pickup times;
 - c. Wait until the bus has come to a complete stop before attempting to enter or exit;
 - d. Enter and exit the bus by the front door only;
 - e. Board the bus only when the bus driver, coach, or teacher is present;
 - f. Sit three to a seat when necessary;
 - g. Sit only in seats and do not block the bus entryway or aisle;
 - h. Remain seated while the bus is in motion;
 - i. Leave windows and doors closed unless given specific instruction by the bus driver;
 - j. Keep hands, arms, and head inside the bus at all times;
 - k. Not throw objects inside or outside the bus;
 - l. Not distract the bus driver via loud noises;
 - m. In case of an emergency, remain calm and inside the bus until given instructions by the bus driver and follow all instructions from the bus driver;
 - n. Refrain from eating and drinking while on the bus;
 - o. 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 and returned to the school office. Continuing problems will be resolved by the school principal;
 - p. All kindergartners must wear their yellow lanyards and be visible for their p.m. ride home. This lanyard includes the approved individuals that can receive the student at drop off. If an authorized individual is not at the bus stop to receive the student, the kindergartner will be returned to the school and parents will be contacted;
 - q. Any request for change of pickup or drop off location must be communicated to the school office. The school will then work with the Transportation Department to make these changes. Please note the address change may take up to three days. All busing information can be found on the parent portal. If at any time the information is not correct or there is no information, please contact the Transportation Department at 847-888-5095;
7. When on the playground, students should be careful while running. Students are expected to avoid pushing and shoving, and to refrain from throwing harmful objects.
8. During mealtimes, 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.

SCHOOL AND COMMUNITY RELATIONS

Parental Involvement

There are many opportunities for parental involvement in U-46. Some parents serve as classroom volunteers and on the School Improvement Plan team while others sit on districtwide committees. Each building principal is familiar with the range of activities available to parents/guardians and these are also shared on the District and school websites.

Community Advisory Council

For more than 60 years, the Community Advisory Council (CAC) has served as an advisory group to the Board of Education. Each school is represented by up to seven parents/community members 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 Board of Education each spring. For more information, visit the CAC website at www.u46cac.org

Districtwide Committees

Throughout the school year, parents are included in advisory committees. Parents interested in serving on a District committee are welcome to 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 organizes 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 and events including:

- The District U-46 website, www.u-46.org
- A bilingual parent e-newsletter
- The Superintendent's Weekly Message
- The District U-46 Facebook, Twitter, LinkedIn and YouTube accounts. Our Facebook page is a great place to locate accurate and updated information. Like us on Facebook at School District U-46 and follow us on Twitter@[sdu46](https://twitter.com/sdu46)
- Videos on districtwide initiatives and programs.
- The District U- 46 mobile app, which offers students, parents, and community members direct links to our District and schools' websites, highlighted stories, calendars, lunch menus, and more. Just search for U -46 in your device's app store.
- Districtwide emails and texts about programs, events, and emergencies.
- Publications including The Annual Report
- Public events, town halls and forums, as well as our online customer service tool, Let's Talk! This tool, located on school and 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. This online tool allows the District to measure the timelines and satisfaction of our responses from each department and school.

Grades and Progress Reports

Students should expect to receive feedback on their progress towards mastering standards throughout the year. Parents will be able to view their children's grades online in Infinite Campus on the following dates:

Kindergarten

KIDS report: November 19, 2021; March 7, 2022; May 31, 2022

1st - 6th Grade

Progress reports: October 8, 2021; January 7, 2022

Report card: November 19, 2021; March 7, 2022; Last day of school

7th - 12th Grade

Progress reports: October 16, 2021; March 12, 2022

Report card: December 18, 2021; June 2, 2022

SCHOOL AND COMMUNITY RELATIONS

Parent-Teacher Conferences

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 teachers about their preferred form of communication. Communication may include, but is not limited to, the following forms of communication: written letters, emails, phone calls, virtual meetings, in-person meetings.

School Visits

Typically, the District and each school provide a variety of activities for students, parents, and community interaction. 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.

During the 2021-2022 school year, school visitors will be discouraged unless there is a scheduled appointment.

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 to close is made as early in the day as possible and applies only to the day in question. As soon as the decision to close is made, the notice will be posted on the District website, all social media accounts, and the U-46 app. It will also be sent to parents through the rapid mass 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 and Dismissals

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 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 drill when there is a hazard inside the building and it is safer to be outside of the school building
- Severe weather: a tornado or high winds drill is 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 the building stay in place while an incident such as a medical emergency is managed
- Run, Hide, Fight: 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 evacuation, severe weather, Run-Hide-Fight drills (formerly known as lockdown), and bus safety drills.

EMERGENCY AND COMMUNICATIONS

Infinite Campus Contacts

Parents are requested to keep information in Infinite Campus up to date, including the following:

- 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 nurse is available at each building to help parents and students. Please feel free to contact the 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 show no signs of illness. If a child has symptoms of illness, the child should remain at home. Parents will be contacted if a child becomes ill at school. Children cannot be sent home alone or on a bus with other students if ill. Students who present symptoms of COVID-19 during the school day will be placed and monitored in a dedicated and supervised quarantine room until parents can pick them up.

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:

- COVID-19
- Chickenpox
- Pertussis
- Diphtheria
- Tetanus
- Mumps
- Strep throat
- Scarlet fever
- Measles
- Hepatitis
- Salmonella
- Meningitis
- MRSA (methyl-resistant staphylococcus aureus)
- Rotavirus
- Mononucleosis

COVID-19

Parents are required to monitor and certify that their child is healthy and free of COVID-19 symptoms before attendance in school.

- Fever or chills (Temperature of at least 100.4 fahrenheit or 38 celsius)
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

All mask mandates must be followed, including mask requirements for students while on a bus or within school.

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 school nurses will no longer screen entire classrooms. If a child does have lice, please begin treatment and notify your school immediately. Additional information about lice can be found at www.cdc.gov/lice/head/treatment.html

HEALTH REQUIREMENTS

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 under health forms), 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.
- All medication supplies must be provided by the parent/guardian, including inhaler spacer bars, pill cutters, pill 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.
- Unless specified by a student-specific health plan, no medication shall be transported on the bus. It is the responsibility of the parent/guardian to drop off medication with the school nurse when needed.
- 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.

Parents should contact the school's Nurse before their child returns to school.

Classroom Food/Treats

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

Physical Examinations and Immunization

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 preschool entry, kindergarten, 6th grade, and 9th grade. Each physical examination must include screening for diabetes. Ungraded special education students must have a physical examination at ages 5, 10, and 14. Vaccination for COVID-19 is not required, but if your child is vaccinated for COVID-19, please provide a copy of the vaccination to your school nurse.

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, 2nd 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, 2nd grade, and 6th 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

All health forms and requirements can be located by clicking "Health Forms" under www.u-46.org/health

PROGRAMS AND SERVICES

English Language Learners (ELL) Program

School District U-46 has the second largest English Language Learners (ELL) program in the state of Illinois outside the city of Chicago. We welcome all families to our learning community. Because of U-46's location in the Fox Valley and the community it serves, 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 ELLs. The comprehensive instructional program supports ELL student achievement and intentionally recognizes the use of the students' home language and cultural background to develop a school culture in which educators, students, and family members all feel included.

Transitional Bilingual Education at the Elementary Level

The Transitional Bilingual Education (TBE) Program is a mandated program for non-English Background eligible students of the same high-incidence language, as established by the Illinois Administrative Code Part 228. The program provides instruction in the student's native language. It helps students to succeed in academic subjects and learn English. It is offered at schools where there are 20 or more eligible students with the same language classification.

The Transitional Bilingual Education Program 80:20 Dual Language Program Model uses two languages for literacy and content instruction. In U-46, students learn school subjects through both English and Spanish instruction. The goal is the development of bilingualism and biliteracy skills, as well as positive cross-cultural skills. The Transitional Bilingual Education 80:20 Dual Language Program Model is for Non-English Background students (with a Spanish home language) who qualify and are eligible to receive English Language Learning services.

School District U-46's Board of Education adopted the 80:20 Dual Language Program in July 2014. It includes Dual Language programming from pre-K through 12th grade. The Dual Language Program mirrors and honors the linguistic and cultural diversity of our learning community. Students are able to develop high levels of academic and language proficiency in their home and target languages. The District's adopted curricula are taught through interactive approaches that ensure students learn academic content while developing both languages.

Native English speakers or English Dominant students are invited to participate in Dual Language as an enrichment program, according to the selection criteria established by the District, at sites that offer Two-Way Dual Language classrooms.

The TBE Program is reflected under the Dual Language model Pre-K through 6th for the high incidence language of Spanish, as well as through four Language Resource teachers who offer native language instructional support at Liberty Elementary in the following high-incidence languages: Urdu, Gujarati, Polish, and Tagalog.

Transitional Bilingual Education at the Secondary Level

The 80:20 Dual Language Program Model has continued to expand at the secondary level, with dual language programming offered from 7th through 12th grade. The classes in the High School Dual Language program count toward graduation requirements for high school level students.

Transitional Program of Instruction/English as a Second Language at the Elementary and Secondary Level

The Transitional Program of Instruction is a mandated program to serve eligible students from low-incidence language backgrounds, as established by the Illinois Administrative Code Part 228. The program, which provides instruction in the English language using Sheltered English Instruction, offers support from Pre-K through 12th grade to help students succeed in academic subjects and learn English. The goal is to transition students into the general education program. The classes in the English as a Second Language program count toward graduation requirements for high school level students.

For more information about the English Language Learners Program and for an updated list of schools offering ELL services, please visit our U-46 webpage at www.u-46.org under the Departments section, English Language Learners and under the Departments section, Dual Language.

PROGRAMS AND SERVICES

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 levels. They require specialized instruction, services, and activities not ordinarily provided by the general education program to maximize their 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), which is offered at 2nd grade for IGNITE (Inquiry and Gifted Network for Ingenuity Talent and Exploration) and Dual Language IGNITE and at 6th grade for middle school Gifted, allows all students equitable access to the identification process.

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 3rd and 6th grade teachers for input. Qualified students will be invited for participation in the IGNITE program.

Universal screening under the identification process measures students' abilities and potential as opposed to traditional assessments that measure only achievement. The CogAT is useful in identifying a talent pool that may not surface through achievement measures. Subjective information is collected through the Teacher Inventory of Learning Strengths, an observation checklist voluntarily completed by teachers. Additional information is gathered from Measure of Academic Progress (MAP) assessments. The Gifted Office considers 2nd grade CogAT and MAP scores for 4th grade placement and 6th grade CogAT and MAP scores for middle school gifted placement.

Grades 2 and 3

Access to Inquiry and Meaning 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 all 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 at their home school, students are assigned to one of six sites: Clinton, Creekside, Glenbrook, Horizon, Sunnydale, or Sycamore Trails elementary schools. There is also a Dual Language IGNITE at Lincoln, 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. Additionally, Dual Language gifted programming is offered at five sites.

Dual Credit

Through U-46's partnership with Elgin Community College, there are two ways for students to earn college credit while in high school: the full-time dual credit program at ECC or the in-high school part-time dual credit class program. Dual credit programs and classes provide students with an opportunity to earn both high school and college credit upon successful completion of the college level course. All dual credit courses are college level and will be listed on a student's official college transcript. College courses may be transferable to other higher education institutions.

The full-time dual credit program is available to qualified junior and senior U-46 students who wish to participate in college coursework at the ECC campus. The students will earn high school and college credit simultaneously and will meet all the high school graduation requirements. The two-year pathway enables students to earn an associate degree in arts or science.

The in-high school part-time dual credit courses are taught at the high school by an ECC faculty member or a U-46 teacher who meets all the credentials of an ECC-qualified instructor. Each in-high school dual credit course is the equivalent to the ECC course and meets the ECC course's learning objectives and/or task competencies.

To be considered for participation in the dual credit programs, students must meet various qualifications. They must be a currently enrolled sophomore or junior in a U-46 school with a suggested minimum cumulative unweighted high school GPA of 3.0 or better. They must be on track for graduation and meet all ECC minimum competencies for each course, which includes scoring college-ready status based on ECC placement tests or ECC-determined scores on the PSAT/SAT in reading, writing, and mathematics.

PROGRAMS AND SERVICES

Magnet Academies

Magnet Academies are theme-based schools within a school located at each of the five comprehensive high schools. Students enrolled in the academy will be immersed in a unique and rigorous curriculum throughout their high school career. They will also take courses in the comprehensive program with students outside of the academy.

Students apply to the academies in the fall of their 8th grade year. Admission to an academy is determined through a lottery process. The minimum qualifications are a 2.0 grade point average and two letters of recommendation. Additional preferences and priorities are also factored into the lottery. More information on this can be found at www.u-46.org/magnetacademies. The five academies are:

Bartlett High School	Science, Engineering, and High Technology Academy
Elgin High School	Gifted and Talented Academy, transitioning to the International Baccalaureate Academy for the 22-23 cohort pending approval.
Larkin High School	Visual and Performing Arts Academy
South Elgin High School	Beacon Academy of Digital and Media Arts
Streamwood High School	World Languages and International Studies Academy, transitioning to the Leadership, Entrepreneurship, and Design Academy (LEAD) for the 22-23 cohort pending approval.

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 ext. 5334. E-learning options are available during COVID-19 if applicable.

Special Education & Related Services

A teacher, parent, physician, or another concerned person may refer a student for consideration of a 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 special education services have the right to receive such services as are indicated in the student's Individualized Education Plan (IEP). Those found eligible for special education services will have access to all programs and services available to all students to the greatest extent possible. The District provides comprehensive programs and services for students ages 3 through 22 with disabilities if the student turns 22 during the school year.

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. Annually and upon request, parents are provided a copy of their procedural safeguards and the flier Understanding PUNS: A Guide to Prioritization for Urgency of Need for Service.

PROGRAMS AND SERVICES

Special Education Transportation

Transportation dedicated to meeting the needs of our special education students is indicated in their Individualized Education Plan. 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 the student ready for pick up five minutes prior to the scheduled bus arrival.
- Adhere to the use of any safety equipment necessary for student's safety while being transported. Please ensure equipment, such as safety vests, are secured on your student prior to boarding the bus. All safety equipment must be returned to the Transportation Department at the end of the school year in order to be cleaned or repaired if necessary.
- If the student will be absent three days or more, call the Transportation Department before 7 a.m. at 847-888-5095. Please leave a message when office staff is not available.
- Any request for change of pickup or drop-off location must be communicated to the school office. The school will then work with the Transportation Department to make these changes. Please note, the address change may take up to three days.
- 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 offences.
- 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 and language therapy, occupational and physical therapy, hearing and vision services, and adaptive physical education are some of the related services that may be provided as deemed necessary by the Individualized Education Plan 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 experience loss of housing, are doubled up, are in temporary living situations, and do not 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:

- Immediate school enrollment and full participation in all school activities for eligible children, even when records normally required for enrollment are not available;
- 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;
- Transportation to and from school;
- 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;
- 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; and
- Informing the student and 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.

PROGRAMS AND SERVICES

School Meals

The goal of the District U-46 Food & Nutrition Services Department is to provide students with healthy meals each day. We work to ensure our compliance with the USDA Child Nutrition Program. For the 2021-2022 school year, all students receive free meals.

Every elementary school has active Youth Advisory Councils. Students who participate on this council work hand-in-hand with the Food & Nutrition team to plan breakfast and lunch promotions, sample new menu items, and ensure that the Food & Nutrition program is meeting the needs of the students. We also encourage parents/guardians to reach out to the director of Food & Nutrition Services if there are any questions or concerns.

RIGHTS AND RESPONSIBILITIES

Students have the right and responsibility to:

1. Be respected as an individual and treated courteously, fairly, and respectfully by other students and school staff.
2. Treat teachers, staff, other students, themselves, and property with respect.
3. Take part in all school activities on an equal basis regardless of race, religion, religious practices, sex, sexual orientation, gender, gender identity, national origin, ethnic group, political affiliation, age, marital status, disability, or other protected category.
4. Attend school daily, be prepared for class, and complete assignments to the best of their ability.

Parents/legal guardians have the right and responsibility to:

1. Be informed of their child's attendance, performance, and behavior concerns.
2. Receive information and prompt notification of inappropriate or disruptive behaviors by their child and any disciplinary actions taken by principals or school staff and have a voice in how to address them in a proactive manner.
3. Assure their child brings to school only those things that are appropriate in a school setting.
4. Inform school personnel of any issues that may affect the educational experiences of their child.
5. Participate in decision-making processes affecting school policies and procedures and the educational success of their child.

Teachers, principals, and school staff have the right and responsibility to:

1. Establish a sense of community in the classroom, including opportunities for members of the school community to learn about and be respectful of each other's cultures.
2. Be knowledgeable about federal and state laws and regulations, including those that pertain to discipline for students with disabilities and for all students.
3. Enforce the policies, rules, and regulations of the District, school, classroom, and code of conduct, including preventive and positive disciplinary policies in cooperation with students, parents/guardians, and administrators.
4. Communicate policies, expectations, and concerns to students and parents/guardians, and respond to complaints or concerns from students and parents/guardians in a timely manner and in a language they understand.
5. Engage parents/legal guardians when their child is subject to disciplinary action.
6. Seek and receive support in preventing and responding to student behaviors in a supportive manner, including classroom and behavioral management strategies.

District administrators have the responsibility to:

1. Provide support and professional development training to principals, teachers, and school staff to help them support all students, including students with disabilities and other special needs, particularly in areas of classroom/behavior management and instructional support.
2. Ensure discipline policies are in compliance with civil rights laws, state and federal legislation and regulations, and best practices in school discipline.
3. Monitor discipline data to identify, investigate, and address any disparities between students on the basis of disability, race, gender, or other protected student characteristics and to address unnecessary rates of school exclusion for all students.

Community-based/local organizations and agencies should:

- Share ideas and strategies for improving school climate and discipline practices.
- Make reasonable efforts to confer, consult, and collaborate with school staff and/or parents/guardians on student misconduct and potential responses.
- Integrate proposed supports and strategies with existing school-based practices to create a cohesive school discipline framework.

Nothing in this section shall be construed in a manner inconsistent with the Board of Education's policies, state or federal law or regulation.

TITLE IX AND SEX EQUITY GRIEVANCE PROCEDURE

Policy Statement

This grievance procedure is in conformance with Article I, Section 18 of the Illinois Constitution and Title IX of the Education Amendments of 1972 (20 U.S.C. 1681 et seq.) (Title IX) and relevant implementing regulations (34 C.F.R. 106 et seq.), as amended. Similarly, this grievance procedure is in conformance with 105 ILCS 5/10-22.5, 5/27-1 and 5/22-19 of the Illinois School Code and the related implementing regulations (23 Ill. Admin. Code 200 et seq.), as amended. Consistent with Title IX and the State Sex 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 sex.

Definitions

Grievant means any employee of District U-46, student, parent or legal guardian of a student (or legally recognized guardian of a student) who submits a grievance relevant to Title IX or the State Sex Equity provisions.

Grievance means a complaint alleging an action, policy, procedure, or practice as prohibited by Title IX or the State Sex Equity provisions, which would include complaints alleging sexual harassment by students and employees.

Complaints or Questions

A grievant who wishes to present a complaint pursuant to these procedures shall contact the District Coordinator for Nondiscrimination. This includes questions and concerns about the Title IX and the State Sex Equity provisions. School employees who receive questions or concerns about sex discrimination in violation of Title IX or the State Sex Equity provisions are expected to refer the person raising the questions or concern to the Coordinator.

The Coordinator for Nondiscrimination for School District U-46 is
Chief Legal Officer
District U-46 Administrative Office
355 E. Chicago St.
Elgin, Illinois, 60120-6543
Phone: 847- 888-5000, ext. 5305

STUDENT ASSESSMENTS

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 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 3rd through 8th 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 important for measuring students' critical thinking and concept mastery. The results of the assessment is 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 website, under Our District, About Us, School Report Card.

At the 5th, 8th, and 11th grade levels, 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 5th, 8th, and 11th 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 District, 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 Instructional/ESL for eligible students from low-incidence language backgrounds.

STUDENT ASSESSMENTS

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 ELL 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 also has chosen several assessments to measure student progress. Students in grades 2nd through 8th 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 2nd and 6th take the Cognitive Ability Test (CogAT). This test measures a student's ability to reason with words, quantitative concepts, and spatial/figural drawings. The primary purpose of CogAT is to assess a 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 2nd grade, the District has adopted a variety of assessments that are used to determine a child's literacy skills. These assessments are typically given two to three times per year.

In conjunction with the pre-K through 2nd grade assessments, the District screens all incoming kindergarten students. Kindergarten students also participate in the Kindergarten Individual Development Survey (KIDS) observation assessment system used to inform the 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 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.

STUDENT RECORDS

School District U-46 will not refuse to admit or enroll a student because they are unable to present their permanent or temporary student records from a school they previously attended.

When a student transfers out of District u-46 to a new district, U-46 forwards students transcripts, a Student Transfer Form (ISBE 33-78), health records, and test and assessments scores as well as all other records within 10 days of the new school's request.

Access to Records

Parents and their children are guaranteed access to student school records maintained by the school system, except parents who have a court order or 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 copying, which is 20 cents per page.

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 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. A parent who believes the District has violated or is violating the Student Records Policy, has the right by law to file a complaint concerning the District's alleged violation.

STUDENT RECORDS

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, grades, attendance record, 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 (discipline records, special education records, assessments in grades K through 8, indicated DCFS reports, accident reports, home language survey, 504 plans). 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 4th graders are cleaned out for the elimination of out-of-date information before the transfer of students to 5th grade. The files of 8th graders are cleaned out for the elimination of out-of-date information before the transfer of students to 9th grade. The files of 12th 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 or students may ask for the records if they have succeeded to the rights of the parent before the disposal of the records.

Student Directory Information, Photographs, Images, & Work/Military/Institutions of Higher Learning

As required by law, the School District may release Directory Information and student photographs or images to the general public upon request. Also, the District may release a student's name, address, and phone number to military recruiters or post-secondary educational institutions upon request. The school must provide this information unless the parents request that it not be disclosed without their prior written consent.

Student Directory - 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. Grade level;
6. Academic awards and honors;
7. Participation in school-sponsored activities;
8. Organizations and athletics;
9. Major field of study; and
10. 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.

Media - Photographs/Images/Work

Student photographs, images, and work 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 process.

Opt-Out Requests

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 student directories, activity or athletic programs, or graduation or vendor listings such as class rings and graduation announcements, school newsletters, or local newspaper articles. Yearbooks are excluded from the Student Directory. Therefore, if a parent does not want their student's name, portrait, or other photograph to appear in the school yearbook, they should notify the school office on an annual basis before the beginning of the school year.

Military/Institutions of Higher Education

Upon request, military recruiters and institutions of higher learning must be given access to students' names, addresses, and telephone numbers. Parents and students over the age of 18 may notify the school on an annual basis during registration that they do not want any information released to the military or institutions of higher learning.

STUDENT SAFETY

Arriving Early

Students who walk or bike 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.

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 specifying 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 pickup and drop-off zones for students that do not interfere with bus loading and unloading and staff parking. To ensure the safety of all schoolchildren, parents are asked to take their time, drive slowly, wait in line, and be patient. Cell phone use is prohibited while driving on and around school property.

Dismissal Time

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

U-46 SCHOOL DIRECTORY

ELEMENTARY SCHOOLS

Bartlett Elementary

111 E. North Ave.
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 St.
Elgin 60120
Phone: 847-888-5185

Clinton Elementary

770 E. Mill St.
South Elgin 60177
Phone: 847-888-7045

Coleman Elementary

1220 Dundee Ave.
Elgin 60120
Phone: 847-888-5190

Creekside Elementary

655 N. Airlite St.
Elgin 60123
Phone: 847-289-6270

Fox Meadow Elementary

1275 Jenna Drive
South Elgin 60177
Phone: 847-888-7182

Garfield Elementary

420 May St.
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 Ave.
Elgin 60123
Phone: 847-888-5195

Hawk Hollow Elementary

235 Jacaranda Drive
Bartlett 60103
Phone: 630-540-7676

Heritage Elementary

507 Arnold Ave.
Streamwood 60107
Phone: 630-213-5565

Highland Elementary

190 N. Melrose Ave.
Elgin 60123
Phone: 847-888-5280

Hillcrest Elementary

80 N. Airlite St.
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 St.
Elgin 60120
Phone: 847-888-5285

Illinois Park Center for Early Learning

1350 Wing St.
Elgin 60123
Phone: 847-289-6041

Independence Center for Early Learning

200 Taylor Ave.
Bartlett 60103
Phone: 630-213-5629

Laurel Hill Elementary

1750 Laurel Ave.
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 St.
Elgin 60123
Phone: 847-888-5260

McKinley Elementary

258 Lovell St.
Elgin 60120
Phone: 847-888-5262

Nature Ridge Elementary

1899 Westridge Blvd.
Bartlett 60103
Phone: 630-372-4647

Oakhill Elementary

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

Ontarioville Elementary

2100 Elm St.
Hanover Park 60133
Phone: 630-213-5590

Otter Creek Elementary

2701 Hopps Road
Elgin 60124
Phone: 847-888-6995

Parkwood Elementary

2150 Laurel Ave.
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 Blvd.
Elgin 60120
Phone: 847-888-5266

Spring Trail Elementary

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

ELEMENTARY SCHOOLS

Sunnydale Elementary

716 Sunnydale Blvd.
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 St.
Elgin 60123
Phone: 847-888-5270

Wayne Elementary

5N443 School St.
Wayne 60184
Phone: 630-736-7100

Willard Elementary

370 W. Spring St.
South Elgin 60177
Phone: 847-888-5275

MIDDLE SCHOOLS

Abbott Middle School

949 Van St.
Elgin 60123
Phone: 847-888-5160

Canton Middle School

1100 Sunset Circle
Streamwood 60107
Phone: 630-213-5525

Eastview Middle School

321 N. Oak Ave.
Bartlett 60103
Phone: 630-213-5550

Ellis Middle School

225 S. Liberty St.
Elgin 60120
Phone: 847-888-5151

Kenyon Woods Middle School

1515 Raymond St.
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 Ave.
Elgin 60120
Phone: 847-888-5250

Tefft Middle School

1100 Shirley Ave.
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 (Secondary Work Experience Program)
355 E. Chicago St.
Elgin 60120
Phone: 847-888-5000, ext. 5343 or ext. 4247

DREAM Academy

46 S. Gifford St.
Elgin 60120
Phone: 847-888-5319

Elgin High School

1200 Maroon Drive
Elgin 60120
Phone: 847-888-5100

Larkin High School

1475 Larkin Ave.
Elgin 60123
Phone: 847-888-5200

South Elgin High School

760 E. Main St.
South Elgin 60177
Phone: 847-289-3760

Streamwood High School

701 W. Schaumburg Road
Streamwood 60107
Phone: 630-213-5500

STAY CONNECTED

Website

www.u-46.org

The website is easy to navigate and works as well on a mobile phone as it does a desktop. Look to the home page for a rotating selection of news from across the District and to individual school sites for relevant information for families.

Let's Talk

There is a link to Let's Talk on the District website's homepage, and on the homepage of all school websites. Send in questions, comments, and suggestions for a timely response.

Canvas

Follow the directions posted on our website under Instructional Technology to sign up as a parent observer in Canvas, our learning management system, where you will be able to see your student's assignments and progress.

Infinite Campus, E-Newsletter, and other Updates

Make sure family contact information is up to date in Infinite Campus to facilitate communication between parents and teachers and school and District administrators.

Social Media & App

Like us and follow us on Facebook and LinkedIn under School District U-46 and follow us on Twitter @sdu46

Subscribe to the District's YouTube channel to enjoy a variety of videos highlighting special events, people, and accomplishments across the District.

Download the SDU46 app via Google Play or the App Store.

For more information:

Please contact School & Community Relations at (847) 888-5000, ext. 5003.



www.u-46.org

