



# 2023-2024 **STUDENT HANDBOOK**

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## U-46 Mission Statement

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

# WELCOME

from

Superintendent Dr. Suzanne Johnson

As we move into the 2023-24 school year, it is a great time to recognize School District U-46's growth as a system and our exciting future.

In April 2023, our community members approved the District's zero-tax-rate-increase bond proposal. That allows us to progress with plans to expand preschool classrooms across our district and renovate or rebuild some of our oldest school buildings. We will also implement a true middle school model, with 6th graders (currently in elementary school) joining 7th and 8th graders in middle school. This change is slated to begin with the 2025-26 school year.

Our students can feel proud, confident, and safe knowing their community has agreed to invest in its greatest asset - our students.

As we have been planning for what our learning environments will become, U-46 Rising has been focused on improving classroom instruction. Our goal with this effort is for every student to engage in daily instruction where they collaborate with their peers on rigorous, standards-aligned tasks that require critical thinking, collaboration, creativity, and communication. I am confident this collective effort will result in measurable student growth outcomes on local and state assessments.

We also have much to celebrate: School District U-46 has been designated as one of the best communities for music education for five years in a row. Our award-winning Dual Language program ensures our students graduate with linguistic skills to be successful in college, careers, and life.

Our Dual Credit program with Elgin Community College continues to grow, allowing our students to earn a year's worth or more of college credits while still in high school.

We offer educational pathways in fields including culinary, medical, welding, precision manufacturing, and automotive, that can lead to promising careers right out of high school.

All of these successes are a result of our commitment to supporting our students, and put us on solid ground for our next steps. We are changing our systems to work for all students.

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.

U-46 is committed to partnering with you as we strive to provide academic success for all. We encourage you to stay engaged in your child's school life by supporting them in their school work, reading at home, communicating with teachers, or joining school or District committees. You can also give feedback and ask questions of our school leaders through our District's online customer service tool, Let's Talk, available at [u46.org/letstalk](https://u46.org/letstalk).

I'm grateful for the chance to serve you and this community that I have called home nearly my entire life.

It's a great day to learn in U-46!

Sincerely,

Dr. Suzanne Johnson  
Superintendent



# DISTRICT INFORMATION

# KEY DISTRICT DEPARTMENT & PROGRAMS

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## Career and Technical Education

847-888-5000, ext. 5310  
[u-46.org/cte](https://u-46.org/cte)

## District Records

847-888-5000, ext. 5693  
[u-46.org/records](https://u-46.org/records)

## Equity & Diversity

847-888-5000, ext. 5179  
[u-46.org/equityanddiversity](https://u-46.org/equityanddiversity)

## Gifted

847-888-5000, ext. 5356  
[u-46.org/gifted](https://u-46.org/gifted)

## Magnet Academies

847-888-5000, ext. 5315  
[u-46.org/magnetacademies](https://u-46.org/magnetacademies)

## Project Access

847-888-5000, ext. 6768 or 6769  
[u-46.org/projectaccess](https://u-46.org/projectaccess)

## School Safety

847-888-5000, ext. 5778  
[u-46.org/schoolsafety](https://u-46.org/schoolsafety)

## Culture and Climate

847-888-5000, ext. 5426  
[u-46.org/cultureclimate](https://u-46.org/cultureclimate)

## Dual Credit / Post-Secondary Success

847-888-5000, ext. 4580  
[u-46.org/dualcredit](https://u-46.org/dualcredit)

## Family Welcome Center

847-888-5000 ext. 6038  
[u-46.org/welcome](https://u-46.org/welcome)

## Health Services

847-888-5000, ext. 5334  
[u-46.org/health](https://u-46.org/health)

**Multilingual and  
Multicultural Education**  
847-888-5000, ext. 5331 or 5332  
[u-46.org/mmed](https://u-46.org/mmed)

## Registration

847-888-5000, ext. 5715 or 5016  
[u-46.org/registration](https://u-46.org/registration)

## Specialized Student Services

847-888-5000, ext. 5065  
[u-46.org/sped](https://u-46.org/sped)

## Curriculum and Instruction

847-888-5000, ext. 5760  
[u-46.org/curriculum](https://u-46.org/curriculum)

## Early Learner Initiatives

847-888-5000, ext. 6991  
[u-46.org/earlylearners](https://u-46.org/earlylearners)

## Food and Nutrition Services

847-888-5000, ext. 5400  
[u-46.org/fns](https://u-46.org/fns)

## Human Resources

847-888-5000, ext. 5024  
[u-46.org/humanresources](https://u-46.org/humanresources)

## Plant Operations

847-888-5060  
[u-46.org/plantops](https://u-46.org/plantops)

## School and Community Relations

847-888-5000, ext 5003  
[u-46.org/scr](https://u-46.org/scr)

## Transportation

847-888-5095  
[u-46.org/transportation](https://u-46.org/transportation)

For a complete list of U-46 Departments and Programs, visit [u-46.org/programs](https://u-46.org/programs).

# DISTRICT INFORMATION

# 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. The meetings are also available 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 or visit the U-46 Board of Education website at [u-46.org/schoolboard](http://u-46.org/schoolboard) for more information and a schedule of meetings. Board of Education policies can be reviewed on the District website, in the principal's office, and at any public library.



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**Asraar Ahmed  
Siddiqui**

Student Advisor

## DISTRICT INFORMATION

# SUPERINTENDENT & CABINET

---

Dr. Suzanne Johnson  
Superintendent

Dr. Teresa A. Lance  
Assistant Superintendent of Equity and Innovation

Brian Lindholm  
Chief of Staff

Mark Moore  
Assistant Superintendent of Human Resources

Lela Majstorovic  
Deputy Superintendent of Instruction

Trisha A. Olson  
Chief Legal Officer

Dr. Ann C. Williams  
Deputy Superintendent of Operations

Dr. Frank Williams  
Assistant Superintendent of Finance

Ericka Brown  
Internal Auditor

TBA  
Assistant Superintendent for Teaching and Learning

TBA  
Assistant Superintendent of Schools

## EXECUTIVE DIRECTORS

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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

Mary Sturgill  
South Elgin Network

Teresa Winters  
Streamwood Network

# DISTRICT INFORMATION

# DIRECTORS

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Celia Banks  
Director, Curriculum & Instruction

Dale Burnidge  
Director, Financial Services

Kathleen A. Cox  
Director, Early Learner Initiatives

Karla Jimenez  
Director, School & Community Relations

Mireya Perez  
Director, Human Resources

Dr. Leatrice Satterwhite  
Director, Specialized Student Services

Patricia Waldau  
Director, Plant Operations

TBA  
Director, Food & Nutrition Services

Mitchell H. Briesemeister  
Director, Educational Pathways

Michele Chapman  
Director, Post-Secondary Success

Lisa Jackson  
Director, Equity and Inclusion

Marcy Murphy  
Director, Transportation

Griselda Pirtle  
Director, Multilingual and Multicultural  
Education

Maureen Stabile  
Director, Grants

TBA  
Director, Assessment & Accountability

TBA  
Director, Information Services





# SCHOOL GUIDELINES

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At U-46, we are fully committed to ensuring academic success for all of our students. As your dedicated education partners, we proudly offer the U-46 Student Handbook as a reliable reference guide to the [U-46 Board of Education Policies](#) and the [U-46 Student Code of Conduct](#). This comprehensive handbook also provides information regarding District programs and services. We strongly encourage you to take full advantage of these valuable resources to maximize your experience as a U-46 student.

# SCHOOL GUIDELINES

## ASSEMBLIES

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

## CELLPHONES AND OTHER DEVICES

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The general rule is that cell phones are not to be used during school hours in the school building. The use of cellphones will be allowed only before entering or after leaving the building, or as directed by staff. 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. 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 property, including cellphones, brought by students onto District property.

## DRESS CODE

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

- Does not depict any violence, hatred, drugs, alcohol, gang affiliation, profanity, offensive language or cruelty of any kind.
- Covers all appropriate areas at all times. Appropriate areas include: stomach, chest and sides (both male and female) and butt/pelvic/upper thigh areas.
- Items such as tank tops, sleeveless shirts, any type of shorts, coats, jackets, etc. are all allowed provided they adhere to the above requirements of this Dress Code section. (Low backs are not a problem.)



# SCHOOL GUIDELINES

## DRESS CODE

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- Jewelry is allowed, unless it becomes a safety concern or depicts inappropriate content.
- Hats, hoods, and other types of head coverings are not allowed unless required for religious or medical purposes.
- Footwear must be worn for health reasons. (Cannot go shoeless).

## FIELD TRIPS

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Field trips may 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

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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

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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

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

# SCHOOL GUIDELINES

## PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE

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At the beginning of every school day, the schools districtwide recite the Pledge of Allegiance and observe a brief period of silence for students' silent prayer or reflection on the anticipated activities of the day.

## LOST, STOLEN, DAMAGED AND FOUND ITEMS

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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

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Nothing in this section shall be construed in a manner inconsistent with the [U-46 Board of Education Policies](#) and the [U-46 Student Code of Conduct](#).

All U-46 schools are subject to the Board of Education Policies, parts of 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.

# GENERAL RULES AND REGULATIONS

## ENROLLMENT

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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 7:50 Entrance Age](#) and [Board Policy 6:135 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, then other information including an affidavit explaining the inability to produce a copy of the birth certificate must be submitted within 30 days of enrollment.

If a person enrolling a student fails to provide a certified copy of the student's birth certificate, the Superintendent or designee must also immediately notify the local law enforcement agency, and must also notify the person enrolling the student in writing that, unless he or she complies within 10 days, the case will be referred to the local law enforcement authority for investigation.

## ATTENDANCE

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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 be present on all student attendance days.

The [2023-24 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. Students in kindergarten through 5th grade must have at least 30 minutes of unstructured play time each school day that is 5 hours or longer. The play time may be divided into periods of at least 15 consecutive minutes.

# GENERAL RULES AND REGULATIONS

## ABSENCE

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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 written follow-up from home following the student's absence. Parents are asked to follow the individual school requirements on this matter.

## TRUANCY

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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 9 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 the Kane County Regional Office of Education for further action and support.

## VALID CAUSES OF ABSENCES

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- Illness (including mental or behavioral health)
- Exclusion related to an infectious disease as mandated by IDPH
- Observance of a religious holiday
- Death in the immediate family
- Family emergency
- 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.

# GENERAL RULES AND REGULATIONS

## EXTENDED ABSENCES

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In case of an extended absence due to illness, the student's parent or guardian should contact the school 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

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We encourage parents and guardians to schedule student appointments so 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 person picking up the student will meet the student in the school's main office.





# BEHAVIOR EXPECTATIONS

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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.

# BEHAVIOR EXPECTATIONS

1. Students are expected to be respectful, cooperative, and courteous to all those with whom they associate, and adhere to 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 allowed.
4. Possession or use of alcohol or drugs (including smoking and vaping) is strictly prohibited.
5. Bullying behavior is 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, in writing, or electronically. The parents or guardians of all students involved in the alleged incident of bullying will be notified and any student found in violation of our code of conduct 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 Culture and Climate website at [u-46.org/cultureclimate](http://u-46.org/cultureclimate).
6. 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, hardware, software, and cloud resources are not for public use, and the District reserves the right to log any technology use, monitor file server space use, examine user files, and otherwise monitor technology connected to the District. Users must recognize that there is no assurance of confidentiality concerning access to District-connected transmissions and files. Inappropriate usage, particularly usage that threatens the safety expectations of the school, will be investigated.

# BEHAVIOR EXPECTATIONS

7. Students are expected to use caution when walking to and from school. All students who walk and/or travel by bike must do so directly to and from school; they should not make unnecessary stops between school and home; 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.
8. 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.
9. During mealtimes, students are expected to remain in their seats and show respect to all lunchroom supervisors and each other. We expect 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 & COMMUNITY RELATIONS

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There are many opportunities for parental and community 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 community partnerships and these are also shared on the District and school websites.

# SCHOOL & COMMUNITY RELATIONS

## COMMUNITY ADVISORY COUNCIL

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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. 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 [u46cac.org](http://u46cac.org).



## DISTRICTWIDE COMMITTEES

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Throughout the school year, parents and families are included in advisory committees. Parents and/or family members interested in serving on a District committee are welcome to call the School & Community Relations office, 847-888-5000, ext. 5003.

## PARENT GROUPS (PTO, BOOSTER CLUBS)

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



# SCHOOL & COMMUNITY RELATIONS

## DISTRICT COMMUNICATION

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

- The U-46 website at [u-46.org](https://u-46.org).
- A bilingual parent e-newsletter and the Superintendent's Weekly Message to staff.
- The District's official social media accounts, including Facebook, Twitter, LinkedIn, and YouTube.
- Like and follow us on Facebook and Twitter at School District U-46
- Follow us on Twitter @sdu46
- Subscribe to our YouTube channel @schooldistrictu46
- Videos featuring Districtwide initiatives and programs.
- The 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.
- Download the SDU46 app via Google Play or the App Store
- Districtwide emails and texts about programs, events, and emergencies.
- Publications including The Annual Report.
- Public events, town halls and forums.
- Our online customer service tool, [Let's Talk!](#) This tool, located on each school's 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

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

### **Preschool and Kindergarten**

Report Card: November 15, 2023; February 21, 2024; May 28, 2024 or the last day of school

### **1st - 6th Grade**

Report card: November 15, 2023; February 21, 2024; Last day of school

### **7th - 12th Grade**

Progress reports: October 16, 2023; March 11, 2024

Report card: December 23, 2023; May 30, 2024

The Infinite Campus parent portal is available at [u-46.org/infinitecampus](https://u-46.org/infinitecampus).

# SCHOOL & COMMUNITY RELATIONS

## PARENT-TEACHER CONFERENCES

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Individual parent-teacher conferences are scheduled at least once during the school year. The conference is arranged to provide an opportunity for parents/legal guardians 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/FAMILIES

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Messages from parents/families 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, and in-person meetings.

## SCHOOL VISITS

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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 main office upon entering the building. Visitors must present a valid identification to be scanned by the Visitor Management System, Raptor.

## COMMUNICATION GUIDELINES FOR PARENTS

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





# EMERGENCY COMMUNICATION

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# EMERGENCY COMMUNICATION

## SCHOOL DAY CANCELLATIONS

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Certain weather or emergency situations may require the District to cancel a school day. The decision to cancel is made as early in the day as possible and applies only to the day in question. As soon as the decision to cancel 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

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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 COMMUNICATION

## EMERGENCY PROCEDURE GLOSSARY

- **Evacuation:** when there is a hazard inside the building and it is safer to be outside of the school building.
- **Severe weather:** when the weather such as tornado or high winds 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. Staff members bring students inside the building. No visitors are allowed and staff are to remain in the building.
- **Hold in place:** 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.

## INFINITE CAMPUS CONTACTS

Parents must keep information in Infinite Campus current, including the following:

- New telephone number(s)
- Current email address(es)
- 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

The Infinite Campus parent portal is available at [u-46.org/infinitecampus](https://u-46.org/infinitecampus). Parents/guardians should contact their school directly for help updating information in Infinite Campus.



# HEALTH REQUIREMENTS

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# HEALTH REQUIREMENTS

## HEALTH CONCERNS

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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

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

## ILLNESS AT SCHOOL

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Parents/guardians 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 have a fever, or episodes of vomiting or diarrhea will be sent home and must remain home until they are fever, vomit, and diarrhea free for at least 24 hours prior to return without the use of fever-reducing medication.

## COMMUNICABLE DISEASES

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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

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Students who test positive for COVID-19 will be excluded from school for 5 calendar days from the date of symptom onset, or positive test date (in absence of symptoms). Students must wear a mask while at school during days 6-10. Parents should alert their building nurse if their student has tested positive for COVID-19.

Students with one or more symptoms of COVID-19 without a positive test result can remain at school as long as they are fever, vomit, and diarrhea free without the use of medication.

# HEALTH REQUIREMENTS

## LICE (PEDICULOSIS)

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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 [cdc.gov/lice](https://www.cdc.gov/lice).

## FIRST AID

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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

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

- A “[Medication Administration Permission](#)” form (which can be found on the Health Services’ 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, during a field trip, a child requires any prescribed medication other than rescue medication, the parent must contact the teacher well in advance of the trip.
- Unless specified by a student-specific health plan for emergency medications, no medication shall be transported on the bus. It is the responsibility of the parent/guardian to drop off the medication with the school nurse when needed.
- Please contact your school nurse for more information.

## OTHER MEDICAL NEEDS

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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 REQUIREMENTS

## HEALTH GUIDELINES FOR SCHOOL ATTENDANCE

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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

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As a District, we encourage students to make good choices around healthy eating and physical activity to promote positive outcomes. To provide an allergy-safe and healthy environment in our schools, food-related celebrations or the distribution of snacks to students to eat in the classroom during the school day are not allowed. Instead, we encourage celebrations with non-food items, such as school supplies, paper crafts, etc. The school day is defined as midnight to 30 minutes after school being released.

## PHYSICAL EXAMINATIONS AND IMMUNIZATION

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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

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All students in preschool, kindergarten, 2nd grade, 8th grade, and special education, as well as students new to the District and those referred by a teacher, must undergo a vision screening on an annual basis. Annual hearing screenings are required for students in preschool, kindergarten, grades 1, 2, and 3, and special education, as well as students new to the District and those referred by a teacher. Screenings will be completed during the school day by either a vision or hearing tech or a nurse trained and certified by the state of Illinois for vision and hearing screening. Parents are notified if their child does not pass either screening.

# HEALTH REQUIREMENTS

## VISION EXAM REQUIREMENTS

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All kindergartners 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

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A completed dental examination form is required for children in kindergarten, 2nd grade, 6th grade and 9th grade.

## RELIGIOUS OBJECTIONS

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

## HEALTH REQUIREMENTS BY GRADE

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All health forms and requirements can be located on the U-46 Health Services website at [u-46.org/healthforms](http://u-46.org/healthforms).





let the  
Adventure  
begin

# CURRICULUM & INSTRUCTION

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Our curriculum guides aim to assist both students and families in navigating the U-46 curriculum at the elementary, middle, and high school levels. The following guides provide comprehensive information on available educational opportunities and resources, enabling you to make the most of your learning experience in U-46.

- [High School Curriculum Guide](#)
- [Middle School Curriculum Guide](#)
- [Elementary School Curriculum Guide](#)

These guides are available on the U-46 School Counseling webpage at [u-46.org/schoolcounseling](http://u-46.org/schoolcounseling).



# PROGRAMS & SERVICES

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# PROGRAMS & SERVICES

## MULTILINGUAL AND MULTICULTURAL EDUCATION PROGRAMS

School District U-46 has the second largest Multilingual and Multicultural Education (MME) programs in the state of Illinois outside the city of Chicago. The U-46 MME programs include Transitional Bilingual Education (TBE), Dual Language, and Transitional Program of Instruction (TPI). We welcome all families to our learning community. Because of U-46's location in the Fox Valley area 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 home language is not English.

The instructional core for students participating in the MME programs reflects the same instructional core and high expectations of the general education program within the language proficiency and academic components for Multilingual Learners (MLs).

The comprehensive instructional program supports MLs' 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 eligible non-English background students of the same high-incidence language, as established by the Illinois Administrative Code Part 228. The program provides instruction in the student's home language and 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 TBE program is reflected under the Dual Language model in preschool through 6th grade for the high incidence language of Spanish. It is also reflected through Language Resource teachers who offer home language instructional support at Liberty Elementary School in high incidence languages such as Gujarati, Polish, Urdu, and Ukrainian.



# PROGRAMS & SERVICES

## DUAL LANGUAGE PROGRAM

The 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 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 preschool 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.

This is an enrichment program for all students, and non-English learners are invited to participate according to the selection criteria established by the District at sites that offer Two-Way Dual Language classrooms.

## 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.



# PROGRAMS & SERVICES

## TRANSITIONAL PROGRAM OF INSTRUCTION / ENGLISH AS A SECOND LANGUAGE AT THE ELEMENTARY AND SECONDARY LEVELS

The Transitional Program of Instruction (TPI) 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 preschool 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 MME Program and for an updated list of schools offering MME services, please visit the U-46 Multilingual and Multicultural Education Department webpage at [u-46.org/mmed](http://u-46.org/mmed).



# PROGRAMS & SERVICES

## GIFTED EDUCATION CONTINUUM OF SERVICES

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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.

## GIFTED GRADES 2 AND 3

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

# PROGRAMS & SERVICES

## GIFTED GRADES 4 THROUGH 6

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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. Depending on their home school, students are assigned to one of six sites: Clinton, Creekside, Glenbrook, Horizon, Sunnysdale, or Sycamore Trails elementary schools. There is also a Dual Language IGNITE at Lincoln, Ronald D. O'Neal, and Ridge Circle elementary schools.

## GIFTED MIDDLE SCHOOL

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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

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Through U-46's partnership with Elgin Community College (ECC), there are two ways for high school students to earn college credit: the full-time dual credit program at ECC or the part-time dual credit class program at their high school. 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 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 & 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 on the U-46 Magnet Academies website at [u-46.org/magnetacademies](http://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 2023-24 cohort*



**Larkin High School**  
Visual and Performing Arts Academy



**South Elgin High School**  
Beacon Academy of Media and Digital Arts



**Streamwood High School**  
Leadership, Entrepreneurship, Action, and Design Academy (LEAD)  
*Note: Students who are currently enrolled in the World Languages and International Studies Academy will complete the program.*

# PROGRAMS & SERVICES

## HOMEBOUND TUTORING

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Any student with a mental or physical impairment that will cause an absence from school for ten or more consecutive school days may be eligible to receive home or virtual tutoring. Students with a diagnosed long-term or chronic illness that will cause an absence from school of two or more consecutive school days may be eligible for intermittent tutoring.

Homebound tutoring is a temporary bridge to support student education during recovery. Homebound tutoring is not a substitute for classroom instruction, class participation, group projects, lab activities, etc. Tutoring services are provided for one hour per day with a one-on-one tutor. Requesting homebound instruction designates that a student, due to a medical condition, cannot attend school. Students on homebound are not eligible to attend any before-school or after-school activities, and/or sports events during the dates of home confinement.

Eligibility for homebound tutoring requires that the parent or guardian must complete a Homebound Services Medical Request form. For further information and provision of the Medical Request Form, please contact your school nurse. Please note that the completion of this form does not guarantee the provision of services.

## SPECIAL EDUCATION & RELATED SERVICES

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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 with disabilities ages 3 through the end of the school year in which they turn 22.

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 & SERVICES

## SCHOOL SOCIAL WORK SERVICES

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

## RELATED SERVICES

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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

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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

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When families experience loss of housing, are doubled up with others, are in temporary living situations, or 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. The U-46 Project Access department 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.

# PROGRAMS & SERVICES

## PROJECT ACCESS *continued*

- 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.
- 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. 6768 or ext. 6769.





# SCHOOL MEALS

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The goal of the U-46 Food & Nutrition Services Department is to provide students with healthy meals each day. We work to ensure our compliance with the USDA School Nutrition Programs. For the 2023-24 school year, all students are eligible to receive one free breakfast and lunch per school day. A majority of our meals, including vegetarian options, contain common allergens such as egg, milk, and/or cheese. Reasonable meal accommodations can be made for students with a disability or special dietary needs, including food allergies. If you are requesting a meal accommodation or substitution, a [Medical Authority Modified Meal Request Form](#) must be completed by both a parent or guardian and by a medical authority and submitted to Food & Nutrition Services. For requests of vegetarian meal preferences, please note that options and resources are limited.

Every elementary school has active Student Nutrition Advisory Council. Students who participate in this council work hand-in-hand with the Food & Nutrition Services team to plan breakfast and lunch promotions, sample new menu items, and ensure that the program is meeting the needs of the students. Middle and high school students who are passionate about developing our menus and assisting with nutrition and physical activity promotion are encouraged to join the District's Local Wellness Committee. Reach out to the Food & Nutrition Services Department at 847-888-5000, ext. 5400 with questions or concerns.



# RIGHTS & RESPONSIBILITIES

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

# RIGHTS & RESPONSIBILITIES

## STUDENTS HAVE THE RIGHT AND RESPONSIBILITY TO:

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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:

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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 practices and procedures and the educational success of their child.
6. Conduct themselves in a safe and reasonable manner while on school property, in connection with school activities, and with students and school personnel.



# RIGHTS & RESPONSIBILITIES

## TEACHERS, PRINCIPALS, AND SCHOOL STAFF HAVE THE RIGHT AND RESPONSIBILITY TO:

1. Establish a sense of community in the classroom, including providing 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 special education, and discipline 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:

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



# TITLE IX AND SEX EQUITY GRIEVANCE PROCEDURE

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# TITLE IX AND SEX EQUITY GRIEVANCE PROCEDURE

## POLICY STATEMENT

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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. [Board Policy 2:265](#) addresses Title IX procedures thoroughly.

## DEFINITIONS

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1. Complainant means an individual who is alleged to be the victim of conduct that could constitute sexual harassment and who submits a grievance relevant to Title IX or the State Sex Equity provisions.
2. Complaint means a complaint alleging conduct that constitutes sexual harassment in violation of policy, procedure, and practice under Title IX or the State Sex Equity provisions, and includes complaints alleging sexual harassment by students or employees.

## COMPLAINTS OR QUESTIONS

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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  
U-46 Administrative Office  
355 E. Chicago St.  
Elgin, Illinois, 60120-6543  
Phone: 847- 888-5000, ext. 5305



# STUDENT ASSESSMENTS

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# STUDENT ASSESSMENTS

## POLICY STATEMENT

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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 3rd through 8th grade 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 are 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 the District can be found on the U-46 website, under the Our District option from the menu at the top of the page, then About Us, and 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 Multilingual and Multicultural Education (MME) 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 English Language Learner 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.
- Transitional Program of Instruction (TPI)/English as a Second Language (ESL) for eligible students from low-incidence language backgrounds.

# STUDENT ASSESSMENTS

## POLICY STATEMENT

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Any child who qualifies for Multilingual Learners (MLs) 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 Multilingual Learners 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 3rd and 6th grades, and identified students who require academic benchmarking 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 2nd and 6th grade 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.

The District screens all incoming kindergarten students. Kindergarten students 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.



# STUDENT RECORDS

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

# STUDENT RECORDS

## ACCESS TO RECORDS

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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**

- Inspect and copy any portion of the record at their expense (20 cents per page).
- Challenge the contents of the record.
- Receive copies of records proposed to be transferred or destroyed.
- 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.





# TRANSPORTATION

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# TRANSPORTATION

## TRANSPORTATION EXPECTATIONS

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When riding a school bus, students are expected to:

- Be respectful of the bus driver at all times.
- Arrive five minutes prior to scheduled pick-up times.
- Wait until the bus has come to a complete stop before attempting to enter or exit.
- Enter and exit the bus by the front door only.
- Board the bus only when the bus driver, coach, or teacher is present.
- Sit three to a seat when necessary.
- Sit only in seats and do not block the bus entryway or aisle.
- Remain seated while the bus is in motion.
- Leave windows and doors closed unless given specific instruction by the bus driver.
- Keep entire body inside the bus at all times.
- Not throw objects inside or outside the bus.
- Not distract the bus driver via loud noises.
- 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.
- Refrain from eating and drinking while on the bus.
- 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.
- 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.
- Any request for change of pick-up or drop-off location must be communicated to the school office. The school will then work with the Transportation Department to make appropriate changes. Please note any address changes may take up to three business days to process. 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.

# TRANSPORTATION

## SPECIAL EDUCATION TRANSPORTATION

Transportation is dedicated to meeting the needs of our special education students as 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 at 847-888-5095 between the hours of 5:30 a.m. and 6 p.m.
- Any request for change of pick-up 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 offenses.
- A minimum of three business days will be necessary to arrange transportation for each new student entering during the year.





# STUDENT DIRECTORY INFORMATION, PHOTOGRAPHS, IMAGES, & WORK / MILITARY / INSTITUTIONS OF HIGHER LEARNING

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As required by law, the 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, PHOTOGRAPHS, IMAGES

## STUDENT DIRECTORY

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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
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

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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

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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

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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.



# SAFETY

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# SAFETY

## ARRIVING EARLY

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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

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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 school safety patrols.

## STAYING AFTER SCHOOL

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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

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It is essential that parents/guardians follow the school's traffic patterns before and after school. Schools have designated pick-up and drop-off zones for students that do not interfere with bus loading and unloading and staff parking. To ensure the safety of all students, 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. Accessible parking spaces should not be used by anyone who does not present the appropriate placard or plate to use the space.

## DISMISSAL TIME

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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 location without parental permission.

# U-46 SCHOOLS DIRECTORY

## ELEMENTARY SCHOOLS

School	Address	Phone
Bartlett Elementary	111 E. North Ave., Bartlett 60103	630-213-5545
Centennial Elementary	234 E. Stearns Rd., Bartlett 60103	630-213-5632
Century Oaks Elementary	1235 Braeburn Dr., Elgin 60123	847-888-5181
Channing Memorial Elementary	63 S. Channing St., Elgin 60120	847-888-5185
Clinton Elementary	770 E. Mill St., South Elgin 60177	847-888-7045
Coleman Elementary	1220 Dundee Ave., Elgin 60120	847-888-5190
Creeside Elementary	655 N. Airlite St., Elgin 60123	847-289-6270
Fox Meadow Elementary	1275 Jenna Dr., South Elgin 60177	847-888-7182
Glenbrook Elementary	315 Garden Circle, Streamwood 60107	630-213-5555
Hanover Countryside Elementary	6 S. Bartlett Rd., Streamwood 60107	630-213-5560
Harriet Gifford Elementary	240 S. Clifton Ave., Elgin 60123	847-888-5195
Heritage Elementary	507 Arnold Ave., Streamwood 60107	630-213-5565
Highland Elementary	190 N. Melrose Ave., Elgin 60123	847-888-5280
Hillcrest Elementary	80 N. Airlite St., Elgin 60123	847-888-5282
Hilltop Elementary	1855 Rohrsen Rd., Elgin 60120	847-289-6655
Horizon Elementary	1701 Greenbrook Blvd., Hanover Park 60133	630-213-5570
Huff Elementary	801 Hastings St., Elgin 60120	847-888-5285
Illinois Park Early Learning Center	1350 Wing St., Elgin 60123	847-289-6041
Independence Early Learning Center	200 Taylor Ave., Bartlett 60103	630-213-5629
Laurel Hill Elementary	1750 Laurel Ave., Hanover Park 60133	630-213-5580
Liberty Elementary	1375 W. Bartlett Rd., Bartlett 60103	630-540-7680
Lincoln Elementary	1650 Maureen Dr., Hoffman Estates 60192	847-289-6639
Lords Park Elementary	323 Waverly Dr., Elgin 60120	847-888-5360
Lowrie Elementary	264 Oak St., Elgin 60123	847-888-5260
McKinley Elementary	258 Lovell St., Elgin 60120	847-888-5262
More at Four	799 S. McLean Blvd., Elgin 60123	847-888-5000
Nature Ridge Elementary	1899 Westridge Blvd., Bartlett 60103	630-372-4647
Oakhill Elementary	502 S. Oltendorf Rd., Streamwood 60107	630-213-5585
Ontarioville Elementary	2100 Elm Ave., Hanover Park 60133	630-213-5590
Otter Creek Elementary	2701 Hopps Rd., Elgin 60124	847-888-6995
Parkwood Elementary	2150 Laurel Ave., Hanover Park 60133	630-213-5595
Prairieview Elementary	285 Mayflower Ln., Bartlett 60103	630-213-5603
Ridge Circle Elementary	420 Ridge Circle, Streamwood 60107	630-213-5600
Ronald D. O'Neal Elementary	510 Franklin Blvd., Elgin 60120	847-888-5266
Spring Trail Elementary	1384 Spring Valley Dr., Carol Stream 60188	630-213-6230
Sunnydale Elementary	716 Sunnydale Blvd., Streamwood 60107	630-213-5610
Sycamore Trails Elementary	1025 Sycamore Ln., Bartlett 60103	630-213-5641
Timber Trails Elementary	1675 McDonough Rd., Hoffman Estates 60192	847-289-6640
Washington Elementary	819 W. Chicago St., Elgin 60123	847-888-5270
Wayne Elementary	5N443 School St., Wayne 60184	630-736-7100
Willard Elementary	370 W. Spring St., South Elgin 60177	847-888-5275

# U-46 SCHOOLS DIRECTORY

## MIDDLE SCHOOLS

School	Address	Phone
Abbott Middle School	949 Van St., Elgin 60123	847-888-5160
Canton Middle School	1100 Sunset Circle, Streamwood 60107	630-213-5525
Eastview Middle School	321 N. Oak St., Bartlett 60103	630-213-5550
Ellis Middle School	225 S. Liberty St., Elgin 60120	847-888-5151
Kenyon Woods Middle School	1515 Raymond St., South Elgin 60177	847-289-6685
Kimball Middle School	451 N. McLean Blvd., Elgin 60123	847-888-5290
Larsen Middle School	665 Dundee Ave., Elgin 60120	847-888-5250
Tefft Middle School	1100 Shirley Ave., Streamwood 60107	630-213-5535

## HIGH SCHOOLS

School	Address	Phone
Bartlett High School	701 W. Schick Rd., Bartlett 60103	630-372-4700
Central School Programs Center House, SWEP (Secondary Work Experience Program)	355 E. Chicago St., Elgin 60120	847-888-5000, ext. 5343 or ext. 4247
Dream Academy	355 E. Chicago St., Elgin 60120	847-888-5319
Elgin High School	1200 Maroon Dr., Elgin 60120	847-888-5100
Larkin High School	1475 Larkin Ave., Elgin 60123	847-888-5200
South Elgin High School	760 E. Main St., South Elgin 60177	847-289-3760
Streamwood High School	701 W. Schaumburg Rd., Streamwood 60107	630-213-5500

# STAY CONNECTED

## WEBSITE



[u-46.org](http://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

[u-46.org/letstalk](http://u-46.org/letstalk)

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.

## INFINITE CAMPUS, E-NEWSLETTER, AND OTHER UPDATES



[u-46.org/infinitecampus](http://u-46.org/infinitecampus)

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

## CANVAS



[u-46.org/canvas](http://u-46.org/canvas)

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. Follow the directions posted on the U-46 Instructional Technology.

## 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](http://www.u-46.org)