



2018–2019
STUDENT PLANNER

Kimball Middle School



Respect for Diversity

Kimball is fortunate to be a microcosm of our community. Our student body includes youngsters from a variety of ethnic backgrounds. School District U--46 has long recognized that one of its major strengths is the diversity of its population. For students to interact in and experience the benefits of a diverse environment there must be a sincere respect for diversity. At no time will disrespect or acts of misconduct towards others because of their ethnic background or gender be tolerated.

Guidelines for Student Behavior

The faculty and administration of Kimball Middle School firmly believe in giving students realistic opportunities to exercise self--discipline, mutual respect, and responsibility to the school and one another. School rules have been established based upon respect for the safety and welfare of everyone in our school community. School policies and classroom rules are designed to promote learning and a school climate in which we can take pride.

Student Code of Behavior

It is the responsibility of students to conduct themselves in a respectful manner. Students must govern their behavior so as not to infringe on the rights and personal freedoms of others. This would include the equal treatment of all students in all school functions regardless of race, color, national origin, religion, age, gender, and disability. The staff of the school will appropriately deal with any behavior that has a disrupting effect on the educational process or jeopardizes the safety and welfare of others.

It is the responsibility of each student to contribute to a safe environment at Kimball. If a student has information that could compromise his/her own safety or the safety of others, she/he must inform a staff member. This information will be used to ensure the safety of all. Failure to report this information may result in disciplinary action. Confidentiality will be maintained at all times, in accordance with Illinois State School Code.

Classroom Behavior

At Kimball we insist that all students exhibit certain classroom patterns of behavior which allow the maximum opportunity for quality education to take place. Students must:

1. Arrive to class on time.
2. Come to class with all necessary materials.
3. Avoid disrupting the education process by talking, yelling, etc.
4. Follow directions the first time given.
5. Obey the rules of the class.
6. Be respectful of classmates and teacher by refraining from back talk, swearing and verbal put down.
7. Complete assignments on time.

When students violate these fundamental classroom behavior patterns all assistance available to help them adjust to the learning situation will be extended. First, the teacher will work with the student using counseling techniques, disciplinary techniques and if necessary by involving parents. If the problem persists the student will be referred to the office so the administration can help to get the student back to the task of receiving a good education.

Rules in the Supervised Alternative Schedule Room

1. No talking to other students. Work on class assignments.
2. No hall or pass privileges.
3. Eat at assigned time with S.A.S. Supervisor in the room.
4. Supervised and limited washroom times.
5. No gum or candy allowed in the room.
6. Any student assigned to the S.A.S. may forfeit, for that day, the privilege of athletic participation and attendance at games, plays or programs.
7. No getting out of seat without permission.
8. Hand must be raised to get permission to speak.
9. Student must request assignments and finish the work provided.

Rules and Regulations for Activities and Parties

1. Regular school dress or the dress established by the sponsoring group is to be worn.
2. Wraps will be put in designated areas.
3. Arrangements for rides from the activity should be made in advance.
4. There is to be no smoking of any kind including electric cigarettes in the building or on the school grounds.
5. Students might not be allowed to attend an after school activity if absent, truant, or suspended on the day of that activity.
6. Students may not leave school parties/dances early unless permission of a parent is received by a building administrator.
7. All school rules will be in effect.
8. If a student appears to have been drinking or using drugs, parents will be notified and the student will receive disciplinary consequences.
9. Any student creating a disturbance will have his or her parents notified and then will be asked to leave the activity, the building and the grounds. Any student asked to leave an activity may not be allowed to attend any future activities for the rest of the school year.
10. For Dances/Parties, any student more than 15 minutes after the start time must be escorted to the entrance by a parent or guardian.
11. Students might not be able attend a party if during the week of the party they are referred to the office for misbehavior, fail to serve a detention, or serve an SAS or out of school suspension.

Rules and Regulations for Assemblies

Assemblies are a regularly scheduled part of the curriculum and as such, are designed to be educational as well as entertaining experiences. They provide one of the few opportunities in school to learn formal audience behavior. Regardless of the type of program, courtesy demands that the student body be respectful and appreciative. In live entertainment, unlike radio, television or movies, the performers are very conscious of their audience. Talking, whispering, whistling, stamping of feet and booing are discourteous.

- Do not take books or coats to the assembly unless instructed otherwise.
- Proceed to the assembly area quietly and promptly with your class.
- You must sit with your class in the designated area. Find your seat quickly and quietly.
- When the chairperson of the assembly asks for your attention, give it to him/her immediately.
- Be courteous to the performers and to your neighbors. Don't use an interval of applause or the short time between numbers to start conversation.
- Applause is the only acceptable way to show approval. Whistling or yelling is not appropriate.
- Do not leave the assembly until dismissed.
- Students who do not obey assembly rules will lose the privilege of attending assemblies.

Behavior at Volleyball and Basketball Games

1. Students must have their I.D. and pay the admission fee.
2. Once you enter the gym you must stay until you leave to go home. Once you leave you must go home and not linger in the corridors. Students must stay inside the building from the 3:28 p.m. bell until gym door opens at 3:45 p.m.
3. Arrange your ride home before coming to the game.
4. No outside food or drink will be allowed in the gym.
5. Good sportsmanship is expected at all times. Booing is never permitted or tolerated.
6. We may disagree with an official's call but we respect his/her judgment.
7. Support your teams, show your school spirit.
8. Students are not allowed to leave the school and re-enter on days of games.

Kimball Attendance

It is the responsibility of parents or those having legal custody of school-aged children to see that their children attend school regularly. When students are absent from school, it is their responsibility to request and complete all assignments missed. Missed work must be made up as soon as possible after returning to school. When absences are arranged in advance, such as for vacations, a note should be sent to school, approved first by the office and then shown to each teacher so as much work as possible may be given in advance. Teachers will not be asked to plan work ahead for vacations.

Steps to follow when absence from school occurs:

1. The parent or guardian should notify the school by telephone (888---5290 x5291) between 7:30 A.M. and 9:30 A.M. on the first day of the absence. The reason for absence and length of absence should be stated. If no call is received the school will attempt to contact the parent at home or work.
2. If no contact is made between parent and school the parent must send a written absence note with the student upon his return the next day. The student is to deliver the absence note to the attendance office before first period.

Kimball Absence

The following are the only acceptable reasons for absence:

1. Illness
2. Serious illness or a death in the immediate family
3. Medical or dental appointment
4. Absence approved in advance by the administration
5. Authorized Religious Holiday

Students who are absent are not allowed to attend or participate in after school activities on the day they are absent except in cases of excused emergency absence or with the permission of an administrator. Students absent without an excuse for any length of time, ranging from one period to the entire day will be considered truant.

Detentions

Normally, detentions are at 8:05 to 8:50 (8:05s) in the mornings Monday through Friday. Extended detentions (505s) are 3:30 to 5:05 on Tuesdays and Thursdays. Detentions are assigned to students for major disciplinary offenses and failure to serve any detention. An activity bus may be available at 5:15 p.m.

Tardy to School

Any student arriving late to school before 9:15 a.m. MUST report to the tardy table located just outside the main office. Students arriving to school past 9:15 a.m. MUST report to the attendance office and sign---in on the attendance sheet provided for this purpose. Failure to do so will result in disciplinary action. All unexcused tardiness is recorded on the student attendance record card on file in the attendance office and will be reported on the report cards. A student may be tardy to school three (3) times before disciplinary action will be taken. All tardies after this necessitates disciplinary action --- detentions, S.A.S. placement or parental conference. In case of a late bus, the student will be issued a late---bus pass from the tardy table. .

Tardy to Class

There is ample time between classes so that a student should arrive to each class on time. If you have been detained in the office or by a teacher, ask for a student pass from the person who detained you. If you arrive late and did not get a pass, you will not be sent back for one. Instead you will remain in class and be expected to produce the pass by class time the next day to avoid disciplinary action. The tardy policy is on a semester basis unless the number of first semester tardies to a class is excessive. The tardy policy for tardiness to classes is: **First three tardies** are at the teacher's discretion, **thereafter**, a referral may be written and the office will assign consequences.

Random "hall sweeps" throughout the day and on a daily basis will be performed and anyone caught after the late bell to class will be given a detention.

Student Dress at Kimball – Dress for Success

Our goal at Kimball is to create a positive learning environment for our students and yet be flexible and understanding with the requirements of student dress. We know through numerous research studies that students who dress for success, do better academically and socially for school. Our recommendations to support students dressing for success are:

Shirts/Sweaters/Sweatshirts:

- **Solid, Collared, black, navy, or white** – short or long sleeved
- Official Kimball spirit wear is encouraged
- Sweaters/Sweatshirt styles include cardigans, crew necks, V-necks, and vests. Color selection is the same as for shirts.

Pants:

- **Solid color Black, Navy, or Khaki** pants, jumpers, capris, knee length shorts or knee length skirts with no holes.
- Denim jeans with no holes or see-through tears and appropriate size size.

Expectations/Limits beyond the Dress for Success recommendations:

Shirts/Tops - no jackets and outerwear accepted during the school day

- Shoulders must be covered (distraction/disruption)
- Torsos from waist to shoulder must be covered (distraction/disruption)
- Inappropriate graphics, language, symbols are not permitted (i.e. drugs, gangs, weapons, alcohol or illegal activity, not inclusive) (Safety and distraction/disruption)

Bottoms/Pants

- Must cover all undergarments (distraction/disruption)
- Waistline must be worn at the student's waist (distraction/disruption, safety)
- Shorts/skirts must be finger-tip length (distraction/disruption)
- No see-through holes in pants (distraction/disruption)
- No pajamas or sleepwear (distraction/disruption)

Shoes/Footwear

- Footwear without secured heels are not permitted (safety)

Extra Help

You may always seek extra help from your teachers if you do not understand an assignment, if the work is difficult or if you have been absent and have missed assignments and class discussion. Arrange a conference with your teacher before or after school or at a time convenient to both of you during the day. A teacher or administrator will sometimes request a student to stay after school if it is apparent that the student is having difficulty with his work or study habits. This is not to be thought of as a punishment, but rather as the desire of the teacher or administrator to help you make the progress of which you are capable. Students entering the building in the A.M. for extra help should enter through the middle doors by room 103.

Entrance to Building

Students will be allowed to enter the building at 8:50 a.m. Only the main front doors and middle front doors (by room 103) may be used. On days of inclement weather students will be allowed to wait in the cafeteria after 8:20 a.m. at which time a faculty supervisor comes on duty. Students waiting in the cafeteria must enter by the middle (not main) front doors by room 103.

Exiting the Building After School

After school, students who are not remaining for activities, extra help or detentions **must leave the building by 3:35 p.m.** Students who do remain after school must report to their activity or assignment promptly. Students who do not ride school buses or who ride the city bus must exit the building after school by the main and middle front doors. Bus students, **and only bus students**, must head down to the cafeteria to their assigned waiting area and wait to be called when their bus arrives. Once a student's bus has arrived, a bus supervisor will notify the student. When leaving the cafeteria, students must exit by the north east door leading to the bus loading area.

Drinks from Outside, Gum and Candy Not Allowed

Drinks from outside (coffee, Latte, espresso, energy drinks and/or non-nutritional drinks, gourmet commercial drinks) are not permitted in school. Also, the chewing of gum and eating of candy are not allowed in school during school hours.

Gym Uniform and No Dress Policy

Full uniforms consist of a U-46 shirt, athletic shorts, socks, and gym shoes. Failure to dress will result in disciplinary action.

Library Policies

The library policies are set up to help us organize an efficient and effective library. These regulations are not intended to restrict the use of the library, but rather to insure the fairest and best operation of this school's service. Reference materials are to be used only in the library and not to be removed from the room at any time. Other library materials may be checked out for a two-week period with a school ID. No books are to be taken from the library without being properly checked out. Overdue items are assessed a daily fine of 10¢ each school day until the item is returned to the library. It is the responsibility of the student to take good care of all library materials and to return all items to the library when due. In the event of lost items, it is the responsibility of the student to pay the replacement cost of each lost item so it can be re-ordered for the library. Students who owe a library fine or have missing item(s) will not be allowed to check out any additional library materials until the fine or item is paid in full. Students who have unresolved library matters may be restricted from attending extra-curricular activities. Students are expected to conduct themselves appropriately while in the library; all Kimball Middle School policies will be observed in the library as elsewhere in the school. Gum chewing and food/ drinks are not allowed in the library.

Hall Passes

Students are not permitted in the halls during class periods unless they are accompanied by a teacher or have a hall pass from an authorized staff member.

Nurse

A nurse or other staff members are available on a daily basis. Students who are ill must obtain a pass from a teacher and report to the nurse's office. Students who need to take medication must leave the medication in the nurse's office. Do not keep medication in the locker or with you without permission from the office. This includes aspirin. Please follow the specific procedures listed below.

The purpose of administering medications in school is to help each child maintain an optimal state of health that may enhance his/her educational plan. Only those medications which are necessary to maintain the child in school and must be given during school hours shall be administered.

1. If at any time your child will be receiving medication during the school day, a "School Medication Authorization Form" must be completed. The student's physician and parent must sign this form.
2. This "School Medication Authorization Form" must be presented to the school before the student takes any medication at school. A second form may also be filled out by the parents for the student to carry an asthma inhaler.
3. All medicines that are to be administered at school must be brought to the school in the original container. The label must be on the container and show the name of the student and the names and telephone numbers of the doctor and the pharmacy. Your pharmacist will usually be willing to give you two containers—dividing the medication for home and school.
4. Parents wishing to give the school permission to administer non-prescription medicine as required to their students must complete the "School Medication Authorization Form" specifying the medicine approved the dosage, and the duration of administration. This form also requires a doctor's signature for administering at school.
5. A parent may administer medications to their child at school if they have an authorization on file.
6. If a staff member observes any prescription or non-prescription medication being used in school without written permission from the physician and parent, the medication will be confiscated. The student may also be subject to disciplinary action.

All "over-the-counter" medications are required to be in the nurse's office. Students who violate this are subject to regular disciplinary procedures. Students cannot distribute these types of material to others. Doing so represents a disregard for a serious school procedure and as such will be dealt with in accordance with regular disciplinary procedure that may include but are not limited to in-school and out-of-school suspensions and expulsion. If a student is unable to participate in physical education class due to an injury or medical condition, a parent may excuse the student from class for a period of 3 days. If the student is unable to participate for a period longer than 3 days, a medical excuse from a physician is required.

Make---up Work

Students who are absent for any reason, should make up all classwork missed. It is expected that each student will assume responsibility for knowing what is to be made up and seeing that assignments are completed. Make---up work should be turned in when due. Students will be given the same number of days that they were absent to complete the work. A teacher may extend the number of days a student has to complete the work if it is felt necessary. Grades may be withheld or lowered if work is not turned in at the specified time. When an absence is of an extended duration, it must be understood that some work, labs, quizzes, and tests may not be able to be made up. In these instances, the students will not be penalized.

Requests for Assignments

For absences of 3 days or more assignments may be obtained from the office upon request by parent or student. When requests are made:

1. Ample time must be given. (at least 1 teacher plan period)
2. The recommended time for pick---up of assignments is after 3:30 P.M. as some teachers may complete the request and/or drop it off after school

Substitute Teachers

On occasion your regular teachers will be absent from school. In these instances substitute teachers will be hired. We attempt to secure the service of the finest substitute teachers available so that your educational opportunity will continue during the absence of your regular teacher. To assure an atmosphere where learning can take place, and in realizing the difficult task a substitute teacher has, we require the following: A substitute teacher is to be treated with more kindness, respect, cooperation, and understanding than your regular teacher. Students who are a disturbing influence in the class will, on the first offense not be allowed to attend future classes taught by that substitute. If a second offense occurs, the student will lose the privilege of attending any class in which a substitute teacher is working for a length of time ranging from the rest of the semester to the rest of the year.

Vacation Homework

Realizing that a student's attendance in school is the primary contributing factor for success, parents are urged to avoid scheduling vacations when school is in session. When this is not possible, parents should notify the attendance office in advance of the time that will be missed. If homework/class work is requested in advance, it will be provided at the discretion of the teacher. **Work provided in advance is due upon return.** Work not requested or provided in advance will fall under the normal rules for make---up work listed above. It must be understood that it may not be practical or possible to make up certain work, labs, quizzes, and tests missed due to the absence. In these instances, the student will not be penalized.

MY MAP SCORES

FALL MAP SCORES				
	median	Last	Goal	Today
Reading				
Math				

Did you meet your goal?
 Math: YES NO
 Reading: YES NO

WINTER MAP SCORES				
	Median	Last	Goal	Today
Reading				
Math				

Did you meet your goal?
 Math: YES NO
 Reading: YES NO

SPRING MAP SCORES				
	median	Last	Goal	Today
Reading				
Math				

Did you meet your goal?
 Math: YES NO
 Reading: YES NO

Educational Goals

Because of the unique nature of this age group, the educational program should include the following goals which are not ranked in any given order:

- To provide the opportunity for students to master and apply those skills basic to full participation in society.
- To provide the opportunity for students to acquire the basic knowledge necessary to understand their present environment and to prepare themselves for life in future environments.
- To provide the opportunity for students to learn and utilize independent study skills.
- To provide the opportunity for students to learn, develop, and practice those interpersonal skills needed to understand and accept ethnic, racial, and socio-economic groups other than their own, therefore contributing to human harmony.
- To provide an atmosphere conducive to the educational development of every student regardless of racial, ethnic, or socio-economic differences or modes of learning.
- To recognize that reading, writing, listening, speaking, computing, and critical thinking are skills basic to success in our society and that the teaching of them is not restricted to anyone academic discipline, but is rather a shared responsibility.
- To diagnose and evaluate the progress of all students in the areas of organized knowledge, basic skills, personal development, and social interaction.
- To provide basic skill repair and enrichment services for students as needed.
- To develop a wide range of exploratory activities for socialization, interest development, creativity, and leisure enriching experiences for students to use throughout life.
- To provide group and individual pupil personnel services.
- To create a learning setting for students that encourages the appropriate use of the individual, competitive, and cooperative goal structures.
- To create flexible organizational and instructional programs for all students.
- To provide systems of communication for parents and students which will result in a better understanding of the schools and greater parent involvement.
- To provide a wide range of physical activities for students which emphasize maximum involvement, good sportsmanship, and promote general wellness.
- To provide a wide range of activities for students relating to the value of the visual and performing arts.

Philosophy

The philosophy adopted by School District U-46 for the Middle School is:

In considering the needs of middle school students, we recognize that school for these students should be unique, with its own philosophy, purposes, organization, and facilities. It should be organized to recognize and deal with the transitional nature of early adolescence and to meet the needs of a population that is diverse in background, aspirations, developmental stages, and rates of growth. The instructional program should provide students with opportunities to develop basic skills and acquire knowledge necessary to develop a positive self-image and to foster academic, social, and personal growth. There must be a firm guidance for the student's exploration of a variety of experiences.

Programs for early adolescents should provide an atmosphere that encourages close student-teacher relationships and a humanistic, child-centered approach to learning. The setting should be one which fosters creative, flexible curriculum development and implementation.

Parent Involvement

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

- **Citizens’ Advisory Council (C.A.C.)**

For over 30 years, the Citizens’ Advisory Council of U-46 has served as an advisory group to the Board of Education. Each school is represented by five parents/citizens who attend monthly meetings at Elgin High School’s library. The CAC committees work throughout the school year to study and research subjects relevant to U-46: enrollment and facilities, financial resources, special education/populations, legislation, and other topics of interest to citizens. Reports are written in the spring and presented to the Board of Education for consideration.

- **District-wide Committees**

Throughout the school year, parents are included in advisory committees and task forces. If you are available and interested in participating, please call the Communications office, 847-888-5000 ext. 5040.

- **Parent Group – PTO/PTAs**

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 parent group provides resources to the school by organizing volunteers for events, programs, and activities. Fund-raising events and enrichment programs are also presented by parent groups.

Parent Group Network is comprised of all parent group presidents of elementary and middle schools. The group meets quarterly to provide a forum for leaders to share ideas.

Each high school has a parent group. In addition, the high schools have “booster clubs” which support athletic events.

Check with the building principals to learn more about the parent group activities at each school.

- **Translators**

Communication between the parents and teachers is very important. Our working together helps all children to be more 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 have a translator to help in communication at any required school meeting. The parent/student may choose to bring a translator to assist them or they may ask the school to provide a translator.

If you need a translator, please call the school when you receive a request from the school or school personnel to attend a meeting. Please ask for translation assistance at least three (3) days before the meeting date so that we have time to find a translator to assist us. If the school is not informed three days in advance, the meeting may be rescheduled in order for a translator to be identified. If you have questions, please contact the principal at your child’s school.

Notification to Parents

It is district policy that parents should be informed of opportunities and procedures of previewing materials which are deemed sensitive. Parent(s)/Guardian(s) may exclude his/her/their student(s), without grade penalty, from that portion of a class which contains the sensitive material. There are established procedures for parents to request reconsideration regarding the appropriateness of any instructional materials in a school library or in classroom use. For more information, contact your school Principal.

Rights and Responsibilities

District U-46, mindful of the dignity of the individual, guarantees to all students who are in attendance in district schools certain rights and responsibilities.

STUDENTS HAVE

The Right to:

1. Attend scheduled classes, to 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 Board of Education Policy.
4. Expect reasonable requests by teachers and 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 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 insure the confidentiality of their school records.
12. Expect adequate provision 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.

STUDENTS HAVE

The Responsibility to:

1. Know and abide by local, state and federal laws which could lead to SUSPENSION* Or EXPULSION** if violated, 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 he is not enrolled or has been SUSPENDED from any U-46 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 clearly inciting to immediate violence.
 - E. Possession of dangerous weapons.
 - F. Knowingly making a false fire alarm or other false or disruptive rumor or report.
 - G. The sale, distribution, possession or use of narcotics, stimulants, hallucinogens, barbiturates, marijuana, alcohol and other non prescribed substances while on the school premises or at school related affairs.
2. Know and abide by school regulations which could lead to SUSPENSION* or EXPULSION** if violated, such as:
 - A. Disrupting the learning environment or interfering with the peaceful rights of others.
 - B. Being absent from or tardy to assigned school activities.
 - C. Dressing and grooming in a manner disruptive to the educational process or in 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 or 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.

Rights and Responsibilities: (cont.)

ADMINISTRATORS HAVE

The Right to:

1. Make 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 students involved in cases of flagrant and continuing misconduct.

ADMINISTRATORS HAVE

The Responsibility to:

1. Execute school board policy and administrative rules and regulations.
2. Treat students, parents, teachers, and citizens with the respect due them as individuals and with sensitivity to their differences in ethnic and social backgrounds.
3. Maintain an orderly atmosphere which is conducive to educational development and individual growth.
4. Inform parents of consistent or serious student misconduct and disciplinary actions taken.
5. Consider disciplinary referrals made by any U-46 certified or classified employee.
6. Maintain confidentiality in all matters relating to student records whenever possible.

TEACHERS HAVE

The Right to:

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

TEACHERS HAVE

The Responsibility to:

1. Maintain a school atmosphere conducive to learning.
2. Reprimand or discipline students in an appropriate manner.
3. Maintain a reasonable standard of student 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.

Education is a cooperative function between the home, school and community. Parental involvement is necessary if the school is to accurately reflect the desires and hopes of its community.

PARENTS AND GUARDIANS HAVE

The Right to:

1. Expect a classroom atmosphere that permits meaningful learning to take place.
2. Assume that a student will not be exposed to verbal or physical 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 his/her 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.
8. As a parent's right; a representative (means any individual whom the parent wants to include e.g. neighbor, friend, etc.) has the full right of participation in educational planning meetings to which he/she is invited by the parents of handicapped students, including, but not limited to, IEP conferences, and multi-disciplinary staffing conferences.

Rights and Responsibilities: (cont.)

PARENTS AND GUARDIANS HAVE

The Responsibility to:

1. Understand that the state law requires all parents to properly care for, 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 school personnel.
5. Be financially responsible for any damage to personal or school property committed by their child.

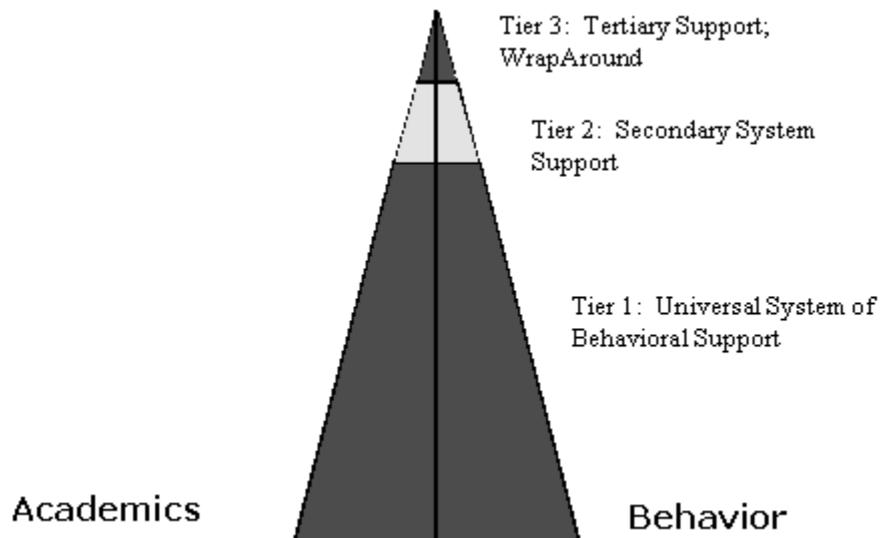
**SUSPENSION is defined as a 1 to 10 day interruption in normal school activities for disciplinary purposes.*

***EXPULSION is defined as the removal from school for the rest of the term.*

Nondiscrimination

All students are offered access to all school district programs, clubs and activities within the limits of their capabilities and legal constraints. The school district has agreed to fulfill all requirements of Title IX and Section 504 extending equal opportunity to all students and employees. Where access is not possible, equivalent activities will be provided. Questions regarding program access should be directed to the building principal. Unresolved issues will be forwarded by the building principal to the District's Chief Legal Officer or designee who can be contacted at 355 E. Chicago Street, Elgin, Illinois 60120 at 847-888-5000 ext. 5305.

RTI/PBIS Multi-Tiered Instruction and Support



Tier 1/Universal focuses on the importance of school-wide behavioral expectations and positive reinforcement of appropriate behavior. Students learn 3 to 5 school-wide behavioral expectations. Students are acknowledged individually or as a group for meeting behavioral expectations.

Tier 2/Secondary provides select groups of students with additional support appropriate to the student's level of need and then monitors the progress of students receiving those interventions. Typically, these are specific, research-based group interventions. Students may participate in brief plans to improve behaviors. Parents are notified and encouraged to support the interventions.

Tier 3/Tertiary provides intensive supports to individual students who continue to struggle after receiving Tier 1 and Tier 2 support. At this level, families and the community provide a great deal of support that a student may need.

For more information visit www.u-46.org/rti/PBISInformation.htm

How does it work?

- **PBIS is prevention-based:** Through instruction, comprehension, and regular practice, all stakeholders use a consistent set of behavior expectations.
- **PBIS is data-based:** School teams within the building review data on individual and groups of students to determine which students are not responding to the teaching of the behavioral expectations. PBIS schools view it as an opportunity for re-teaching.
- **PBIS is community based:** PBIS offers supports for families, youth and schools.
- **PBIS is research based:** The PBIS model is a research based strategy that is supported by the Illinois State Board of Education promoting effective practices to benefit all children. It was started as a joint initiative by the University of Oregon and the federal Department of Education to prevent the isolation of high school students. Currently, PBIS is implemented across the United States and in many foreign countries.

Does it make a difference?

The 3-tiered approach reduces problem behavior as a barrier to student achievement. There are many PBIS success stories involving individual students as well as entire schools. Visit the district website to view our U-46 success stories <http://www.u-46.org/rti/PBISSchoolCelebrations.htm>

How Does PBIS help disruptive students?

- PBIS school teams gather and review documented discipline data. If problem behavior occurs, students in PBIS schools are provided with a full continuum of supports to address the behavior. PBIS schools view it as an opportunity for re-teaching school-wide expectations. As a student's needs increase, the intensity of the support increases.

How can parents support PBIS?

- Parents are an important part of PBIS implementation. Schools encourage parents to use the same expectations that the school has identified. Parents can familiarize themselves with the school-wide behavior expectations. This common language creates consistency for expected student behavior. Parents are asked to discuss the school's expectations and post them at home for easy reference. Schools encourage parents to participate in PBIS school activities and support school teams. Parents may help with fundraising efforts, participate in leadership activities, and assist with outreach to the community.

Where can more information be found?

www.u-46.org/rti School District U-46

www.pbis.org National positive behavior and supports network

www.pbisillinois.org Illinois positive behavior and supports network

www.swis.org Overall data management system for PBIS

www.isbe.net State sponsorship of the Illinois PBIS network

<http://www.kaneroe.org/depts/pbis> Regional training offerings and information

Student Records

Access to Records

Parents and their children are guaranteed access to the student 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 their records should request a building administrator to grant access to records. Access will be granted within 15 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 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 the purpose of 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 any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under State law.

Parents and Students

May Also . . .

1. Inspect and copy any portion of the record, at their expense (\$.20 per page);
2. Challenge the contents of the records;
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 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 office of the school and the district superintendent. If you believe the District has violated or is violating the Student Records policy, you have the right to file a complaint with the United States 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 –

The permanent record consists of basic identifying information concerning the student (as per birth certificate or other legal document), his or her 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 sixty years after the student has transferred, graduated or otherwise permanently withdrawn from school.

The temporary record consists of all other records maintained by the District concerning the student. **The temporary records 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 elimination of out-of-date information prior to the transfer of students to the 5th grade, the files of 8th graders are cleaned out for elimination of out-of-date information prior to the transfer of students to the 9th grade, and the files of 12th graders are cleaned out for elimination of out-of-date information after they graduate.

2. Special Education Student Cumulative Records –

The records will be disposed of five years after 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 he/she has succeeded to the rights of the parent prior to the disposal of the records.

As a parent's right, a representative (means any individual whom the parent wants to include, e.g. neighbor, friend, etc.) has the full right of participation in educational planning meetings to which he/she is invited by the parents of handicapped students, including, but not limited to, IEP conferences, and multidisciplinary staffing conferences.

Student Directory Information/ Publication of Student Photographs/Images/Work

Directory information includes the following: student's name and address; parents' name and address; birth date; gender; grade level; academic awards and honors; participation in school-sponsored activities; organizations and athletics; major field of study; and period of attendance in school. Directory information may be released to the general public upon request.

Parents who request that directory information not be included in school publications should notify the school on an annual basis before the beginning of the school year. A form for opting out of directory information is available in the district office or online at www.u-46.org.

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 yearbook, school student directory, activity or athletic programs, school newsletter, local newspaper articles, graduation or vendor listings such as for class rings and graduation announcements.

Photographs/Images/Work

Student photographs/images/work that does not contain individual identifying information about a student may be published on the District and school web sties or in district publications. Parents who do not want their student's photograph/image or work to be published in print, video or on the web, should provide written notice indicating their request to the school on an annual basis within 14 days of registration. A form for opting out of student photographs/images/work is available at the district office or online at www.u-46.org.

Special Programs

Speech/Language

Speech/Language Therapy Services are provided by District U-46 for those students whose speech or language differs from normal sufficiently to draw the attention of others or to cause discomfort to the speaker. Each year screening for communication disorders is conducted for all students in kindergarten. In addition, the therapist tests all students upon initial enrollment in the district and reviews all those identified as having difficulties. Questions regarding service availability should be directed to the assistant principal.

Special Education

School District U-46 provides comprehensive programs and services for handicapped children ages 3 to 21 with the following exceptional characteristics:

1. Auditory, visual, physical, or health impairments.
2. Speech and/or language impairments.
3. Deficits in the essential learning or perception, conceptualization, memory, attention and/or motor control.
4. Deficits in intellectual development and mental capacity.
5. Affective disorders and/or adaptive behavior which restricts effective functioning.

Social Work, Psychological, and Diagnostic Services

All students evaluated and found eligible have the right to receive such programs and services as well as all programs and services available to all students of District U-46. Program information, including regulations which govern the administration and operation of Special Education, is made available to parents upon request.

Home Hospital Tutoring

Any student with a health or physical impairment which will cause an absence from school for more than two consecutive weeks is eligible to receive home and/or hospital tutoring. The health or physical impairment must be verified by a written statement from a licensed medical examiner. 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 U-46 Special Education Office at 847-888-5000 ext. 5065.

Health Service/Responsibilities

Physical Examinations and Immunizations

Illinois State Law requires physical examinations, dental examination & diabetes screening on entrance to school (Preschool and Kindergarten), **6th & 9th** grades, and up-to-date immunizations for all students. It is required that parents complete & sign the health history portion of the physical exam form. **Students will not be allowed to enter school until these requirements are met.**

New students to the district will be allowed 6 weeks to meet these requirements. If the requirements are not met, the student will be excluded from school.

All immunizations must be recorded on the new state-approved physical examination form. Area physicians and all schools have a supply of the new state approved physical exam forms. Information regarding agencies that provide free physicals and immunizations can be obtained by calling Health Services at 847-888-5000 ext. 5335. If you have further questions, please contact your school nurse or the health services office.

Students participating in athletics are required to have an annual record of a physical examination on file.

Medication Rules

Whenever possible, the parent or guardian should make arrangements for medication to be administered at home, before and/or after school hours. In situations when a student's health could be compromised by not receiving medication during school hours, school district policy and procedures must be followed for administering all medications.

The school cannot be held medically or legally responsible for dispensing any medication of any type (including aspirin) except under the following conditions:

Medication will not be given to your child without a **"Medication Permission and Physician Instruction Form,"** signed by the parent or guardian and a physician. Medication must be in the original prescription container from the pharmacy or physician's office, properly labeled. Medication brought, if your child requires, from home will not be administered under any conditions other than stated above. If there are any questions, call the school nurse. If your child requires any prescribed medication other than rescue medication for a Curriculum Based Field Trip, including over the counter preparations you must contact the teacher well in advance of the trip.

Emergency Cards

It is absolutely necessary that an emergency card, (U-46 form) with the current required information be filled out annually by a parent of each student and on file in the school office. Any changes in required information should be reported immediately.

Health Services and Clinic Rules

Since the nurse and health secretary are in the building on a part-time basis and we do not have the personnel or facilities to care for sick students, please consider this when sending students to school who are ill or having physical complaints. If a young person has a fever over 99.8 degrees, is nauseated and vomiting, has diarrhea, or has any other symptoms which would interfere with his/her functioning at school, **PLEASE** keep that child at home; otherwise, it will be necessary to call you to come and get him/her later, and this is often difficult. If your child has been ill with a fever, please keep that child home a full day with no fever before having him/her return to school.

Clinic Rules are as follows:

1. If a student becomes ill in class, he/she should notify the teacher. The student will then be sent to the office and given first aid or the parents will be notified. Students must receive a pass from a teacher to be admitted to the clinic for illness. Therefore, he/she must report to class first.
2. No treatment except emergency first aid is given in the clinic. Students seeking a medical diagnosis and treatment should contact their family doctor. Injuries that occur at home or away from school will not be treated in the clinic.
3. Only emergency cases are to be seen during class periods. Emergencies consist of bleeding, fainting, vomiting or possible fracture. Transportation by the Paramedics to a local hospital will be given if deemed necessary. Students with general complaints (headache, upset stomachs, sore throats, cold, etc.) are to be seen before school or during lunch periods.
4. Students will not be excused from a physical education class without a parent's or physician's written request.
5. Parents may phone Health Services or the school nurse regarding any questions related to emergency care.
6. When a student becomes ill at school,
 - a. Parents are notified of illness.
 - b. Parent or designee of parent will be required to transport the student home. Exceptions to this policy are to be made only by the building administrator.
 - c. Students are to sign out before leaving the building.

Accident Reports

All injuries should be reported immediately to the teacher in charge. If no teacher is present, report to the office so that the injury can be given appropriate attention and an accident report can be completed.

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 the 1980 implementing regulations (34 CFR 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

- A. Grievant means any employee of District U-46, student, parent of a student (or legally recognized guardian of a student) who submits a grievance relevant to Title IX or the State Sex Equity provisions.
- B. 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. A grievant who wishes to present a complaint pursuant to these procedures shall contact the District Coordinator for Nondiscrimination (the "Coordinator"). 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.
- B. The Coordinator for Nondiscrimination for School District U-46 is the Chief Legal Officer who can be contacted at the District U-46 Administrative Office, 355 East Chicago Street, Elgin, Illinois, 60120-6543 or by calling 847-888-5000, ext. 5307.
- C. Within seven (7) calendar days of receipt of any inquiry, the Coordinator (or designee) shall send a copy of this policy and grievance procedure and grievance form to the inquiring individual(s), unless the inquiry is withdrawn. The Coordinator or designee shall also provide assistance to the inquiring individual with respect to 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.
- D. Upon receipt of a written grievance, the Coordinator (or designee) 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 (or designee) may seek advice from related state agencies or legal counsel. Within 15 calendar days of receipt of a written grievance, the Coordinator (or designee) will send written notice to the grievant and the charged party(s) of receipt of the grievance and how to contact the Coordinator (or designee) to obtain information about the investigation and of any information needed from the grievant or charged party(s). During the investigation all relevant evidence will be considered and the parties will have the opportunity to respond to the evidence submitted.
- E. The District will ensure that the investigation is impartial. The Coordinator, Superintendent, or Board of Education, as necessary and appropriate, will appoint impartial persons to conduct the grievance investigation. Parties and witnesses may not be involved in the investigation or any decision regarding a grievance.
- F. 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.
- G. As soon as reasonably possible, but not more than sixty (60) calendar days after receiving the grievance, the Coordinator (or designee) shall render a written decision. Included with the decision will be a reminder of the steps for further appeal. Copies of the written decision shall go to the grievant, person(s) charged (if any), and the Superintendent. In extraordinary circumstances, the decision may be rendered in more than sixty (60) calendar days, but an explanation shall be given within the initial sixty (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 (or designee), the decision may be appealed within fifteen (15) calendar days to the Superintendent (or designee) by submitting a written appeal to the Superintendent (or designee), addressed to the Office of the Superintendent. The appeal must be received by the Superintendent within fifteen (15) calendar days after the dissatisfied party receives the written decision from the Coordinator (or designee). Copies of the grievance, all evidence and the Coordinator's (or designee) decision shall be forwarded by the Coordinator (or designee) to the Superintendent (or designee). The Superintendent (or designee) shall review all of the aforementioned documents and shall render a written decision within fifteen (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 Superintendent, or Board of Education, as necessary and appropriate, will appoint impartial persons to make the appeal decision. 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 Superintendent's (or designee's) decision, 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 (or designee).

School District U-46 Student Internet Computer Use Policy

The Board of Education recognizes that technology is a tool for instruction which should facilitate and enhance the curricular goals of the District. Internet access is one of the technology tools that can provide positive learning experiences for students.

Because of the unique nature of Internet, the staff will provide guidance and instruction to students in the appropriate use of that resource. Those responsible for student Internet access will monitor its use so that maxim instructional benefit will result. The District's electronic network is part of the curriculum and is not a public forum for general use. Users should not expect that e-mail or files stored on District servers will be private. The District reserves the right to log technology use, to monitor fileserver space utilization by users, and to examine users' files and materials as needed, and at its discretion. Users must recognize that there is no assurance of confidentiality with respect to access to transmissions and files by persons outside, or from persons inside the District.

Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. General school rules for behavior and communications apply.

Permission to use the school's computer for Internet access is dependent upon a student and his/her parent or guardian signing the form below. Signing the form shows that the student understands and will follow the school's Internet/computer rules.

I understand that by signing this form, I acknowledge that I have read and will follow the school's Internet/computer use policy and understand that:

Student Users of Technology Will:

- Use or access District technology only for educational purposes.
- Comply with copyright laws and software licensing agreements.
- Understand that email and network files are not private. Network administrators may review files and communications to maintain system integrity and monitor responsible student use.
- Respect the privacy rights of others.
- Be responsible at all times for the proper use of technology, including proper use of access privileges, complying with all required system security identification codes, and not sharing any codes or passwords.
- Maintain the integrity of technological resources from potentially damaging messages, physical abuse, or viruses.
- Abide by the policies and procedures of networks and systems linked by technology.

Student Users of Technology Will Not:

- Access, download, create, send or display offensive messages or pictures.
- Use harassing, offensive, obscene or defamatory language.
- Harass or attack others.
- Vandalize or damage computer equipment, systems, networks, hardware, software, data or programs.
- Spread computer viruses.
- Violate copyright laws or software licensing agreements.
- Use others' passwords or accounts.
- Misrepresent themselves or others.
- Trespass in others' folders, work, or files, or gain unauthorized access to resources or entities.
- Reveal their personal address or phone number, or those of other users.
- Use District technology for non-school purposes or personal financial gain.
- Use technology for any illegal purpose or activity.

Attendance Law:

Illinois State Law provides that every child between six and seventeen years of age shall attend a public school or a private school in each year during the entire time the public schools of the district are in session, unless excused from attendance by the board upon application of his parent or guardian on grounds specified in the laws.

Attendance Policy:

Regular attendance is a key to a student's success at school. When a student is absent from school, the parent or guardian must call the attendance office as soon as possible in the morning, preferably before 10:00 A.M. Any student who has been absent and the parent has not called is requested to bring a note the first day that the student returns to school. Vacation absences are not considered an excused absence.

Truancy:

Truancy is being absent without permission from any scheduled class or activity to which a student has been assigned.

On the first offense, up to five central detentions will be assigned. On the second offense, up to one day in SAS will be assigned. Chronic truants will be referred to the County Superintendent's Office.

School Liaison Officer:

As a result of a joint project with the Elgin Police Department a School Liaison Officer maintains an office in the school building. The officer is available to answer students' questions and to work with the students in matters that may require police involvement. In addition, the officer routinely is involved with matters of theft, substance abuse, driving and parking, child abuse, assault and other duties as needed by administration.

Student I.D.:

All middle school students are expected to properly wear their student identification card visibly around their neck at all school sponsored events. These cards are used not only for identification purpose, but also for the library system, the cafeteria system, as bus passes, and for safety and security reasons. I.D.'s may not be defaced with stickers, markers, etc..

Counseling Services:

Students are encouraged to maintain a close relationship with their classroom teachers for guidance in class work and discuss general or specific problems whenever they may arise. Students with individual or special problems are encouraged to contact the Principal, Assistant Principal, Police Liaison Officer, School Social Worker or School Nurse.

Report Cards, Special Notices:

Report cards are mailed four times a year, approximately every nine (9) weeks. Special reports, both positive and negative, are sent home at the mid-point of the grading period, or whenever necessary.

Honor Roll:

Students who excel academically will be recognized each quarter. To be placed on the honor roll, a student must meet the following criteria:

- a. 3.0 grade point average
- b. No "D's" or "E's"
- c. All subjects included in grade point average
- d. All student's included in selection process

In addition to the above honor roll, there may be a higher standard for recognition of student achievement. Each school will designate the activities or awards which will be distributed in relation to the student recognition program.

Property – Care of:

Students are responsible for the proper care of all books, supplies, equipment, and furniture supplied by the school. Students who disfigure property, break windows, scratch lockers, or do other damage to school property willfully or through carelessness will be required to pay for the damage and/or disciplinary action will be taken which may include suspension from school.

Student Retention Guidelines:

Students shall perform at their appropriate grade level before being promoted. No students shall be promoted to the next grade level based solely upon age or other social reasons not related to the student’s academic performance. The administration shall develop and maintain appropriate remedial programs for students who are deemed not qualified for promotion to the next grade level. Promotion of a student having an individualized education program (IEP), or receiving reasonable accommodations pursuant to Section 504 of the Rehabilitation Act, shall be determined by the student’s educational team.

Enrollment in Attendance Area:

All middle school students are expected to be enrolled in the building in the attendance area in which their home is located. The use of a babysitter’s address is not acceptable for enrollment.

Visitors:

1. All visitors to the building must report directly to the school office to state their business. Visitors are reminded that state law requires that they report to the main office upon entering the building.
2. Due to disruptions, distractions, and liability, visitor’s passes will not be given to students from other schools unless approved by the administration.
3. Parents and guardians are always welcome, but are encouraged to make an appointment to see a teacher, administrator, or visit their child’s classroom.

Permission to Leave School:

Students may not leave school during school hours except by parental prearrangement and must sign out in the attendance office after having received permission to do so by the office. Requests for absence for vacation, religious rites, etc., should be made in advance by parents whenever possible. Appointment cards may be used as an excuse for dental and doctor visits with no advance permission required. If students leave campus without permission, the students will be considered truant, and the school will not be responsible for them.

Bicycles, Skateboards, Rollerblades and Autos:

Students are allowed to ride their bikes to school but must park them in the areas provided. It is recommended that all bicycles be locked while unattended. Students bringing bicycles to school do so at their own risk. Students should not bring skateboards or rollerblades to school. No student may drive an automobile or motorbike to school at any time, for any reason.

Free/Reduced Price Lunch Program:

Any parent or guardian who feels that their son/daughter qualifies for the free or reduced lunch should see the building administration for additional information.

Bus Transportation:

If a student lives 1 ½ or more miles from school, he/she is eligible for bus transportation. Students are required to wear their school ID with proper name indicated in order to get on the bus before and after school.

Students will use their student ID’s for their pass to class if their bus was late. Otherwise, a tardy slip will be issued. Bus transportation home is not provided for detentions or activities.

Bus transportation depends on the behavior of the student on the bus and at the bus stop. Buses are considered an extension of the school. Behavior on buses is to be of the same quality as that expected in the school building. Should any student persist in violating any of the rules and regulations, it shall be the duty of the driver to notify the administration. After due warning has been given to the pupil, the administration may then suspend the student from riding the school bus.

Rules for School Bus Riders:

Rules for riding the school buses, from the Illinois Office of Education, State of Illinois, are:

1. Be on time at the designated school bus stop to help keep the bus on schedule.
2. Stay off the road at all times while waiting for the bus.
3. Be careful in approaching the place where the bus stops. Do not move toward the bus until the bus has been brought to a complete stop.
4. Do not leave your seat while the bus is in motion.
5. Be alert to a danger signal from the driver.
6. Remain in the bus in the event of a road emergency until instructions are given by the driver.
7. Keep hands and head inside the bus at all times after entering and until leaving the bus. Do not throw anything out of the bus windows.
8. Remember that loud talking and laughing or unnecessary confusion diverts the driver's attention and could result in a serious accident.
9. Be absolutely quiet when approaching a railroad crossing stop.
10. Treat bus equipment as you would valuable furniture in your own home.
11. Assist in keeping the bus safe and sanitary at all times. No eating is allowed on the bus.
12. Carry no animals on the bus.
13. Keep books, packages, coats, and all other objects out of the aisles.
14. Leave no books, lunches, or other articles on the bus.
15. Be courteous to fellow pupils and the bus driver.
16. Help look after the safety and comfort of smaller children.
17. Do not ask the driver to stop at places other than the regular bus stop; he is not permitted to do this except by proper authorization from a school official.
18. Observe safety precautions at discharge point. Where it is necessary to cross the highway, proceed to a point at least 10 feet in front of the bus on the right shoulder of the highway where traffic may be observed in both directions. Then wait for a signal from the bus driver permitting you to cross.
19. Observe the same rules and regulations on other trips under school sponsorship as you observe between home and school. Respect the wishes of the chaperone appointed by the school.
20. Students who want to ride a different bus home for a specific occasion must have a note signed by a parent and a school administrator. The student must be a student who is using district transportation.

Telephones:

1. Cell phones must be turned off and stored in their locker.
2. Students may use a school telephone in an emergency by asking the office personnel.
3. Please do not text the students during the school day.

Fire Drills/Tornado Drills/Lockdowns:

Directions for exiting the building for Fire Drills and proper procedures for Tornado Drills and Lockdowns are posted in every class with appropriate maps to aid in the movement of students. Know your exit route for every room in which you have a class. When the fire alarm sounds, students and teachers leave the building by the designated exits. Students are requested to move quickly and efficiently at the directions of teachers. There will be NO Talking at any time during the alarm. Students should withdraw at least a distance of 200 feet from the building and remain with the teacher and classmates. At the signal to re-enter, everyone returns quickly and directly to his/her classroom. The alarm is not completed until everyone is back into the classroom. If, for any reason, you are out of the class when the alarm is sounded, exit the building by the nearest exit, and then meet your class in the designated area.

Lockers:

Each student is assigned a locker for the storage of books and equipment. It is the student's responsibility to see that his or her locker is kept locked and in order at all times. STUDENTS BRINGING PERSONAL PROPERTY TO SCHOOL DO SO AT THEIR OWN RISK. THE SCHOOL IS NOT RESPONSIBLE FOR LOST OR STOLEN ITEMS. Since lockers are a permanent part of the building and property of the School District U-46, the school reserves the right to inspect lockers to ensure the safety of all students. **DO NOT SHARE LOCKERS OR COMBINATIONS WITH ANYONE.** Whether a locker is locked or unlocked, no one is to go into another student's locker for any reason. The locks issued at the middle schools may not be used at the high school level.

Lost, Stolen, and Found Items:

The district is not responsible for lost or stolen items, personal property brought on 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 the students. Items will be retained for a length of time to be detected at the school's discretion and then will be disposed of. Please remember that lost, stolen or damaged items are not the responsibility of the school. The school will not reimburse students for any lost, stolen or damaged personal items brought on to school property.

Textbooks:

In textbook designated classes, each student rents a textbook during the school year. The student's full correct name shall be written in the space provided. Every student is responsible for the proper use and care of his/her books. A charge will be assessed to any student who loses or damages a book.

Transfers/Withdrawals:

If a student is transferring from school, he or she must report to the school office to get instructions as to the proper procedure. The pupil must present a written request from the parent or guardian. This request must state the new address and the student's last date of attendance. The student shall be issued a building clearance sheet which must be signed by all his/her current teachers and the librarian and returned to the office prior to being given a transfer slip. Fees must be paid prior to leaving.

Eligibility Guidelines for Non-Credit Activities:

The following guidelines have been established to insure uniformity in eligibility requirements throughout the middle schools of this district. These guidelines are consistent with the Philosophy of the middle school. While they attempt to encourage student participation, they recognize that the actions of participants reflect on both the individual and the school. Non-credit activities include all clubs, athletic teams, plays, publications, student government groups, and intramurals.

1. Any student, to participate in an activity, must be in attendance at least five periods on the day of the activity unless the absence is approved by the principal
2. Any student known to engage in any of the following acts will be found ineligible to participate in non-credit activities; (A) on the first offense for a period of 5 school days or more based upon the seriousness of the offense, and (B) on the second offense for the remainder of the school year.
 - Using or possessing narcotics or alcohol, or using tobacco on school property.
 - Threats or acts of harm directed against a staff member.
 - Involvement in acts of theft, arson, extortion, vandalism, or possession of a dangerous weapon.
 - Repeated truancy.
3. Any student who fails to cooperate with the activity advisor and fellow students will be dismissed from the activity.
4. Any student who fails to comply with any additional guidelines as may be established for an activity as indicated by the advisor or requirements contained in an organization's constitution will be dismissed from the activity. Such guidelines are to be attached to this statement. The advisor will notify the student and his/her parents when a student is ineligible to participate.

Middle School Athletic Eligibility Policy:

1. Any student to participate in an athletic contest, must be in attendance at least five periods on the day of the contest unless the absence is approved by the principal.
2. In conjunction with the academic policy, a student may also be ruled ineligible by the principal or his designee if a student fails to demonstrate the desire and ability to conform with the practices of good attendance and good citizenship.
3. Any act of unsportsmanlike or inappropriate behavior which takes place while a student-athlete is representing the team/school may result in a suspension or dismissal from the program.
4. Any student-athlete who fails to comply with any additional guidelines established for an athletic program will be suspended or dismissed from the team. The coach will notify the student and his/her parents when a student is dropped from the team.
5. Any student-athlete will have two years of eligibility to participate in Middle School athletics, one at each grade level.
6. Eligibility will be checked weekly for both grade levels beginning with the week prior to the first contest.
7. A student-athlete will be considered ineligible for one week if he/she is failing more than one class.
8. Expectations to any of the above policy or conditions may be considered by the appropriate Middle School principal before a final determination is made.

Weather and Emergency Information:

At times when the weather is inclement – icing, heavy snow, fog or blizzard conditions, timely announcements of school or activity cancellations will be made as soon as possible, but no later than 7:00A.M., through a variety of methods:

1. The district's web site (click on What's News) www.u-46.org
2. U-46 Radio Station WEPS (88.9 FM)
3. Elgin Radio Station WRMN (1410 AM)
4. Chicago Radio Station WGN (720 AM)
5. Emergency Closing Center www.emergencyclosingcenter.com

If, due to an emergency situation, it should become necessary to dismiss the student body early, the students will be notified and advised to go home or to their alternate home. The news media will be notified of any early or late dismissal and the reason for dismissal.

Disclaimer

School rules published in this handbook are subject to such changes as may be needed to ensure continued compliance with federal, state or local regulations and are subject to such review and alteration as becomes necessary for the routine operation of the school. Not all rules of behavior can be written and inserted in a guide book; as a result, students may be disciplined for other conduct deemed to be disruptive of the educational environment. Therefore, we expect students to follow reasonable rules and not violate the rights of others.

U-46 SECONDARY GRADING/ASSESSMENT 2016-17

7 Guiding Principles for Fair and Effective Grading

1. Grades should reflect proficiency in well-defined standards-based learning targets that are clear to all stakeholders.
2. Grades should be based solely on academic performance using formative and summative assessments.
3. Grading scales should be devised to give equal incremental value to each grade division.
4. Students should be expected to complete work for credit (late work accepted).
5. Students should be given multiple ways to demonstrate their knowledge.
6. Feedback should be timely, specific, and related to learning targets.
7. Students should be given multiple opportunities to reach proficiency on specific standards-based concepts and skills.

w Moving to 0–4 point “marks” scale

- Teachers will have a default scoring type of “marks” for all assignments with our new 4-point scale pre-assigned. 4 = A, 3 = B, 2 = C, 1 = D, 0 = E.
- Teachers will be encouraged to set up their gradebook with formative, summative weighted categories.
- Teachers can give individual assignments more value by assigning appropriate point values (no multipliers).
- Teachers will follow the same procedure for posting grades using IC’s calculated figures.

w Teachers have option to use standards-based grading

- Teachers will have a default scoring type of “rubrics” for all assignments with our new 4-point mastery scale pre-assigned.
- Teachers will tie each assignment to established learning standard(s) for the course.
- Teachers will manually assign letter grades based on student achievement against established standards.
- Infinite Campus will not calculate in-progress grades to be posted to IC portal or appear on report cards.

w Eliminating +/- from all grades

INFINITE CAMPUS PORTAL

How to get on Infinite Campus Portal Student Instructions

1. Go to the U-46 website: <http://www.u-46.org/>
2. Click on the Infinite Campus Portal icon at the right side of the banner to link to the Portal website.



3. Enter:
User Name: <your student number>
Password “<first name initial><last name initial><birthdate MMDDYY>”
e.g. John Doe, Student #10001000 born September 1, 1996 would enter:
User Name: 10001000
Password: jd090196
4. You will be prompted to change your password.
5. You and your parents will have the ability view:
 - Your attendance information
 - Immunization records
 - Class schedule and In-progress Grades
6. Mobile apps are available. Click on one of the following icons in Campus Portal to get instructions.





