



U46

2020 - 2021
ELEMENTARY HANDBOOK



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Welcome from Superintendent Tony Sanders

Welcome to School District U-46! We have much to be proud of in U-46. We have been named one of the best communities for music education for two consecutive years, our highly-successful 80:20 Dual Language program has expanded from our elementary schools to our high schools, and many of our graduates are earning career credentials, nearly 50 graduates earned dual credit through a program with Elgin Community College and nearly 200 earned the state's Seal of Biliteracy.

As we all know, the first years of a child's education are critical to their success and future. This handbook aims to clearly outline our expectations and policies regarding these essential elementary school years as we all work to provide the absolute best foundation for students. Please ensure you have read this handbook and discuss it with your child. We encourage you to become involved in your child's school life. There are many opportunities for parental engagement whether that means reading at home or attending a U46 Engage session or District Board of Education meeting. U-46 is committed to partnering with you as we strive to provide academic success for all. We encourage you to give feedback and ask questions to our school leaders through Let's Talk!, our District's online customer service tool.

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

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

Sincerely,



Tony Sanders
Superintendent

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



District Information

Key District Contacts

- Transportation
847-888-5095
- Specialized Student Services
847-888-5000 ext. 5065
- Food Services
847-888-5000 ext. 5043
- Career & Technical Education
847-888-5000 ext. 6102
- Human Resources
847-888-5000 ext. 5024
- School & Community Relations
847-888-5000 ext 5003



Board of Education

The Board of Education meets on the first and third Monday of every month with a few exceptions in room 140 at the U46 Educational Services Center, 355 E. Chicago St., Elgin.

Please call 847-888-5000 ext. 5032 for any further information or log on to the District website, www.u46.org and click on "Our District, " and then "School Board" for more information and a schedule of meetings. Board of Education policies can be reviewed on the District website, in the principal's office, and at any public library.



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Olivia Howell
Student Advisor

Superintendent, Cabinet Members & Directors

The Superintendent and Cabinet Members



Tony Sanders
Superintendent



Dr. Suzanne Johnson
Deputy Superintendent of Instruction



Dr. Jeff King
Deputy Superintendent of Operations



Miguel Rodriguez
Chief Legal Officer



Steve Burger
Assistant Superintendent Elementary
Schools, Instruction & Equity



Dr. Josh Carpenter
Assistant Superintendent for Teaching & Learning



Ann Chan
Assistant Superintendent of Human Resources



Lela Majstorovic
Assistant Superintendent of Secondary Schools,
Instruction & Equity



Dr. Teresa Lance
Assistant Superintendent of Equity & Innovation



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

Directors

Dr. Annette Acevedo
Director English Language Learners

Diane Benton
Director Payroll

Dale Burnidge
Director Financial Operations

Sheila Downs
Director Plant Operations

Mary Fergus
Director School & Community Relations

John Heiderscheidt
Director School Safety & Culture

Laura Hill
Director Assessment & Accountability

Elena Hildreth
Director Food & Nutrition Services

Laura Macias
Director Information Services

TBD
Director Early Learning

Jeffrey Prowell
Director Transportation

Dr. Leatrice Satterwhite
Director Specialized Student Services

TBD
Director Curriculum & Instruction

SCHOOL DISTRICT U-46

355 East Chicago Street Elgin, IL 60120

BOE APPROVED

2020-2021 School Calendar

BOE APPROVED: 7/27/2020

JULY 2020						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
0						0

Teacher count

Student Count

New Administrator Orientation

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

4 - Classes Resume

15 - End of 1st Semester

18 - Martin Luther King Jr. Holiday/Offices Closed

29 - Institute Day/Offices Open

Student Progress Monitoring Month/Meetings

AUGUST 2020						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					9

3-7- New Teacher Orientation Week

17,18- Institute Day/Offices Open
19-21 - Remote Learning Planning Days

24 - First Day of Classes
31 - Pre-School First Day

Student Progress Monitoring Month/Meetings

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

15 - Presidents' Day Observance/Offices Closed

26 - End of 2nd Trimester (Elementary)/Kane County Institute Day/Offices Open

SEPTEMBER 2020						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			
21						20

7 - Labor Day Holiday/Offices Closed

25 - Institute Day/Offices Open

Student Progress Monitoring Month/Meetings

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

19 - Remote Learning Planning Day

26 - End of the 3rd Quarter

29, 30, 31 - Spring Recess

OCTOBER 2020						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
21						20

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

22 - End of 1st Quarter

23 - Institute Day/Offices Open

Student Progress Monitoring Month/Meetings

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

1, 2 - Spring Recess (students)

5 - Spring Holiday/Offices Closed

6 - Classes Resume

23 - Remote Learning Planning Day

NOVEMBER 2020						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					
17						17

3 - Election Day Holiday/Offices Closed

13 - End of the 1st Trimester(Elementary)

25 - Non-Attendance Day/Offices Open

26, 27 - Thanksgiving Recess/Offices Closed

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

14 - Institute Day/SIP Day/Offices Open

29 - High School Graduations

31 - Memorial Day/Offices Closed

DECEMBER 2020						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
14						14

Dec. 21 thru Jan. 1 - Winter Recess

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

2- Last Day for students if no Emergency Days used

3 - No Student attendance/PPD day

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

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

1st Q = 44 Days, 2nd Q = 46 Days, 3rd Q = 46 Days, 4th Q = 40 Days
1st Semester = 90 Days, 2nd Semester 86 Days

Teacher Attendance Days = 94/90 = 184

1st Trimester = 58 Days, 2nd Trimester = 58 Days, 3rd Trimester = 60 Days

School Policies & Procedures

Assemblies

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

Cellphones

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

Dress Code

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

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

All students must wear clothing that covers the following areas: stomach, chest, and sides, as well as the waist down through the upper thigh area on the front and back of the body. Students who do not comply are subject to the Student Code of Conduct.

Field Trips

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

Gifts to Staff Members

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

Homework

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

Makeup Work

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

Lost, Stolen, and Found Items

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

**Nothing in this section shall be construed in a manner inconsistent with Board policy or the Student Code of Conduct.*

General Rules and Regulations

All schools in District U46 are subject to the School District U46 Board of Education policies, which are covered 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.

Attendance

Good attendance supports academic success. The habit of regular and punctual attendance is a quality that will follow a student throughout life. School district attendance begins with the preschool and kindergarten program.

District U46 operates a kindergarten program for children who reach the age of five on or before Sept. 1 of the year in which they would start kindergarten. Children entering 1st grade must be six years of age on or before Sept. 1 of the year in which they would start 1st grade. Early entrance to kindergarten or 1st grade may be granted following Board Policy 7.051 Entrance Age and Board Policy 7.053 Accelerated Placement Program.

The 2020-21 school year calendar found on page 7 has been established by the Board of Education and consists of 176 instructional days for students, with five emergency days built into the calendar. A full day of attendance for students must be a minimum of four clock hours of instruction for students in full-day kindergarten or 1st grade and five clock hours of instruction for students in 2nd through 12th grade. On a regular school day, students in full-day kindergarten or 1st grade who received less than 240 minutes of instruction but at least 120 minutes, can be claimed for a half day of attendance. Students in 2nd through 12th grade who receive less than 300 minutes of instruction but at least 150 minutes of instruction can be claimed for a half-day of attendance.

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

Absence

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

Truancy

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

Valid Causes of Absences:

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

Excused absences are those with a valid cause and which have been reported to the school by a parent or guardian. Unexcused absences are absences for which there is no legitimate cause, such as truancy.

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

Extended Absences

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

Request for Early Dismissal

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

Behavior Expectations

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

1. Students are expected to be respectful, cooperative, and courteous to all those with whom they associate and to follow school personnel's specific directions.

2. Students are expected to respect learners and the learning environment when passing through hallways, whether individually or as a group.

3. For safety, running in the hallways is not acceptable.

4. Bullying behavior is to be taken seriously. Bullying 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 school.

This includes aggressive, negative gestures, or written, verbal, or physical acts that place another in reasonable fear or harm as well as behavior that has the effect of insulting or demeaning any student in such a way as to disrupt or interfere with the school's educational mission or the education of any student, whether in person, writing, or electronically. The parents of any student found guilty of bullying will be notified and the student will be referred to the building administrator to determine the appropriate intervention strategy to address the behavior. See the Student Code of Conduct on the U-46 website under the School Safety and Culture department page.

5. The Board of Education recognizes that technology is a tool for instruction which should facilitate and enhance the District's curricular goals. District staff will provide guidance and instruction to students on the appropriate use of the internet. The District's network is not for public use, and the District reserves the right to log any technology use, to monitor file server space utilization, and to examine user files. Users must recognize that there is no assurance of confidentiality concerning access to transmissions and files. Inappropriate usage, particularly usage that threatens the safety expectations of the school, shall be investigated.

6. Students are expected to use precaution when walking to and from school. We request that all students who walk and/or travel by bike do so directly to and from school, do not talk to strangers, cross all streets carefully and at crosswalks, follow requests of crossing guards and patrols, respect private property, and maintain good behavior.

When riding a school bus, students are expected to:

- a. Be respectful of the bus driver at all times;
- b. Arrive five minutes prior to scheduled pick up times;
- c. Wait until the bus has come to a complete stop before attempting to enter or exit;
- d. Only enter and exit the bus using the front door;
- e. Board the bus only when the bus driver, coach, or teacher is present;
- f. Sit three to a seat when necessary;
- g. Sit in seats only and do not block the bus entryway or aisle;
- h. Remain seated while the bus is in motion;
- i. Leave windows and doors closed unless given specific instruction by the bus driver;
- j. Keep hands, arms, and head inside the bus at all times;
- k. Not throw objects inside or outside the bus;
- l. Not distract the bus driver via loud noises;
- m. In the case of an emergency, remain calm and inside the bus until given instructions by the bus driver;
- n. Refrain from eating and drinking while on the bus;
- o. Conduct themselves in the same manner as they would on school grounds. In the case of misbehavior, the District's Transportation Department may issue a behavior referral (pink slip) to the student, to be signed by the parent and returned to the school office. Continuing problems will be resolved by the school principal;
- p. All kindergartners must wear their yellow lanyards and be visible for their PM ride home. This lanyard includes the approved individuals that can receive the student at drop off. If an authorized individual is not at the bus stop to receive the student, the kindergartner will be returned to the school and parents will be contacted;
- q. Any request for change of pickup or drop off location must be communicated to the school office. The school will then work with the Transportation Department to make these changes. Please note the address change may take up to three days. All busing information can be found on the parent portal. If at any time the information is not correct or there is no information, please contact the Transportation Department at 847-888-5095;

7. When on the playground, students are to be careful while running, avoid pushing, shoving, and throwing harmful objects.

8. During meal times, students are expected to remain in their seats and show respect to all lunchroom supervisors and each other. We expect our students to follow proper table manners and courtesies. Food should not be removed from the lunchroom. Students are responsible for cleaning their own eating area.

School & Community Relations



Parental Involvement

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

Citizens' Advisory Council

For more than 60 years, the Citizens' Advisory Council (CAC) has served as an advisory group to the Board of Education (BOE). Each school is represented by up to seven parents/community members who attend monthly meetings, usually held in the library at Elgin High School. The CAC committees work throughout the school year to support the District's Strategic Plan. Reports are sent to the BOE each spring. For more information, visit the CAC website at www.u46cac.org

District-Wide Committees

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

Parent Groups (PTO)

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

District Communications

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

- The District U-46 website, www.u46.org
- A bilingual parent e-newsletter
- The Superintendent's Weekly Message
- The District U-46 Facebook, Twitter, LinkedIn and YouTube accounts. Our Facebook page is a great place to locate accurate and updated information. Like us on Facebook at School District U-46 and follow us on Twitter@[sdu46](https://twitter.com/sdu46)
- Videos on Districtwide initiatives and programs.
- The District U-46 mobile app, which offers students, parents, and community members direct links to our District and schools' websites, highlighted top stories, calendars, lunch menus, and more. Just search for U-46 in your device's app store.

- Districtwide emails and texts about programs, events, and emergencies.

- Publications including The Annual Report
- Public events, town halls and forums, as well as our online customer service tool, Let's Talk! This tool, located on school and the District's homepage, invites parents, students, staff, and community members to submit questions and comments that are routed to the appropriate team members who will receive automatic notifications and reminders. This online tool allows the District to measure the timelines and satisfaction of our responses from each department and school.

Grade and Progress Reports

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

Notes From Parents

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

School Visits

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

Communication Guidelines for Parents

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

U-46 Radio Station

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

Emergency Communications

School Day Cancellations

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

Closings and Dismissals

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

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

Emergency Procedure Glossary

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

Each school conducts annual drills with the local police and fire departments. These drills include fire drills, tornado drills, Run, Hide, Fight drills (formerly known as lockdown), and bus safety drills.

Infinite Campus Emergency Contacts

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



Health Requirements

Health Concerns

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

Keeping Children Well

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

Illness at School

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

Communicable Diseases

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

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

COVID-19

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

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

This monitoring includes taking the child's temperature with a thermometer at home before entering a U-46 school bus or school. If a child's temperature is 100.4 or higher or is experiencing any of the above symptoms the student must

remain home. Parents should notify the school attendance office of absence. Contact your child's family physician for further guidance and possible testing. CDC and IDPH guidelines for students who have signs of COVID-19, whether they were tested or not, 72 hours must pass with no fever with no fever-reducing medication and 10 days must pass after symptoms first appeared. Before returning to school parents must contact their School's Nurse or Administrator if not available.

If a family member or anyone who resides within the student's home is positive for COVID-19 the student must remain home for at least a 14 day monitoring period. Parents must notify the school of the student's absence contacting the school's attendance office and Nurse.

If a child becomes ill and displays any symptom(s) consistent with COVID-19 they will be immediately separated from the other individuals in a safe and monitored space. Parents will be contacted by the school nurse and it is expected that parents pick up their child immediately. Parents should have a plan in place for an alternate adult for pick up in case of this situation.

Masks are required for all students while on a bus or in school.

Lice (Pediculosis)

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

First-Aid

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



Medication at School

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

- A "School Medication Permission and Instruction" form (which can be found on the Health Office's website under health forms), signed by both the parent/guardian and the child's medical doctor, is required. Medication must be brought to the school by an adult and in the original pharmacy-labeled packaging. Medication is defined as prescription and non-prescription drugs.
- Additional medication supplies must be provided by the parent/guardian, including inhaler spacer bars, pill cutters, pill crushers, and any measuring devices.
- If a child requires any prescribed medication other than rescue medication during a school field trip, the parent must contact the teacher well in advance of the trip.
- No medication shall be transported on the bus. It is the responsibility of the parent/guardian to drop off medication with the school nurse when needed.
- Please contact your school nurse for more information.

Other Medical Needs

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

Health Guidelines for School Attendance

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

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

Parents should contact the school's Nurse before returning to school.

Classroom Food/Treats

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

Physical Examinations and Immunizations

Illinois State Law requires physical examinations by an Illinois licensed physician and up-to-date immunizations for every student within one year before the date of first entering an Illinois school, and at 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.

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

Vision & Hearing Screening

All children in grades preschool, kindergarten, 2nd grade and special education, as well as students new to the District and those referred by a teacher, must be screened on an annual basis. Screenings will be completed by either a vision or hearing tech or a nurse trained and certified by the State of Illinois for vision and hearing screening.

Vision Exam Requirements

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

Dental Requirements

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

Religious Objections

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

Health Requirements by Grade

All health forms and requirements can be located at <https://www.u-46.org/Page/9106>



Programs & Services

English Language Learners Program

School District U46 has the second largest English Language Learners (ELL) program in the State of Illinois outside the city of Chicago. We welcome all families to our learning community. Because of U-46's location in the Fox Valley and the community it serves, children from more than 100 language backgrounds are represented in our classrooms. We provide services to meet the linguistic and academic profile of children whose native language is not English. The instructional core for students participating in the EL Program reflects the same instructional core and high expectations of the general education program within the language proficiency and academic components for ELs. The comprehensive instructional program supports EL student achievement and intentionally recognizes the use of the students' home language and cultural background to develop a school culture in which all stakeholders feel included.

Transitional Bilingual Education at the Elementary Level

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

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

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

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

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

Transitional Bilingual Education at the Secondary Level

The 80:20 Dual Language Program Model has continued to expand at the secondary level, with dual language programming offered from 7th through 10th grade. The Transitional Bilingual Education Model is offered for 12th grade students with a home language of Spanish, as established by the Illinois Administrative Code Part 228. The TBE Dual Language Model will be fully phased into the high school level by school year 2021-2022. The classes count toward graduation requirements for high school level students.

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

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

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

Gifted Education Continuum of Services

The District defines gifted students as those who perform, or who show the potential to perform, at remarkably high levels of accomplishment when compared with students of their comparable age, experience, or environment. These students exhibit high-performance capacity in intellectual ability, creativity, and a specific academic field. Gifted students are identified in all racial, ethnic, and disability groups and within

all socioeconomic stratum. They require specialized instruction, services, and activities not ordinarily provided by the general education program to maximize the academic, social, and emotional pursuits.

Students are identified for placement in these programs by the Office of Gifted Education, except for the middle school accelerated mathematics placement, which is done at each middle school independently. Universal screening on the Cognitive Abilities Test (CogAT) at second grade for IGNITE and DL IGNITE and at sixth 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 which measure 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 MAP assessments. The Gifted Office considers 2nd grade CogAT and MAP scores for 4th grade placement and 6th grade CogAT and MAP scores for middle school gifted placement.

Grades 2 and 3

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

Grades 4-6

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

Middle School

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

Home/Hospital Tutoring

Any student with health or physical impairment that will cause an absence from school for more than 10 school days is eligible to receive home and hospital tutoring. A written statement from a licensed medical examiner must verify the health or physical impairment. In conjunction with the medical examiner, school personnel will determine if the student can educationally benefit from such a program. Parents should contact their local school for a medical certification form and have it completed by their physician. For additional information, please call the Specialized Student Services office at 847-888-5000 ext. 5335 or 5334. E-learning options are available during COVID-19 if applicable.

Special Education & Related Services

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

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

As a parent's right, a representative (any individual whom the parent wants to include) has the right to participate in any IEP meeting. However, the parent must notify the principal and special education administrator of additional participants before the date of the meeting. Parents are provided room with a copy of their procedural safeguards annually and upon request.

Special Education Transportation

Transportation is dedicated to meeting the needs of our special education students as indicated in the IEP. Appropriate equipment is used, and drivers receive training and instructions for working with students with disabilities.

For safe and efficient transportation, please do the following

- Have student ready for pick up five minutes prior to 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 and/or repaired if necessary;
- If the student will be absent three days or more, call the Transportation Department before 7 a.m. at 847-888-5095. Please leave a message when office staff is not available.

Programs & Services

- Any request for change of pickup or drop-off location must be communicated to the school office. The school will then work with the Transportation Department to make these changes. Please note, the address change may take up to three days.
- When deemed necessary due to age or physical disability, parents must accompany their child to and from the bus. Parents will place their child in the seat and fasten the seat belt. If the parent or their designee fails to meet the bus at the end of the school day, the Transportation Department will return the child to school or the local police station. DCFS may be notified if there are repeated offences.
- A minimum of three days will be necessary to arrange transportation for each new student entering during the year.

School Social Work Services

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

Related Services

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

Medicaid Fee for Services

Medicaid reimbursement is a source of federal funds approved by Congress to help school districts maintain and improve special education services. If Medicaid eligible, therapy and diagnostic services provided to children are partially reimbursable. Unless the parent/guardian objects in writing, District U46 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.

Access to Records

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

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

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

Parents and students may also

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

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

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, attendance record, accident reports, health record, high school test scores, and a record of release of this information. The permanent records will be retained for no less than 60 years after the student has transferred, graduated, or otherwise permanently withdrawn from school.

b. The temporary record consists of all other records maintained by the District concerning the student. The temporary record will be destroyed entirely five years after the student has transferred, graduated, or otherwise permanently withdrawn from the school. Parents may ask for these records before the disposal takes place. The files of 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 are encouraged to ask for information, which may be of continued assistance to the student, or a student may ask for the records if they have succeeded to the rights of the parent before the disposal of the records.

Student Information, Photographs, Images, & Work

The following student information is included in the school directory:

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

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

Opt-Out Requests

Student photographs, images, and work 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.

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



Rights & Responsibilities

Students have the right and responsibility to:

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

Parents/legal guardians have the right and responsibility to:

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

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

1. Establish a sense of community in the classroom, including opportunities for members of the school community to learn about and be respectful of each other's cultures.
2. Be knowledgeable about federal and state laws and regulations about the disciplinary process for students with disabilities and for all students.
3. Enforce the policies, rules, and regulations of the district, school, classroom, and code of conduct, including preventive and positive disciplinary policies in cooperation with students, parents/guardians, and administrators.
4. Communicate policies, expectations, and concerns to students and parents/guardians, and respond to complaints or concerns from students and parents/guardians in a timely manner and in a language they understand.
5. Engage parents 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 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 supports.
2. Ensure discipline policies are in compliance with civil rights laws, state and federal legislation 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 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.

**Nothing in this section shall be construed in a manner inconsistent with the Board of Education's policies, State or Federal Law.*



Title IX and Sex Equity Grievance Procedure

Policy Statement

This grievance procedure is in conformance with Article I, Section 18 of the Illinois Constitution and Title IX of the Education Amendments of 1972 (20 U.S.C. 1681 et seq.) (Title IX) and the 1980 implementing regulations (34 CFR 106 et seq.), as amended. Similarly, this grievance procedure is in conformance with 105 ILCS 5/10-22.5, 5/27-1 and 5/22-19 of the Illinois School Code and the related implementing regulations (23 Ill. Admin. Code 200 et seq.), as amended. Consistent with Title IX and the State Sex Equity provisions, it is the policy of District U-46 to prohibit any person from being excluded from the participation in, being denied the benefit of, or being subjected to discrimination under any education program or activity on the basis of sex

Definitions

1. Grievant means any employee of District U-46, student, parent or legal guardian of a student (or legally recognized guardian of a student) who submits a grievance relevant to Title IX or the State Sex Equity provisions.
2. Grievance means a complaint alleging an action, policy, procedure or practice as prohibited by Title IX or the State Sex Equity provisions, which would include complaints alleging sexual harassment by students and employees.

Complaints or Questions

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

The Coordinator for Nondiscrimination for School District U-46 is:

Chief Legal Officer
District U-46 Administrative Office 355 East Chicago Street
Elgin, Illinois, 60120-6543
Office 847- 888-5000, ext. 5305

Within seven (7) calendar days of receipt of any inquiry, the Coordinator (or designee) shall send a copy of this policy and grievance procedure and grievance form to the inquiring individual(s), unless the inquiry is withdrawn. The Coordinator or designee shall also provide assistance to the inquiring individual with respect to the preparation, processing and

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

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

The District will ensure that the investigation is impartial. The Coordinator, Superintendent, or Board of Education, as necessary and appropriate, will appoint impartial persons to conduct the grievance investigation. Parties and witnesses may not be involved in the investigation or any decision regarding a grievance. SCHOOL DISTRICT U-46 7005-District HS-HB D23

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

Appeal Process

Title IX and Sex Equity Grievance Procedure requires that as soon as reasonably possible, but not more than sixty (60) calendar days after receiving the grievance, the Coordinator (or designee) shall render a written decision. Included with the decision will be a reminder of the steps for further appeal. Copies of the written decision shall go to the grievant, person(s) charged (if any), and the Superintendent. In extraordinary circumstances, the decision may be rendered in more than sixty (60) calendar days, but an explanation shall be given within the initial sixty (60) days to the persons entitled to receive a copy of the decision informing them of the reasons for, and the amount of, the additional time. The District will ensure that any actions required of the District by the decision are implemented

**Nothing in this section shall be construed in a manner inconsistent with the Board of Education's policies, State or Federal Law.*

Student Assessments

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

On December 10, 2015, the Every Student Succeeds Act (ESSA) was approved as the reauthorization of the Elementary and Secondary Education Act (ESEA), which is our nation's education law. According to ESSA, children in grades 3rd through 8th are required to participate in an Illinois state accountability assessment. Students are assessed annually in English language arts and mathematics with questions that contain extended tasks and writing exercises which are important for measuring students' critical thinking and concept mastery. The results of the assessment is to determine whether schools and districts are preparing students to meet college and career readiness expectations. In Illinois, those expectations are aligned to the Illinois Learning Standards. Results from this exam for buildings and districts can be found on the U46 website, under the About Us section, Our District, School Report Card.

At the 5th grade level, students have an additional opportunity to demonstrate what they know and have learned as it pertains to science. In the spring, Illinois requires these students to take the Illinois Science Assessment (ISA) which aligns with the Illinois Learning Standards for Science incorporating the Next Generation Science Standards (NGSS).

The science standards, on which 5th 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 nonEnglish 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 nonEnglish background first enter the U46, they are screened to determine their English academic proficiency, using one of the prescribed screening measurements. These assessments measure how well the child speaks, listens, reads, and writes in English depending on the grade level. Based on the results, students are recommended for the English Language Learners (ELL) program or the general education program. Parents have the right to accept or refuse placement recommendations. The program options for students who qualify and accept ELL services include:

- Dual Language program for eligible students who have a Spanish language background, with the goal of developing bilingual and biliterate students;

- Transitional Bilingual Education (TBE) for eligible students of the same high incidence language; and
- Transitional program of Instructional/ESL for eligible students from low incidence language backgrounds.

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

The District has also chosen several assessments to measure student progress. Students in grades 2nd through 8th and some identified students in high school take the Measure of Academic Progress (MAP) assessment. This test is used to determine if any individual child is making progress or growing academically. This test is computer adaptive which means that the test is unique for each student. A student gets a question; if they answer the question correctly, the next question is harder. If they answer incorrectly, the next question is easier, and so forth until the computer determines a student's instructional level. Students take the reading and mathematics assessments. The MAP can be given up to three times per year. The results of these tests are used to help teachers guide instruction for the students who are in their classroom.

All students in grades 2nd and 6th take the Cognitive Ability Test (CogAT). This test measures a student's ability to reason with words (verbal battery), quantitative concepts (quantitative battery), and spatial/figural drawings (nonverbal battery). The primary purpose of CogAT is to assess a student's reasoning and problem solving skills. This provides a valid and reliable method of screening students for accelerated programs.

For students in preK through 2nd grade, the District has adopted a variety of assessments which are used to determine a child's reading progress. Many of these assessments are one-to-one with the teacher and student. They are typically given two to three times per year. In conjunction with the preK through second grade assessments, the District screens all incoming kindergarten students.

Kindergarten students will participate in the Kindergarten Individual Development Survey (KIDS) observation assessment system used to inform 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,

Safety

social emotional development, and approaches to learning. Due to the District's Dual Language program goals of biliteracy, students enrolled in the OneWay and TwoWay Dual Language Program will also be assessed in Spanish. This assessment begins in kindergarten and will continue through 8th grade. There are also a variety of assessments in Spanish that are used within the District to determine a child's reading progress.



Arriving Early

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

Crossing Guards & Patrols

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

Staying After School

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

Student Pick-Up & Drop-Off

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

Dismissal Time

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



U46 Schools Directory

ELEMENTARY SCHOOLS

Bartlett Elementary

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

Centennial Elementary

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

Century Oaks Elementary

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

Channing Memorial Elementary

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

Clinton Elementary

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

Coleman Elementary

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

Creekside Elementary

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

Fox Meadow Elementary

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

Garfield Elementary

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

Glenbrook Elementary

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

Hanover Countryside Elementary

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

Harriet Gifford Elementary

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

Hawk Hollow Elementary

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

Heritage Elementary

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

Highland Elementary

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

Hillcrest Elementary

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

Hilltop Elementary

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

Horizon Elementary

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

Huff Elementary

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

Illinois Park Center for Early Learning

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

Independence Center for Early Learning

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

Laurel Hill Elementary

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

Liberty Elementary

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

Lincoln Elementary

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

Lords Park Elementary

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

Lowrie Elementary

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

McKinley Elementary

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

Nature Ridge Elementary

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

Oakhill Elementary

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

Ontarioville Elementary

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

Otter Creek Elementary

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

Parkwood Elementary

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

Prairieview Elementary

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

Ridge Circle Elementary

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

Ronald D. O'Neal Elementary

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

Spring Trail Elementary

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

Sunnydale Elementary

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

Sycamore Trails Elementary

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

Timber Trails Elementary

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

Washington Elementary

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

Wayne Elementary

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

Willard Elementary

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

MIDDLE SCHOOLS**Abbott Middle School**

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

Canton Middle School

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

Eastview Middle School

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

Ellis Middle School

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

Kenyon Woods Middle School

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

Kimball Middle School

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

Larsen Middle School

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

Tefft Middle School

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

HIGH SCHOOLS**Bartlett High School**

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

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

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

DREAM Academy

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

Elgin High School

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

Larkin High School

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

South Elgin High School

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

Streamwood High School

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



Project Access



Project Access

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

1. Immediate school enrollment and full participation in all school activities for eligible children, even when records normally required for enrollment are not available;
2. Ensuring the rights of children and youth experiencing homelessness to remain in their school of origin when feasible and in the child's best interest to do so;
3. Transportation to and from school;
4. Access to programs and services, including special education services, preschool services, free school meals, Title I services, services for English Language Learners, vocational/technical education, gifted and talented services;
5. Ensuring the rights and protections specifically for unaccompanied youth (youth who are not in the physical custody of a parent or guardian) who are experiencing homelessness, including allowing them to be immediately enrolled without proof of guardianship;
6. Informing the student/family as to the right to dispute an enrollment decision and for a child or youth to be admitted to the school in which enrollment is sought, pending the resolution of the dispute.

If you or someone you know are in need of assistance from Project Access, please contact our department at 847888-5000 ext. 6765 or ext. 6768.

School Meals

The goal of the District U46 Food & Nutrition Services Department is to provide students with healthy meals each day. The following policies ensure our compliance with the USDA Child Nutrition Program.

Full Pay Students

Many students will pay for meals at the District's published standard rate each day. For the 2020-2021 school year, paid breakfast rate is \$1.35 and lunch is \$2.90. Meal accounts are expected to be kept current. Online payments are processed through MySchoolBucks.com, or checks can be submitted and made payable to your school.

Free Meal Benefit

Students who qualify to receive free meals will be allowed to receive one free breakfast and one free lunch each school day.

Reduced Meal Benefit

Students who qualify to receive reduced meals will be allowed to receive one breakfast for 30 cents and one lunch for 40 cents each day. Meal accounts are expected to be kept current. Online payments are processed through MySchoolBucks.com, or checks can be submitted and made payable to your school.

Parents/guardians are responsible for meal payment to the food service program. Notices of low or deficit balances will be sent to parents/guardians at regular intervals throughout the school year. Checks must be made payable to the student's school. Make sure to have your child's complete full name and homeroom teacher's name or school identification number in the memo on the check. **We are no longer accepting cash or coin payments.**

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

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



Stay Connected

Website

www.u-46.org

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

Let's Talk

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

Infinite Campus, E-Newsletter and other Updates

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

Social Media & App

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

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

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

For more Information

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

