
Know Your Schools

A Handbook for Parents and Students



2006-2007

Cary Community Consolidated School District

400 Haber Road • Cary, Illinois 60013 • 847-639-7788 • Fax 847-639-3898
Briargate • Deer Path • Maplewood • Three Oaks • Prairie Hill • Cary Junior High



Cary Community Consolidated School District 26

400 Haber Road • Cary, Illinois 60013 • 847-639-7788 • Fax 847-639-3898
Briargate • Deer Path • Maplewood • Three Oaks • Prairie Hill • Cary Junior High

Know Your Schools Handbook 2006-2007 School Year

Please read this Handbook, sign this form and return it to your youngest child's teacher before September 28, 2006. Your signature indicates that you have received this Handbook and understand the procedures of Cary School District 26.

Please Print Name

Parent/Guardian Signature

Date

Please return this acknowledgement slip by September 28, 2006

Cut along dotted line



Cary Community Consolidated School District

OFFICE OF THE SUPERINTENDENT

2006-2007 School Year

Dear Parents,

On behalf of Cary School District 26 Board of Education, administration, and staff, I wish to welcome you to the 2006-2007 school year. Included in this handbook, is general information about programs, services, basic processes, and information related to various resources provided by the district and the community. This handbook is only a summary of board policies governing the District and may be amended during the year without notice. (Detailed board policies are available online at www.cary26.org.) In addition, there are certain guidelines that the district asks parents and students to follow to maintain the quality educational environment provided in the district.

Your support and engagement in the process are crucial to the success of both your child and the services delivered by the district. With mutual support, we can continue to provide the educational excellence for which Cary School District 26 is known.

Although the primary goal is to provide an excellent education for the students, this would not be possible without first establishing a safe, secure, and nurturing environment which can facilitate the learning process. District 26 continues to review and improve the safety of our schools with each of the schools having a very extensive emergency/safety plan and set of operating procedures.

Maintaining this environment of safety is another area which the district needs parent partners. In this handbook, you will find information on dos and don'ts that the district respectfully requests all adhere to along with resources available to the community should an emergency situation arise. The Village of Cary truly has an on going atmosphere of cooperation and responsiveness between all community agencies.

It is also crucial for the district and parents to maintain open communication. The foundational piece of this process is the critical link between the parents and the classroom teacher and building principal. Please call or email your child's teacher and or principal with questions, concerns, or general input as the school year progresses. In addition to calls or emails, the district also provides Edline, an internet based service that enables teachers, schools, and the district to provide timely information and news. This is a tremendous benefit allowing information to be accessed quickly and when convenient for you. If you have not had the opportunity to sign up for this free and valuable service, please contact your child's' school for assistance.

Best wishes for a great school year, encourage reading in your home, and let us build all interaction on the six character pillars of: Trust, Responsibility, Respect, Fairness, Caring, and Citizenship. Centering on these basic principles, a strong foundation can be built on which positive family, community, and school relationships may be established and supported.

Professionally yours, I remain

Michael E. Smith, Ed.S.

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Cary Community Consolidated School District 26

Board of Education and Administration Center • 400 Haber Road • Cary, IL 60013 • 847-639-7788

District Facilities and Local Agencies

Vision Excellence in Education

Mission The mission of Cary Community Consolidated School District 26, in collaboration with the community and parents, is to empower our students to become lifelong learners.

Superintendent

Mr. Michael Smith, Ed.S.

Associate Superintendent.

Dr. Sandra Thornhill

Interim Chief Financial Officer

Mr. Robert Ciserella

Operations Director

Mr. Robert Ciserella

Director of Special Services

Mrs. Jennifer Thomas

Briargate School

100 South Wulff Street
Cary, IL 60013
Phone: 847-639-2348
Fax: 847-516-5516
Principal – Mr. Brian Coleman

Deer Path School

2211 Crystal Lake Road
Cary, IL 60013
Phone: 847-516-6350
Fax: 847-516-6355
Principal – Ms. Denise Finch

Maplewood School

422 West Krenz Avenue
Cary, IL 60013
Phone: 847-639-2152
Fax: 847-516-5523
Principal – Dr. Kevin O'Connor

Three Oaks School

1514 Three Oaks Road
Cary, IL 60013
Phone: 847-516-5533
Fax: 847-516-5514
Principal – Ms. Natalie Wishe

Prairie Hill School

233 Oriole Trail
Cary, IL 60013
Phone: 847-516-5513
Fax: 847-516-5538
Principal – Mrs. Ann Baker
Assistant Principal – Mr. Kevin Ryan

Cary Junior High School

2109 Crystal Lake Road
Cary, IL 60013
Phone: 847-639-2148
Fax: 847-516-5507
Principal – Mrs. Linda Goeglein
Assistant Principal – Mr. Joseph Price

Special Services Department

400 Haber Road
Cary, IL 60013
Phone: 847-639-7788
Fax: 847-516-9705

Transportation/Operations Department

340 West Krenz Avenue
Cary, IL 60013
Phone: 847-639-0262
Fax: 847-639-7436

Local Police Departments / Non-Emergency Numbers

Cary Police Department

654 Village Hall - Cary, IL 60013
Phone: 847-639-2341

Illinois State Police

777 South State Street - Elgin, IL 60123
Phone: 847-931-2405

McHenry County Sheriff's Office

2200 N. Seminary Ave. - Woodstock, IL 60098
Phone: 847-338-2144

McHenry County States Attorney

2200 N. Seminary Ave - Woodstock, IL 60098
Phone: 847-334-4159

Crime Stoppers: 800-762-7867

District 26 Board of Education

President, Craig Loew

Vice President, Dave Ruelle

Secretary, Chris Jenner

Steve Bush

Randy Lawrence

Kristen Lewis

Gary Wleklinski

Board of Education Policies

The Board of Education policies are under continuous review and revision. A new organizational format for the Policy Manual was adopted in November 2005, along with new policies and policy revisions. This Policy Manual contains the policies that the Board of Education and the Administration follow in administering the educational program for the students of District 26. You may access the policy manual online at www.cary26.org by selecting the Board of Education tab.

The Board of Education meets on the third Monday of each month at 7:00 p.m. as listed below. Meeting notices are posted at the Administration Center, on our website and at each school. The community is encouraged to attend these meetings.

Board of Education (7:00) (3 rd Monday - *unless otherwise noted)	Community Engagement (7:00 - 1 st Monday) (Administration Center)	Curriculum (7:00 - quarterly 4 th Monday) (Administration Center)
July 17, 2006 Administration Center	To be determined	August 28, 2006
August 21, 2006 Administration Center		Future dates to be determined
September 18, 2006 Administration Center		
October 16, 2006 Maplewood School		
November 20, 2006 Administration Center		
December 18, 2006 Cary Junior High School		
January 16, 2007* Three Oaks School		
February 20, 2007* Administration Center		
March 19, 2007 Briargate School		
April 16, 2007 Deer Path School		
May 21, 2007 Prairie Hill School		
June 18, 2007 Administration Center		

Policy (5:30 - 4 th Monday) (Administration Center)	Sites & Facilities (5:30) Finance (7:00) (2 nd Monday) (Administration Center)	Finance Advisory (7:00 - 1 st Monday) (Administration Center)
July 24, 2006	July 10, 2006	August 7, 2006
August 28, 2006	August 14, 2006	Tuesday, September 5, 2006
September 25, 2006	September 11, 2006	October 2, 2006
October 23, 2006	Tuesday, October 10, 2006	November 6, 2006
November 27, 2006	November 13, 2006	December 4, 2006
January 22, 2007	December 11, 2006	February 5, 2007
February 26, 2007	January 8, 2007	March 5, 2007
March 26, 2007	February 12, 2007	April 2, 2007
April 23, 2007	March 12, 2007	May 7, 2007
Tuesday, May 29, 2007	April 9, 2007	June 4, 2007
June 25, 2007	May 14, 2007	
	June 11, 2007	



Cary Community Consolidated School District 26

2006-2007 School Calendar

Friday	August 25	Teacher Institute Day – No School
Monday	August 28	First Day of School – Early Release TO: 11:10 dismissal CJH: 11:10 dismissal BG, DP, MW, PH: 12:00 dismissal
Monday	September 4	Labor Day (State Mandated) – No School
Friday	September 29	Midterm Report – Cary Jr. High
Friday	October 6	Teacher Institute Day – No School
Monday	October 9	Columbus Day (State Mandated) – No School
Friday	October 13	Midterm Report - Elementary
Wednesday	November 1	End of Quarter - Cary Jr. High
Wednesday	November 8	End of Trimester - Elementary
Friday	November 10	School in Session (Waiver) Report Cards – Cary Jr. High
Friday	November 17	Report Cards - Elementary
Monday-Tuesday	November 20 and 21	Parent/Teacher Conferences – No School
Wednesday	November 22	Non-Attendance Day – No School
Thursday-Friday	November 23 and 24	Thanksgiving Vacation (State Mandated) - No School
Friday	December 8	Midterm – Cary Jr. High
Wednesday	December 20	Last Day of School Before Winter Break
Thursday-Tuesday	December 21 – January 2	Winter Break – No School
Wednesday	January 3	Classes Resume
Friday	January 12	Teacher Institute Day – No School
Monday	January 15	Martin Luther King Day (State Mandated) – No School
Wednesday	January 24	End of Quarter – Cary Jr. High
Friday	January 26	Midterm Report – Elementary
Friday	February 2	Report Cards – Cary Jr. High
Thursday-Friday	February 15 and 16	Parent/Teacher Conferences – No School
Monday	February 19	Presidents Day – No School
Friday	February 23	Midterm Report – Cary Jr. High
Wednesday	February 28	End of Trimester - Elementary
Monday	March 5	School in Session (Waiver)
Friday	March 9	Report Cards - Elementary
Monday-Friday	March 12 – 23	Achievement Testing
Monday-Friday	March 26 - 30	Spring Break – No School
Monday	April 2	Classes Resume
Wednesday	April 4	End of Quarter – Cary Jr. High
Friday	April 6	Non-Attendance Day – No School
Friday	April 13	Report Cards – Cary Jr. High
Friday	April 27	Midterm Report - Elementary
Friday	May 4	Midterm Report – Cary Jr. High School in AM/Teacher Inservice in PM – Early Release TO: 11:10 dismissal CJH: 11:10 dismissal BG, DP, MW, PH: 12:00 dismissal
Monday	May 28	Memorial Day (State Mandated) – No School
Wednesday	June 13	*Last Day of School

*Five emergency days are included in the calendar. If they are not used, the earliest dismissal date will be June 6, 2007
Board Approved

Attendance

Success in school requires regular attendance. A child who is absent misses valuable class instruction and the continuity of the daily schoolwork. A child should not, however, attend school when it is detrimental to his/her health or that of others. Children who miss school should present a written excuse upon their return to class.

It is imperative that the parents call the school each morning of the day your child is absent. This procedure will facilitate our attendance accounting.

Punctuality is important to success. A child is happier and tires less easily if he/she is on time and ready to begin the day with his/her class.

Parents are encouraged to make every effort to plan family vacations to coincide with school vacation dates, as it is difficult for teachers to plan individual work ahead or to assist the student in making up work after a vacation absence.

2006-2007 School Hours

Name of School	School Begins	School Ends	Early Dismissal
Briargate (Grades 1-4)	8:45 a.m.	3:15 p.m.	12:00 p.m.
Deer Path (Grades 1-4)	8:45 a.m.	3:15 p.m.	12:00 p.m.
Maplewood (Grades 1-4)	8:45 a.m.	3:15 p.m.	12:00 p.m.
Prairie Hill (Grades 5-6)	8:45 a.m.	3:15 p.m.	12:00 pm
Cary Junior High (Grades 7-8)	7:55 a.m.	2:40 p.m.	11:10 a.m.
Three Oaks (Grades 1-4)	8:00 a.m.	2:30 p.m.	11:15 a.m.

Briargate, Deer Path, Maplewood Kindergarten	School Begins	School Ends	Early Dismissal
Kindergarten AM	8:45 a.m.	11:20 a.m.	12:00 p.m.
Kindergarten PM	12:40 p.m.	3:15 p.m.	No School

Three Oaks Kindergarten	School Begins	School Ends	Early Dismissal
Three Oaks Kindergarten AM	8:00 a.m.	10:30 a.m.	11:10 a.m.
Three Oaks Kindergarten PM	12:00 p.m.	2:30 p.m.	No School

ECE (Early Childhood Education)	School Begins	School Ends	Early Dismissal
Early Childhood Education AM	9:00 a.m.	11:30 a.m.	12:00 p.m.
Early Childhood Education PM	12:40 p.m.	3:15 p.m.	No School

Release Time for Religious Instruction/Observance

Religious Observance – A student shall be released from school, as an excused absence, for the purpose of observing a religious holiday. The parent(s)/guardian(s) must give written notice to the District 5 days before the student’s anticipated absence.

The parent(s)/guardian(s) written notification of the student’s anticipated absence shall satisfy the District’s requirement for a written excuse when the student returns to school.

Religious Instruction – A student shall be released from school for a day or portion of a day for the purpose of religious instruction. A letter requesting the student’s absence and written by the student’s parent(s)/guardian(s) must be given to the Building Principal at least 5 days before the day the student is to be absent.

Crisis Situations

Regular in-servicing of staff and students takes place to cover a wide range of possible emergency situations including:

Types of Emergencies

- Threats to building security
- Bus accidents
- Security lockdowns
- Natural/environmental disasters
- Fire
- Intruder
- Evacuation

In a case of an all school emergency or crisis that may require extreme actions such as an evacuation or lockdown procedure, it is imperative that parents cooperate with the school in following emergency procedures. The following are some DO's and DON'Ts for parents during a school crisis.

DO

- Stay where you can easily be reached
- Listen to radio station Star 105.5 FM
- Access the school district's website at www.cary26.org
- Go to an announced evacuation site
- Bring identification for yourself
- Cooperate with designated officials at the evacuation site
- Stay calm for the benefit of your child

DON'T

- Come to school unless instructed to do so
- Call school
- Call 911
- Attempt to contact your child on a pager or cell phone
- Remove your child from school or other designated area without appropriate sign out process
- Leave with any child other than your own

Not following these few DO's and DON'Ts may place your child and many other children in danger. The reasons to follow the above guidelines are to:

- Assure accountability of students
- Keep phone lines clear
- Avoid overloading 911
- Keep your child's location secure
- Leave the area open for emergency vehicle/personnel
- Avoid digital/cellular devices from interfering with the situation
- Lessen the confusion and congestion at the school

Crisis Interventions

Crisis intervention will take place at the building or district level after the death of a student or staff member or a school or community emergency. The building crisis team will be activated in order to help our students, faculty, and staffs cope with that situation. Literature is available to families regarding emotional safety issues.

Role of School Support Staff Personnel by Position

In addition to your child's classroom teacher, if you have any concerns over the social/emotional health of your child, please contact one of the following school officials immediately.

- Principal**
- Instructional Leader
 - Coordinates classroom teaching / evaluation
 - Deals with all personnel issues
 - Discipline
 - Attendance
 - Conflict Resolution

- Assistant Principal**
- Assists principal with daily management of building

- Social Workers**
- Social / emotional concerns
 - Support Group Coordinators
 - Assessment and referral source to outside agencies
 - Crisis Team Member

- Nurse**
- All medical concerns
 - Physical Education exemptions
 - All medications

- School Resource Officer**
- Community / legal concerns
 - Any illegal activities at school, school events, or on school property
 - Parent / student informational resource

School Support Teams

- PPS Team (Pupil Personnel Services)**
- Team is comprised of social worker, learning disabilities teachers, school psychologist, nurse, director of special education services, and building administrators. Purpose of the team is to discuss students that may qualify for special educational support. Team meets regularly.

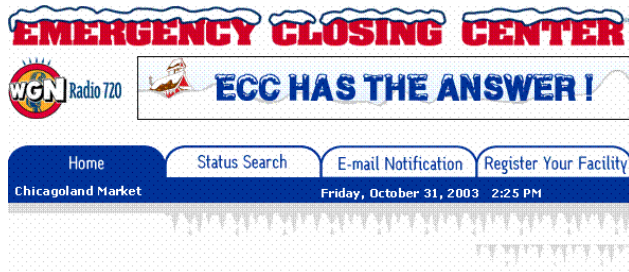
- Crisis Team**
- The Crisis Team consists of administrators, counselors, social workers, teachers, educational support staff, and school nurses from each building and is designed to support those groups and/or individuals in crisis.

Emergency Closing Information

The resources listed on this page will provide you with information regarding school closings due to weather and/or emergency school closings.



WGN Radio 720's website offers a free service called Emergency Closing Center (ECC). The ECC quickly provides the status of schools, businesses, daycare centers, and organizations. Now you can be notified by e-mail when a facility of your choice closes or changes status. You can also remove your e-mail address. Simply enter in the name and city of the facility of your choice to begin this process of e-mail notification or removal.



Website: www.emergencyclosings.com



School closing information is available at the District 26 Website (www.cary26.org) and Edline.

Curriculum and Instruction

District 26 has curriculum guides for all subject areas that identify grade level skills and concepts. The grade level expectations in each curriculum guide have been aligned with the Illinois State Learning Standards. The guides ensure that skills and concepts are taught in a sequential order to help students learn and connect information together for improved mastery.

Teachers use a variety of methods and materials for instruction to best meet the needs of each student. To do this teachers continually examine student learning results and instructional methods for effectiveness. The information gathered from this evaluation is then used to make improvements in instruction.

Textbooks go through a thorough adoption process before they are purchased and used for instruction. A committee reviews several different sets of textbooks and evaluates each one on how closely it aligns with the district's purpose and mission. The committee then makes a recommendation to the Board of Education for adoption. Once materials are adopted, teachers receive training on how to use the new materials. The district has a schedule for the continual review of instructional materials to ensure that textbooks remain current and appropriate to the subjects where they are used.

Elementary Program for Kindergarten through Grade 4 (Briargate, Deer Path, Maplewood, and Three Oaks Schools)

The elementary schools provide an educational program that recognizes and provides for the development of all children with their varying abilities and interests. This requires an offering of appropriate subject matter and a diversity of teaching techniques to meet these needs. The elementary program is designed to provide not only the basic skills that every child needs, but also the opportunity for social interaction, which will help him/her mature into a well-rounded and productive citizen.

Every attempt is made to individualize instruction in reading and mathematics. The professional staff has developed a curriculum guide listing of skills and concepts to be taught at each level of learning. These are sequential in nature, and ideally a child progresses through these levels of learning in a systematic fashion.

Specialists in art, music and physical education are available to assist the classroom teacher in these subjects. Each school has a learning center, which has an adequate collection of books at appropriate reading and interest levels and a variety of other learning materials. The district is making every effort to increase the number of materials in these centers each year. These learning centers supplement the regular classroom instruction.

Prairie Hill School Program for Grades 5 and 6

Prairie Hill School provides the same educational program as our K-4 schools. Classrooms are self-contained and based on an elementary school model. In addition to the programs mentioned above, these students also have the opportunity to become involved in before and after school clubs and activities such as: Drama Club, Art Club, Book Club, Recycling Club, Ecology Club, Community Service Club, Student Council, Dance Club, Scrabble Club, Homework Club, Wrestling Club, and Basketball Club.

Cary Junior High School Program for Grades 7 and 8

The junior high school in Cary includes grades 7 and 8. We believe that the basic function of a junior high school is to meet the needs of the early adolescent that will prepare him/her to live in a changing society. In order to carry out this function, the junior high school must strive to be sensitive to new programs and methods. The professional staff continually evaluates these programs and methods.

Curricular

Coursework or activities related to the adopted curriculum. Coursework or activities are offered during the regular school day, and are of equal offering and may or may not be elective in nature. Participation will be considered a right and offered equally to all. Grades, where applicable, will be counted in the overall grade point average.

All students in Cary Junior High School will have experiences in the following subjects during their junior high years:

- Art
- Mathematics
- Family and Consumer Science
- Music
- Foreign Language
- Physical Education
- Health
- Science
- Industrial Technology
- Social Studies
- Language Arts

Co-Curricular

Coursework or activities that serve to extend or expand the adopted curriculum. Coursework or activities are elective in nature and are offered outside of the regular school day. Participation is voluntary and is considered a privilege and offered equally to all. Grades, if any, will not be counted in the overall grade point average.

Program	Classification	Conference/In-House/ Intramural
AAA Homework Club	Co-curricular	
Applied Arts Club	Co-curricular	
Badminton	Co-curricular	Intramural
Band	Co-curricular	
Bowling	Co-curricular	Intramural
Choir	Co-curricular	
Floor Hockey (co-ed)	Co-curricular	Intramural
Frisbee Golf (co-ed)	Co-curricular	Intramural
Geography Bee	Co-curricular	
Golf (co-ed)	Co-curricular	Intramural
Math Test	Co-curricular	
Newspaper	Co-curricular	
Pickelball	Co-curricular	Intramural
Ping Pong (co-ed)	Co-curricular	Intramural
Recycling	Co-curricular	
Science Club	Co-curricular	
Soccer	Co-curricular	Intramural
Speech Tournament	Co-curricular	
Spelling Bee	Co-curricular	

Extra-Curricular

Coursework or activities not falling within the scope of the adopted curriculum. Coursework or activities are elective in nature and are offered outside of the regular school day; and while offered through equal opportunity, may be limited by certain requirements. Participation is voluntary and is considered a privilege not a right. Grades will not be applicable.

The following list is a sample of the clubs and other activities available at the junior high school level.

Program	Classification	Conference/In-House/ Intramural
Academic Club	Extra-curricular	
Basketball (boys)	Extra-curricular	Conference/In-House
Basketball (girls)	Extra-curricular	Conference/In-House
Cheerleading	Extra-curricular	Conference
Cross Country (co-ed)	Extra-curricular	Conference
Dragon's Pride	Extra-curricular	
Drama Club	Extra-curricular	
Media Club	Extra-curricular	
Playhouse Productions	Extra-curricular	
Poms	Extra-curricular	Conference
Student Activity Board	Extra-curricular	
Talent Show	Extra-curricular	
Track (co-ed)	Extra-curricular	Conference
Volleyball (girls)	Extra-curricular	Conference/In-House
Wrestling (co-ed)	Extra-curricular	Conference
Yearbook	Extra-curricular	

In each of the sports, teams that represent the Cary Junior High School compete in inter-school competition with other schools in the Fox Valley Junior High Conference.

Inspection of Instructional Materials

Parents or guardians of any student may inspect any instructional materials used in the schools. Those materials include textbooks, teacher's manuals, films and tapes. Call the principal's office for an appointment if you wish to view any of these items.

Complaints about Curriculum, Instructional Materials, and Programs

Persons with complaints about curriculum, instructional materials, and programs should complete a curriculum objection form and use the Uniform Grievance Procedure. A parent/guardian may request that his/her child be exempt from using a particular instructional materials or program by completing a curriculum objection form and using the Uniform Grievance Procedure. Copies of the Complaints About Instructional Materials Form and the Uniform Grievance Procedure are available at the building principal's office.

Instrumental Music Program

In District 26, we are proud of our successful band program that began in September 1950. Through a continuous yearly set of concerts, assemblies, festivals and parades, we have maintained a high standard of performance.

Membership in the band program is open to all students in the fifth through eighth grade level. This program is continued at both Cary-Grove and Prairie Ridge High Schools. Instruction is offered on brass, woodwind and percussion instruments.

The director's first contact with new prospective band members takes place in fifth grade. A demonstration of all the instruments is given by the directors. Each pupil is then tested on an individual basis for musical aptitude. After all instrument assignments have been made, a parent meeting is held to further explain the band program. At this time arrangements can be made to rent reliable band instruments for a trial period. New band members may bring their own instrument to be checked by the directors for good playing condition and quality.

All band students in the district receive weekly sectional class instruction on a rotating schedule. These instrumental classes are taught in groups of like instruments. Students are responsible to make up any class work missed during these class periods.

Every band member receives full band instruction in addition to his or her sectional rehearsals. All fifth grade band students are members of the Cadet Band. Full band rehearsals start in mid-September.

At the junior high, students participate in Symphonic Bands. Members of the Symphonic Bands participate in the Homecoming parade, Memorial Day Parade, Solo and Ensemble Contest and Band Contest. Attendance at all rehearsals, sections and performances is mandatory.

Gifted and Talented Program

Students who have been identified will be placed in a cluster classroom or on a cluster team. This means they will be placed with other identified students, either in their sole identification area or, in some classes when dually identified.

Students identified in Third and Fourth Grades

The Gifted Resource Teacher will collaborate with your child's classroom teacher to provide alternative curriculum or enrichments according to student or curricular need. In the area of math, this may mean pre-testing, contracts, more complex problem-solving or enrichment packets. Students might read and study alternative, though related, novels or enrichment activities, if identified in language arts. The gifted resource teacher may introduce new concepts to students as scheduling permits. Attempts will be made to schedule *Junior Great Books* or other intensive studies on a semi-regular basis.

Students identified in Fifth and Sixth Grade

The Gifted Resource Teacher will collaborate with your child's classroom teacher to provide alternative curriculum or enrichments according to student or curricular need. Students identified in math will be placed in an accelerated math class beginning in fifth grade. Students identified in the area of language arts may read alternative novels or participate in other enrichment activities related to the curriculum. Attempts will be made to schedule *Junior Great Books* or other intensive studies on a semi-regular basis.

Students identified in Seventh and Eighth Grades

The Gifted Resource Teacher will collaborate with your child's teacher team to provide alternative curriculum or extension activities according to student or curricular needs. Identified math students already in an accelerated program will begin algebra in seventh grade and geometry in eighth grade. Math teachers at Cary Junior High will handle the accelerations. The team cluster teacher within their area of discipline will handle other enrichments. These enrichments may be as a result of collaborative efforts with the resource teacher or due to expertise in a particular subject matter. The resource teacher will continue Creative Thinking Group/Junior Great Books as in the past. Newly identified students in grades 7-8 will begin pre-algebra during the 2004-05 school year.

Information about enrichment classes, testing and other such programs will be sent home as they become available. Gifted Education updates will be placed on Edline as they occur.

Questions concerning this program should be addressed to:

Dr. Sandra Thornhill
Associate Superintendent
847-639-7788
sthornhi@cary26.org

Ms. Susan J. Snyder, Gifted Resource Teacher
ssnyder@cary26.k12.il.us

Ms. Patricia Cameron, Gifted Resource Teacher
pcameron@cary26.k12.il.us

Physical Education

All students are required by law to take physical education and are expected to participate in physical education activities unless physically unable to do so. Please refer to your child's school handbook for further information about this requirement.

Outside Recess

It is expected that all Kindergarten through 4th grade elementary students go outside during the scheduled recess times unless we have a note from your doctor indicating that your child should stay inside. If your child has a health problem, which is seriously affected by various changes in weather, making it necessary to limit exposure to the out-of-doors, please provide the school health office with your doctor's note. This will enable us to make arrangements for your child to stay inside during recess time. If you have questions, call your child's school.

Special Education

District 26 offers a continuum of special education services to students from ages 3 through 21. Students with disabilities are entitled to a free appropriate public education in the least restrictive environment under the Individuals with Disabilities Education Act. It is our goal for students in District 26 to achieve success in the general education classroom for as much of the school day as possible. Therefore, our special education staff works collaboratively with the general education teachers to offer co-teaching and consult models to meet the individualized needs of our students. In addition, we offer a variety of specialized services, including individualized and small group instruction, speech and language therapy, occupational therapy, physical therapy, consultation and diagnostic services, as well as other specialized support, as needed. All special education services are provided in accordance to each student's individualized education plan (IEP).

In addition to services provided within the district, District 26 is a member of a county-wide cooperative called the Special Education District of McHenry County (SEDOM). Through our membership in SEDOM, we have access to a variety of instructional services which provide support to students with very specialized needs. Some areas of need which can be addressed through SEDOM programs include autism, communication development, learning disabilities, emotional impairments, vision/hearing, multiple physical disabilities, as well as cognitive impairments. Many SEDOM programs are offered within the public schools throughout McHenry County. SEDOM also offers programs at the SEDOM Center and New Beginnings for students requiring a specialized educational setting. In addition, SEDOM offers specialized diagnostic services, professional development, and related services (such as occupational therapy, physical therapy, hearing and vision support). Finally, District 26 also provides out-of-district services to students whose educational needs cannot be met through less restrictive means.

Within District 26, each school building has a Pupil Personnel Services (PPS) Team that address concerns and referrals regarding students. If parents suspect that their child may have a disability requiring special education support, they should contact their local school principal to make a referral requesting evaluation of the need for special education support.

Additional questions regarding Special Education may be directed to Ms. Jennifer Thomas, Director of Special Services at 847-639-7788.

Home / Hospital Instruction

District 26 provides home/hospital instruction to students when a physician determines that the student must be absent from school for at least ten days for medical reasons. The goal of home/hospital instruction is to afford the student experiences equivalent to those afforded to other students at the same grade level, enabling them to return to their classroom when possible. A parent may request home/hospital instruction for their child by asking their principal for the required Medical Certification form. Once this form has been completed by the child's physician, the form should be returned to the school so that tutoring can be arranged.

Use of Behavioral Interventions

Cary Community Consolidated School District 26 is committed to providing a school environment for all students that will enhance their learning. The Board of Education of District 26 recognizes that appropriate interventions are necessary for all students, regardless of disability status, whose behavior is not consistent with this goal, and recognizes that principals, teachers, and other school personnel who work with students may require additional training and guidance in the use of behavioral interventions.

The Board recognizes that the use of positive or non-aversive interventions is most consistent with the educational goals of promoting students' academic, social, and personal growth. Therefore, non-aversive or positive interventions designed to develop and strengthen desirable behaviors should be used to the maximum extent possible and are preferable to the use of aversive and more restrictive procedures. While positive approaches alone may not always succeed in controlling extremely inappropriate behavior, the use of more restrictive procedures should generally be considered to be temporary and should be approached with caution and restraint.

Procedures

All students are expected to follow the school district discipline procedures as outlined in Board discipline policies and parent-student school handbooks, unless an individual behavioral management plan has been developed for a student.

An individual plan will be developed for a student when:

1. The student exhibits a pattern of behavior which interferes significantly with his/her own learning or that of classmates.
2. The student's inappropriate behaviors are not changed by use of the regular school discipline plan.

For students with disabilities, such a plan will be developed by the building Individual Education Plan (IEP) team and included in the student's IEP. The plan will incorporate procedures and methods consistent with generally accepted practice in the field of behavioral intervention. The plan will be periodically monitored by the IEP team to assess intervention effectiveness. Restrictive interventions shall be used only when less restrictive interventions have been attempted unsuccessfully. Additionally, restrictive interventions shall be used for the minimum amount of time necessary to control the student's behavior, and shall be used in conjunction with positive

interventions designed to strengthen competing behaviors, and shall be replaced when feasible. Unless an IEP states otherwise, an individual behavioral management plan is considered to be in lieu of only those parts of the regular school discipline procedures, which are in conflict with the individual plan.

Behavioral interventions employed by School District 26 staff may be: 1) non-restrictive, 2) restrictive, and 3) highly restrictive. School District 26 staff will use non-restrictive procedures as the first choice for promoting and strengthening desirable behaviors. If non-restrictive measures are ineffective in addressing the student's behavior, restrictive measures may be employed. If these are not effective, highly restrictive measures will be employed. Under no circumstances will School District 26 staff utilize interventions that are prohibited by law.

When confronted with an emergency situation in which immediate intervention is needed to protect students, other individuals, or the physical site from harm, school personnel may use an intervention that has not been delineated in a student's behavioral management plan. The emergency intervention selected shall be the least intrusive to reasonably respond to the situation. When an emergency intervention has been used with a student, the parents or guardians of the student will be notified as soon as possible. In addition, details related to the use of the emergency intervention will be documented.

In the development of this policy the ISBE guidelines were considered and reviewed. A copy of the guidelines may be requested from the State Board of Education, 100 North First Street, Springfield, IL 62777-0001.

With regards to this policy, all of the procedural protection available to students and their parents or guardians under the Individuals with Disabilities Act (IDEA) shall be observed.

Copies of the policy and procedures shall be furnished to parents and guardians of all students with IEPs within 15 days after the policies and procedures have been adopted by the school board or at the time of implementation of a student's IEP, and at the beginning of each school year thereafter. Each school shall inform its students annually of the existence of the policy and procedures.

The Board of Education shall maintain a committee on behavioral interventions to review any future modifications that may be made in P.A. 87-1103, and to develop policies and procedures on the use of behavioral interventions for students with disabilities who require behavioral intervention.

Cross Reference: 7:190 Student Discipline; 7:230 Misconduct by Students with Disabilities

Non-Discrimination

Equal educational and extracurricular opportunities shall be available for all students without regard to race, color, national origin, sex, religious beliefs, physical and mental handicap or disability, status as homeless, or actual or potential marital or parental status, including pregnancy. Further, the District will not knowingly enter into agreements with any entity or any individual that discriminates against students on the basis of sex or any other protected status, except that the District remains viewpoint neutral when granting access to school facilities under Board policy 8:20, *Community Use of School Facilities*. Any student may file a discrimination grievance with the complaint managers by using the Uniform Grievance Procedure.

No student shall, based on sex, be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities. Any student may file a sex equity complaint with the complaint managers by using the Uniform Grievance Procedure.

Homeless Student Liaison

Ms. Jennifer Thomas
Cary School District 26 – Administration Center
400 Haber Road
Cary, IL 60013
847-639-7788

Complaint Managers

Mr. Michael Smith
Cary School District 26 – Administration Center
400 Haber Road
Cary, IL 60013
847-639-7788

Dr. Sandra Thornhill
Cary School District 26 – Administration Center
400 Haber Road
Cary, IL 60013
847-639-7788

Americans with Disabilities Act and Section 504 of the Rehabilitation Act

Cary School District 26 does not discriminate on the basis of disability with regard to admission or access to programs or treatment and employment in programs. The district intends to comply with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act. The Director of Special Services, Jennifer Thomas, is the coordinator for ADA and 504 activities. She can be reached at 847-639-7788. A grievance form to report alleged discrimination is available at the District 26 Administration Center.

Cary School District 26 intends that individuals with disabilities be provided opportunity to attend our meetings and activities. If you want to attend a school-sponsored function and have a disability, which will require special assistance or services, contact the Superintendent at 847-639-7788, or the building principal at the school where the meeting is to be held. Please make your notification at least 48 hours in advance so that arrangements can be made to help you attend.

Compliance with Title IX

The Board of Education recognizes the importance of complying with Title IX, the Federal regulation, which prohibits discrimination in the total educational program because of the gender of the student. District 26 will provide equal opportunities to all students regardless of sex.

The Superintendent of Schools shall establish a grievance procedure, which shall be followed if a citizen desires to file a grievance claiming such discrimination has occurred. The Superintendent shall appoint a Title IX coordinator to handle such grievances.

Administrative Regulation for Compliance with Title IX

- A. If a citizen believes that an element of the School District 26 program discriminates on the basis of sex, he/she may file this grievance within 30 days of occurrence or becoming aware of the occurrence in writing to the Title IX Coordinator.
- B. The Title IX Coordinator will conduct an investigation into the circumstances involved in the complaint. He/she will report the findings in writing to the party involved within 30 calendar days.
- C. If the grievance is not resolved at this level, the complaint should be filed in writing to the Superintendent of Schools within 14 calendar days.
- D. The Superintendent will conduct an investigation into the circumstances involved in the complaint. The Superintendent will report his/her findings in writing to the party involved

within 14 calendar days. If the grievance is not resolved at the previous level, the complaint should be filed with the Board of Education within 14 calendar days.

- E. The Board of Education will conduct an investigation into the circumstances involved in the complaint. The Board of Education will report its findings in writing or in person to the party involved within 14 calendar days.
- F. Complainants have the right to appeal the decision of the School Board to the Regional Superintendent, and thereafter to the State Superintendent of Education.

Complaint Managers

Mr. Michael Smith
Cary School District 26 – Administration Center
400 Haber Road
Cary, IL 60013
847-639-7788

Dr. Sandra Thornhill
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Health Examinations and Immunizations

Each student upon initial entrance to District 26 schools and again upon entering fifth grade shall present evidence of a physical examination and immunizations to the school, as per the statutory provisions of the State of Illinois. The examination must be conducted within one year prior to the entrance of public school (special education preschool, kindergarten or first grade) and again prior to entering fifth grade. Such evidence shall be presented to the school nurse. The School Code requires students to have the necessary health examination and immunizations or be excluded from school. This requirement is outlined in the School Code of the State of Illinois. The required physical form is available at the Administration Center and at each individual school office.

An annual physical examination by an appropriate health care provider shall be required of all junior high students who choose to participate in school sponsored athletic programs. This evidence must be presented before trying out for a sports team.

A dental examination is also required for students entering kindergarten, 2nd, and 6th grades. We also recommend that any new student to the district, regardless of grade level, have a dental examination. The required dental form is available at the Administration Center and at each individual school office.

Please schedule appointments for physical and dental examinations early in order to be in compliance with the School Code.

Additional health examinations may be required when deemed necessary by school authorities.

Vision and Hearing Screenings are conducted annually to detect possible vision and hearing difficulties. The Vision and Hearing Test Act requires that vision screenings be conducted in Preschool, Kindergarten, Second and Eighth grades. A vision screening is not a substitute for a complete eye and vision evaluation by an eye doctor. Children are not required to undergo the vision screening if an optometrist or ophthalmologist has completed and signed a report form indicating that an examination has been administered within the previous 12 months. Hearing screenings are required to be conducted in Preschool, Kindergarten, First, Second, and Third grades. In addition, both vision and hearing screenings will be conducted annually on new students, students receiving special education services and on students who are referred by their teacher or parents.

Nursing Services

The nurse works closely with the parents and the staff in helping to solve a child's health problem, which may be contributing to decreased school performance. It is the nurse's responsibility to work with parents in making certain that all students meet the State of Illinois immunization requirements. We request that parents notify the school if their child has a contagious illness.

Medication Administration

Medication required by a student shall not be administered at school, during regular school hours or during school-related activities, unless absolutely necessary to maintain the continued attendance of the student. This policy shall apply to both prescription and non-prescription medication. (Some examples are cough drops, aspirin, vitamins, cough syrup, etc.) Medication shall be administered to a student only by a certified school nurse (the "School Nurse"), a registered nurse, an administrator or certified personnel, or by the student himself/herself pursuant to parental/physician authorization, and only when such medication is required during school hours.

If it is determined that the student shall receive medication at school the procedures set forth in administrative regulations shall be followed. This includes the completion of the "Authorization for Administration of Medication at School" form. This form is available at the Administration Center and at each individual school office.

A student may possess medication prescribed for asthma for immediate use at the student's discretion, provided the student's parent(s)/guardian(s) have completed and signed a "School Medication Authorization Form." The District shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or the medication's storage by school personnel. Parent(s)/guardian(s) must indemnify and hold harmless the District and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of medication or the storage of the medication by school personnel.

No medications will be administered by school Personnel without these forms being completed and on file in the school health office

Lunch Program

District 26 offers a hot nutritious lunch including milk. Ala Carte food items are also offered to Prairie Hill and Cary Junior High students if a full lunch is not desired.

** If your child has special dietary needs, you may want to call the Administration Center to discuss any special food requests and the state and federal requirements governing such requests.*

Lunch tickets may be purchased at any time in units of five, ten, fifteen, and twenty which are usable throughout the school year.

Lunch Tickets	Grades 1–4	Grades 5–8
5 lunches with milk	\$8.25	\$9.00
10 lunches with milk	\$16.50	\$18.00
15 lunches with milk	\$24.75	\$27.00
20 lunches with milk	\$33.00	\$36.00

Milk tickets may be purchased only in units of twenty that are usable throughout the school year. Twenty milk tickets are \$6.00.

Please be sure to send only the proper amount of money as stated above. Send payment to school in an envelope. Be sure to indicate the child's first and last name as well as the child's grade and teacher. All checks should be made payable to School District 26.

If your child is only eating on a particular day of the week, the money must be sent on that day. Please have the child hold on to his/her money until lunchtime. The cafeteria staff will collect monies then.

Individual Lunch - including milk

Grades 1–4: \$1.65

Grades 5–8: \$1.80

Milk only 30¢

Monthly lunch menus are available at all schools, or you may access them on-line using your Edline account.

Free and Reduced Price Lunches

The Federal Government provides for Free and Reduced-Price Lunches for children who come from families with income below a certain level. The guidelines and application for this service are available in August at each school, the Administration Center, on the web (www.cary26.org), or on Edline. The Federal Government requires the school district verify a random sampling of approved applications each year.

Media Relations

From time to time school events are covered in school publications and by local news media. This could result in interviews, photographs, and/or video recording of the events.

District 26 is proud to feature the accomplishments of students, but such publicity is optional and only conducted if the parent/guardian approves. Parents/guardians wishing to prevent their children from being interviewed, photographed or videotaped should send a letter stating the student's name, grade and school to the Superintendent's Office at Cary Community Consolidated School District 26, 400 Haber Road, Cary, IL 60013.

Procedures for School Problems

When problems arise that are child and school centered, parents should make every effort to find a solution with their child's teacher. If no satisfactory solution is found, the channel of appeal is to the Principal, then to the Superintendent, and finally, to the Board of Education. Every effort will be made to find fair and equitable solutions to all problems.

Conflict Resolution Programs

CHARACTER COUNTS!SM

School District 26 is proud to be a member of the Character Counts! In Cary community-based coalition working to promote the six core pillars of character: Trustworthiness, Respect, Responsibility, Caring, Citizenship, and Fairness. These six pillars of character are actively promoted at each site district-wide and across the community because CHARACTER COUNTS! In Cary.

Peer Mediation

Peer Mediation is available at some elementary schools as an option to assist students in settling conflicts in a peaceful manner. During peer mediation, student-trained peer mediators allow students on both sides of a conflict to express their concerns before bringing both sides to a mutually acceptable agreement.

Peace Corners

Peace Corners have been established in the classrooms of primary teachers across the district to provide students with a place and a means of settling conflicts peacefully.

Conflict Resolution Training

Training sessions for students conducted by teachers, social workers, and school psychologists are provided district-wide to assist students in acquiring the skills needed to settle conflicts peacefully.

Here's Looking At You

The Here's Looking At You curricular program provides students with comprehensive drug and substance abuse education.

Dragon's Pride

Dragon's Pride, a student group at Cary Junior High School, works to spread the Peaceable Schools philosophy through a series of building-wide campaigns.

Student Assistance Program

The Student Assistance Program has been established at Cary Junior High School to provide students with support when dealing with the effects of alcohol and substance abuse taking place by family members or friends close to an individual student.



Greg Pomagier, President
Jennifer Reopelle, Vice President
Mary Ellen Spoerl, Treasurer
Kevin Ryan, Secretary
Kathy Hagen, Marketing

Coalition

Since July 15, 2002, a coalition consisting of representatives from over 15 different community-based organizations has been working to introduce CHARACTER COUNTS! to the entire community of Cary. CHARACTER COUNTS! is the nation's largest character development program and focuses on promoting six core character traits, or "pillars," to young people. Through the adoption of this program's common language philosophy, District 26 schools and community groups will sponsor activities that promote this program's core values and behaviors expected of responsible members of society.

Vision

A community where all citizens personally embrace and promote the principle that CHARACTER COUNTS!

Mission

Actively build and nurture the six pillars of good character throughout the community of Cary: Trustworthiness, Respect, Responsibility, Fairness, Caring, and Citizenship.

Goals

- Unite the community to advance the six pillars of good character through a common language of shared values.
- Integrate character education into new and existing programs of study, sports, service, youth and civic organizations.
- Recognize and honor individuals or groups who exemplify the traits of Trustworthiness, Respect, Responsibility, Fairness, Caring and Citizenship in the schools and community.

We invite all parents to promote and model for your children the six pillars of character in your life.

"We cannot always build the future for our youth, but we can build our youth for the future."

President Franklin Delano Roosevelt

For more information and resources, visit:
www.cary.lib.il.us/charactercounts.htm
or call Greg Pomagier at 847-516-1257.

Student Conduct

The School Code of the State of Illinois provides that the School Board has the duty (Section 10-20.5) "...to adopt and enforce all necessary rules for the management and government of the public schools of their district."

The matter of maintenance of discipline in the school is also set forth in Section 24-24 of the School Code. It reads as follows:

"...teachers, other certificated educational employees, and any other person, whether or not a certificated employee, providing a related service for or with respect to a student shall maintain discipline in the schools, including school grounds which are owned or leased by the board and used for school purposes and activities. In all matters relating to the discipline in and conduct of the schools and the school children, they stand in the relation of parents and guardians to the pupils. This relationship shall extend to all activities connected with the school program, including all athletic and extracurricular programs, and may be exercised at any time for the safety and supervision of the pupils in the absence of their parents or guardians."

Students attend school so that they may develop their individual capacities to their fullest and become, for their own benefit and that of others, the best person that it is possible for them to become. To do this, the student must:

1. Accept responsibility for his/her own actions.
2. Present an approach to studies with a seriousness of purpose and a realization that learning is work.
3. Develop good study habits and make a sincere effort to do the best in his/her studies.
4. Be well prepared for classes each day, both mentally and physically.
5. Make the most of all educational opportunities provided by the school.
6. Develop a basic attitude of consideration and thoughtfulness for the rights, the welfare, and the happiness of other people.
7. Be regular in attendance and punctual in arriving at school and at class.
8. Dress appropriately and practice habits of personal cleanliness.
9. Participate with enthusiasm and in a dependable, self-reliant manner, in the civic, athletic, and social activities of the school.
10. Act in a manner, which will reflect credit on oneself, his/her parents, and his/her school.
11. Respect the authority of teachers and other members of the school staff.

Remember that the real measure of an individual is what one does.

A student is guilty of gross disobedience or misconduct if he or she:

1. **Willfully disobeys** reasonable orders, instructions or requests issued by a teacher or student teacher, administrator, or truant officer or any person in charge of the student at the time such order is given.
2. **Disrupts**, interrupts or interferes with any classroom session, school sponsored activity either on or within school premises, or during school sponsored field trips, picnic, etc.
3. Defaces, **damages**, destroys or threatens to deface, damage or destroy school property, equipment, buildings or grounds.
4. Is habitually **tardy** to school or classes.
5. Exhibits **disrespect** for teachers, administrators or other students verbally or physically.
6. Uses any form or type of **aggressive behavior** that does physical or psychological harm to someone else and/or urges other students to engage in such conduct. Prohibited aggressive behavior includes, without limitation, the use of violence, force, noise, coercion, threats, intimidation, fear, **bullying**, or other comparable conduct.

Bullying among children is commonly defined as intentional, repeated hurtful acts, words or other behavior such as name-calling, threatening and/or shunning committed by one or more children against another.

7. Uses foul, abusive or **obscene language**.
8. Possesses, uses or threatens to use **weapons** or other dangerous objects.
9. Uses or possesses **tobacco, alcohol or drugs** on school property or at school sponsored functions, or appears on school property or at school functions while under the influence of alcohol or drugs.
10. Is guilty of **truancy**.
11. Is guilty of **sexual harassment** and/or the creation of a hostile environment in which sexual harassment occurs.

Smoking on School Premises

The Board of Education prohibits the use of tobacco products at any time in any area of the school buildings, or grounds of Cary Community Consolidated School District 26. Public Act 89-181 prohibits, without exception, the use of tobacco on all school property grounds and buildings at any time.

Sexual Harassment

The district recognizes that harassment on the basis of sex is a violation of both federal and state employment discrimination laws. The district will provide to all employees and students a work and learning environment free from sexual harassment and will not tolerate such conduct on the part of any employee or student.

Any individual with a complaint of sexual harassment should notify his/her immediate supervisor, teacher, principal, and/or the Superintendent. Administrators who become aware of any allegation(s) of sexual harassment should immediately report such allegation(s) to the Superintendent. All complaints of sexual harassment will be investigated and be properly resolved.

Search and Seizure

The school district has legal custody of students during the school day and during school hours of approved extracurricular activities. It is the responsibility of the school administration to protect each student's rights with respect to interrogations by law enforcement officials. Therefore:

1. When law enforcement officials find it necessary to question students during the school day or periods of extracurricular activities, the school principal or a designee will be present when possible. An effort will be made to contact the parent/guardian of the child so that the responsible individual may be notified of the situation.
2. If custody and/or arrest are involved, the principal will request that all procedural safeguards, as prescribed by law, will be observed by the law enforcement officials.

Desk, Locker and Individual Searches

Desks and lockers are public property, and school authorities may make reasonable regulations regarding their use.

The Board of Education and the Administration reserve the right to search and inspect student lockers and desks and personal items left in these places in the schools of the district when there

is reasonable cause to believe that the contents threaten the safety, health or welfare of students, or include stolen property or contraband.

It is the intention and desire of the Board of Education to ensure that students be present when their lockers are being searched. It is recognized, however, that it may not be expedient or possible for the student to be present. In such circumstances, the principal or his designee may enter the locker without the student present.

If such searches produce evidence that a student has violated the law, the school will turn over this evidence to law enforcement authorities.

Removal of Student

A student whose behavior disrupts the school environment may be removed by school personnel and sent to the building principal's office for appropriate remedial action. School personnel may use reasonable force as needed to maintain safety for the other students, school personnel or persons, or for the purpose of self-defense or the defense of property.

Suspension and Expulsion

The School Board of District 26 has adopted a policy concerning the suspension and expulsion of students. The Board is hopeful that such drastic action is unnecessary but, it is also recognized that if a student's behavior is so disruptive to the extent that the rights of other students to learn is violated, then suspension and possible expulsion must be considered. The policy as adopted by the Board of Education is as follows:

Suspension and Expulsion of Students

- A. The School Code of the State of Illinois will be followed in all cases of suspension and expulsion of students.
- B. A student who is being considered for possible suspension will be guaranteed the right of procedural due process by the following provisions:
 - 1. The principal shall discuss with the student those circumstances that may lead to a suspension.
 - 2. The student should be given an opportunity to respond to the allegation.
 - 3. Upon determining the facts, the principal will either drop the matter or initiate the regular suspension hearing.
 - 4. The principal should make notation of the conference so that written documentation of the informal hearing is established.
 - 5. In each instance of possible suspension, the principal must inform the parents of the incident which resulted in an informal hearing.

A child who has been determined for a special education instructional or resource program or related service shall not be expelled for behavior or a condition, which is, or results from, an exceptional characteristic as defined in The School Code (Ill. Rev. Stat. 1981, Ch. 122, Pars. 14-1.02 and 141.03a).

Internet Use

The Internet is a network of networks, which allows people to interact with hundreds of thousands of computers. The use of the Internet shall correlate with the curriculum adopted by the District. A responsible user may use the Internet to research classroom projects, send electronic mail (e-mail), and explore other computer systems. However, with such great potential for education also comes

potential for abuse. It is the purpose of this policy to ensure that this valuable resource be used in an appropriate manner.

The District takes precautions through teacher supervision to prevent access to materials that may be defamatory, inaccurate, offensive, or otherwise inappropriate in the school setting. Since information on the Internet appears, disappears, and changes, it is not always possible to predict or control what students may locate. While it is possible to select some resources that will be more easily available to students, school officials cannot promise to completely control the Internet environment. Although computers with Internet access are in supervised areas, ultimately parents are responsible for setting and conveying the standards that their child should follow.

Transportation

The Board of Education is required by State Law to transport all pupils to school who live more than 1 1/2 miles from school. District 26 must transport approximately 65% of the pupils enrolled. Because of this requirement, our transportation system has become quite complex and we request your patience during the first few days of school in working out any problems.

Students are limited to riding only the school bus that serves their legal residence. They may go to another residence on their assigned bus route with permission of their parents. This restriction is necessitated by the increasing number of new students in District 26. Those parents with "child care" arrangements outside of the regular transportation route on which they live must provide their own transportation. This applies only to those students eligible for transportation. Transportation is provided only for those students eligible from their legal residence to their assigned school.

It is crucial that we establish a set of rules for bus riders. The Board of Education has adopted instructions and rules for all pupils who ride buses. **Students who misconduct themselves on a school bus may be suspended from riding the school bus.**

Bus Rider Rules Adopted by the District 26 Board of Education

1. Be on time at the designated school bus stop (helps keep the bus on schedule).
2. Stay off the road at all times while waiting for the bus.
3. Be careful in approaching the place where the bus stops. Do not move toward the bus until the bus has been brought to a complete stop.
4. Remain in your seat while the bus is in motion.
5. Be alert to a danger signal from the driver.
6. Remain in the bus in the event of a road emergency until instructions are given by the driver.
7. Keep hands and head inside the bus at all times after entering and until leaving the bus. Do not throw anything out of the bus windows.
8. Remember that loud talking and laughing or unnecessary confusion diverts the driver's attention and could result in a serious accident.
9. Be absolutely quiet when approaching a railroad-crossing stop.
10. Treat bus equipment as you would valuable furniture in your own home. Never tamper with the bus or any of its equipment.
11. Assist in keeping the bus safe and sanitary at all times.
12. Carry no animals on the bus unless properly caged and permission is obtained from the transportation director and the superintendent of schools, principal or classroom teacher.
13. Be courteous to fellow pupils and the bus driver.
14. Help look after the safety and comfort of smaller children.

15. Do not ask the driver to stop at places other than the regular bus stop. She/he is not permitted to do this except by proper authorization from a school official.
16. Observe safety precautions at discharge point. Where it is necessary to cross the highway, proceed to a point at least 10 feet in front of the bus on the right shoulder of the highway where traffic may be observed in both directions. Then wait for a signal from the bus driver permitting you to cross.
17. Observe the same rules and regulations on other trips under school sponsorship as you observe between home and school. Respect the wishes of the chaperone appointed by the school.
18. Food is not to be eaten on the bus.

Parental Responsibilities

To help your child develop good behavior habits, the district asks that parents:

1. Instill in your child respect for authority, for the rights of adults and other children, and for private and public property.
2. Know your child's friends.
3. Know where your child is when he/she is away from home.
4. Teach your child to obey the teacher and other persons in authority.
5. Support the action of the teacher or principal in talking with your child about a problem; confer privately with the teacher or principal if the action taken is not understood or if there is a question regarding its appropriateness.
6. Confer personally with a teacher or principal when requested.
7. Insist that your child be prompt and regular in school attendance.
8. Carry out the recommendations made by the school in the best interest of your child.
9. Talk with your child about school activities; take an active interest in your child's progress in school and in his/her report card.
10. Safeguard the physical and mental health of your child; take him/her for periodic health examinations.
11. Attend meetings of the parent-teacher organization, if at all possible.
12. Attend special school programs, if at all possible.
13. Arrange for a time and place for your child to do homework assignments and supervise him/her in completing them.
14. Encourage your child to participate in wholesome activities in the school and in the community.
15. Understand and comply with the rules of the school concerning pupil conduct.
16. Promote the six pillars of CHARACTER COUNTS!SM – Trust, Respect, Responsibility, Fairness, Caring, and Citizenship.

Parent–Teacher Organization

Each of our schools has its own Parent-Teacher Organization (PTO). Every parent is invited and strongly encouraged to become actively involved in their school's PTO. Your school's PTO funds and provides assemblies, student enrichment programs, and school and classroom resources. Each organization's source of income is the fundraising activities organized and accomplished by parent and teacher volunteers.

There are numerous opportunities, such as; becoming an executive board member; chairing a committee; volunteering an hour a month. Volunteering your time at school shows your child you are interested while allowing you an opportunity to observe your child interacting with friends and

teachers. Joining a PTO is an excellent way to become informed about the goals and objectives of the programs that PTO sponsors.

School Improvement Committees

Under the State of Illinois Recognition and Accreditation of Schools Program, each District 26 school has formed a "School Improvement Committee." The membership of the committee will include parents, staff, and administration. The purpose of the committee is to work toward the identification of school strengths and weaknesses and the development of plans leading to continuous improvement. This represents an important way in which parents may be directly involved in their child's education.

Citizens' Committees

The Board of Education has always encouraged the participation of citizens on various study committees that are organized for specific purposes. These committees are organized to assist the Board in solving problems that confront the District. These groups meet regularly and study various facets of the School District operation. Any data or recommendations that result from these studies are submitted to the School Board for consideration. Any recommendations are strictly advisory in nature. The School Board must assume responsibility for the final decision.

School Visitation

Parents are always welcome in the schools and we encourage you to visit often. We do request that you call the school office at least one day prior to any extended visit and inform the principal that you are planning to visit the school. This should be done as a matter of courtesy as there may be circumstances which exist that would not make the day on which you planned your visit a good one.

In order to assure that no unauthorized persons enter the school with wrongful intent, all visitors will report to the school office when entering, sign the visitor's register, and receive authorization to visit elsewhere in the building.

Any unauthorized person on school property will be reported to the principal or superintendent. The person will be asked to leave. The police may be called if the situation warrants such measures.

Students will not be permitted to bring brothers or sisters to school unless agreed to by the principal. Requests to bring out-of-town visitors to school must be submitted to the principal.

Report Cards

Pupils in grades kindergarten through sixth will receive three reports throughout the year at twelve-week intervals.

Parent-Teacher Conferences for all elementary pupils are held in November and February. Parents will be contacted for conference appointments, and we encourage all parents to take advantage of these opportunities.

For those students in seventh and eighth grades, four reports are submitted to parents throughout the year, one per Quarter. Grades are available online on a bi-weekly basis. Conference days are also scheduled for November and March. However, if you desire a conference with a teacher or

principal at any time to discuss your child's progress do not hesitate to call the school to arrange for such a conference.

Promotion and Retention of Students

It is the policy of the Board of Education not to promote students to the next higher grade level based upon age or any other social reasons not related to the academic performance of the students.

Decisions to promote or retain students in any classes shall be based on the following:

- Successful completion of the curriculum
- Attendance
- Performance based on Illinois Goals and Assessment Program tests
- The Stanford Achievement Test
- Other testing
- Other criteria established by the Board

The Administration will determine the weight to be given to the criteria specified above.

Students determined not to qualify for promotion to the next higher grade shall be provided remedial assistance, which may include, but shall not be limited to:

- Tutorial sessions
- Increased or concentrated instructional time
- Modifications to instructional materials
- Retention in grade
- Tuition paid summer school Improvement classes

The Superintendent shall develop the guidelines and procedures for handling those students who fail to meet promotion standards.

Regulations

- A. It is the policy of the Board to define promotion as the procedure whereby a student is assigned to the next higher grade level at the end of the school year because basic educational performance requirements have been achieved.
- B. It is also the policy of the Board to recognize that some students will be 1) unable to meet or, 2) choose not to meet the basic performance requirements necessary for promotion. In such cases, the decision to retain or promote will be reached according to procedural guidelines established by the Board in accordance with Section 10-20.9a of the School Code.
- C. The following guidelines shall serve as a policy for regular promotion:
 1. Promotion to the next grade level will be based on successful completion of the curriculum.
 2. Students not meeting these requirements shall be retained or complete a program of remedial instruction.
 3. Students who receive special education services shall be promoted if they meet the goals of their individual education programs.
 4. Student achievement, which is commensurate with measured ability, will be considered when making a decision regarding retention.
 5. Special accommodations provided through a 504 plan shall be taken into consideration when making decisions for promotion and retention.
 6. Students whose primary language is one other than English shall have that as a consideration when making decisions for promotion and retention.
 7. Unique circumstances will be taken into consideration on an individual basis.

- D. The following guidelines shall serve as procedures for promotion and retention of grades K–6 students:
1. At the end of each grading period, the principal in conjunction with school personnel, will review the list of students who are not meeting the grade level expectations to determine which students are at risk of retention.
 2. Parents/guardians of students who may be candidates for retention will be notified in writing within 15 school days after report cards are issued. A conference of parents and appropriate school personnel shall be held to review the reason for the student's inability to achieve the minimum requirements. Form IKE-E will be completed documenting remediation strategies.
 3. Any failure to strictly comply with the time requirements of this plan shall not be just cause for promotion.
- E. The following guidelines will be used for promotion and retention of grades 7–8 students:
1. A promotion to the next grade requires passing grades in 2/3 (66%) of all grades; however, unique circumstances will be taken into consideration.
 2. To demonstrate established and continued educational growth, 50% of the grades in the fourth and final quarter must be passing grades.
 3. At the end of each grading period, the principal in conjunction with school personnel, will review the list of students who are not meeting the grade level expectations to determine which students are at risk of retention.
 4. Parents/guardians of students who may be candidates for retention will be notified in writing within 15 school days after the report cards are issued. A conference of parents and appropriate school personnel shall be held to review the reason for the student's inability to achieve the minimum requirements.
 5. In the event the possibility for retention does not become apparent until the end of the school year (i.e., a child fails 50% of all fourth quarter classes), parents will be notified as soon as grades are available and a conference will be scheduled.
 6. During the conference, Form IKE-E will be completed documenting remediation strategies.
 7. Eighth grade students who have not met the minimum standards for promotion shall not participate in the graduation ceremony.
 8. Any failure to strictly comply with the time requirements of this plan shall not be just cause for promotion.

No student is certified for graduation without passing an examination on the principles of representative government, the Illinois and United States Constitution, the proper use of the flag, and the contributions of members of ethnic groups and both sexes in the history of the United States and the State of Illinois.

Registration

District 26 uses an early registration procedure, which registers students prior to their finishing the current school year. This was implemented as a convenience to parents, students, and staff to complete the registration process prior to families leaving for vacation.

This also enables the schools to compile lists of students for the next school year. We feel this procedure alleviates some of the last minute registrations in August prior to the start of the new school year. Registration forms and instructions will be sent home with your child before the end of the school year. Please watch for these forms in your child's backpack. They must be completed and returned by the required dates.

The fees for 2006-2007 are as follows:

Registration Fees per Student	Amount
ECE - 1/2 day program	\$60.00
ECE Dual** - full day program	\$80.00
Kindergarten - 1/2 day program	\$75.00
Kindergarten / ECE Dual** - full day program	\$95.00
Grades 1-4	\$115.00
Grades 5-8	\$140.00

Extracurricular Fees	Amount
Band (Grades 5-8)	\$55.00
Competitive In-house sports (Grades 7-8) per sport	\$85.00
Conference Sports (Grades 7-8) per sport	\$150.00

Waiver of School Fees

Fees for books and instructional materials, charges for field trips and use of school property, and locker rental shall be waived for any student whose parent/guardian qualifies under the Community School Program for free lunches.

This waiver does not include purchase of gym clothing, Industrial Technology or Family and Consumer Science individual project materials, library fines, charges made for the loss, misuse or destruction of school property as well as instructional materials not directly provided by the school district.

Application for a waiver of fees should be made to the Chief Financial Officer by letter and accompanied by an application for Free or Reduced-Price School Meals or the letter should indicate this has already been filed for the school year in which the waiver of fees is being requested.

If a request for a fee waiver is denied, the decision to deny the fee waiver shall be mailed to the parents within thirty (30) calendar days of the receipt of the request. The decision shall inform the parents of their right to appeal, including the process and timelines for that action.

An appeal of a denial of the waiver may be made to the President of the Board of Education. The appeal shall be decided within thirty (30) calendar days of the receipt of the parents' request for an appeal. Parents shall have the right to meet with the President of the Board of Education to explain why the fee waiver should be granted. If the appeal is denied, then the district shall mail a copy of the decision to the parents stating the decision and the reason for the denial.

No fee(s) shall be collected from any parent who is seeking a fee waiver in accordance with the district's policy until the district has acted on the initial request or appeal (if any is made), and the parents have been notified of its decision.

Student Records

The Cary Community Consolidated School District wishes to inform parents/students of the following information regarding student records.

- A. A student's permanent record contains the following information:

1. basic identifying information, including student and parents' names and addresses, birth date and place, and gender
2. the academic transcript, including grades, class rank, graduation date, grade level achieved and scores on college entrance examinations
3. the attendance record
4. any accident reports and the health records
5. a record of release of permanent record information

The student's permanent record will be maintained for a period of 60 years after the student has transferred, graduated or otherwise permanently withdrawn from Cary Community Consolidated School District 26.

B. A student's temporary record consists of all information not required in the permanent record. It may include:

1. family background information
2. intelligence test scores, group and individual
3. aptitude test scores
4. reports of psychological evaluations including information on intelligence, personality and academic information obtained through test administration, observation, or interviews
5. elementary and secondary achievement level test results
6. participation in extracurricular activities including any offices held in school sponsored clubs or organizations
7. honors and awards received
8. teacher anecdotal records
9. disciplinary information
 - (a) Student temporary records must include information regarding serious disciplinary infractions (involving drugs, weapons or bodily harm to another that resulted in expulsion, suspension or the imposition of punishment or sanction).
 - (b) Student temporary records must be maintained for at least five years after the student has transferred, graduated or otherwise withdrawn from the school.
 - (c) Information maintained by law enforcement professionals working in a school will not be considered student records.
 - (d) Schools may release information contained in student records to "juvenile authorities" who request such information before the adjudication of the student.
10. special education files including the report of the multi-disciplinary staffing on which placement or non-placement was based, and all records and tape recordings relating to special education placement hearings and appeals
11. any verified reports or information from non-educational persons, agencies or organizations
12. other verified information of clear relevance to the education of the students
13. record or release of temporary record information

The temporary record will be reviewed every year or upon change in attendance centers, whichever occurs first, for destruction of out-of-date information and will be entirely destroyed five years after the student has transferred, or otherwise permanently withdrawn from this school district.

C. Directory information consists of the following:

1. identifying information: name, address, gender, grade level, birth date and place, and parents' names and addresses

2. academic awards, degrees, and honors
3. information in relation to school-sponsored activities, organizations, and athletics
4. major field of study
5. period of attendance in the school

This information will be released to the general public from time to time, including by way of a school directory, student yearbook, or other school publications unless a parent informs the District within ten (10) days of this notice that information concerning his/her child should not be released, or that the parent desires that some or all of this information not be designated as directory information.

D. Parents/students have the right to inspect and copy:

1. the student's permanent record
2. the student's temporary record
3. any student's record proposed to be destroyed or deleted from the student's records

E. There are persons, agencies and organizations, which have access to student's records without parental consent. They include:

1. The records custodian of another school system into which the child/children transfer(s) if parents make no objection within 10 school days, to the contents of the school records listed in the notice to transfer records.
2. Persons authorized, as required by State or Federal law. In such cases parents will receive prior written notice of the nature and substance of the information to be released and an opportunity to inspect, copy and/or challenge such information. If this release of information relates to more than 25 students, such prior notice may be given in a local newspaper of general circulation or other publication directed generally to parents.
3. The school shall grant access to, or release information from, school student records without parental consent or notification:
 - (a) to an employee or official of the school or school district or the State Board of Education, provided such employee or official or State Board of Education has a current demonstrable educational or administrative interest in the student and the records are in furtherance of such interest
 - (b) to any person for the purpose of research, statistical reporting, or planning, provided that:
 - (1) such person has the permission of the State Superintendent of Education
 - (2) no student or parent can be identified from the information released
 - (c) pursuant to a court order

F. A parent or student may not be forced by any person or agency to release information from the temporary record in order to accrue any right, privilege or benefit, including employment, credit or insurance.

G. Access to Student Records by Parents and Students Over 18

1. Right to Access. A parent of a student who is under the age of eighteen (18) years shall have a right to inspect and review the records of such student.
2. Students Over 18 Years of Age. Whenever a student has attained eighteen (18) years of age, or is attending an institution of post-secondary education, the permission or consent required of and the rights accorded to parents under this policy, shall thereafter be accorded exclusively to such student in lieu of the rights previously granted to parents.
3. Records Involving More Than One Student. Where the records requested include information concerning more than one student, the parent shall receive for examination only the part of the record pertaining to his child.

4. Manner of Exercising Inspection of Rights. Inspection rights shall be exercised by a parent by presenting a written request to the office of the building administrator where the student is enrolled specifying the records to be inspected. The examination shall occur within 24 hours of the request unless the records are in use by persons whose duties require the use of the records in which event inspection shall be available 24 hours after such usage ends and in no event more than 15 days after a request has been made, unless the parties agree otherwise. Such inspection shall be made during the normal business hours of the school district. Records may be copied at the request of the parent at a cost of \$.35 per page for letter and legal sized documents and \$1.00 per page for documents exceeding legal size. A school official shall be in attendance during any such parental inspection and will assist in the interpretation of the records if requested to do so by the parent. The Superintendent shall develop reasonable regulations to insure the security of records being inspected.

H. Inspection Rights of Student Under 18 Years of Age

1. A student under 14 years of age may inspect his records with the consent of one parent. A copy of the parental consent shall be placed in the student's file.
2. A student between 14 years of age and 18 years of age may inspect his/her records upon request.
3. The school district may require the use of professionally trained personnel to assist such students in understanding the material in their records and impose other reasonable restrictions in such inspections as set forth in administrative regulations.

I. Access to Student Records by Third Parties

1. Access Without the Consent or the Assertion of Parental Rights

The school records of any student shall be available to the following persons without the consent or notice to parents:

- (a) officials within the school system.
 - (b) local educational agencies who have a legitimate educational interest in the students.
 - (c) authorized representatives of the Controller General of the United States, or the Secretary of the Department of Health, Education and Welfare, and authorized employees of the Illinois Office of Education for use in connection with the audit and evaluation of federally-supported educational programs or in the enforcement of federal legal requirements relating to such programs; provided, however, that except where collection of personally identifiable data is specifically authorized by federal law, any data collected by such officials with respect to individual students shall not include information (including social security numbers) which would permit the personal identification of any student or their parents.
2. Officials demanding access to records in connection with a student's application for, or receipt of financial aid.

J. Access to Records Without Consent of Parents But With Notification

1. Student records shall be available to officials of other schools or other school systems (public or private) in which the student intends to enroll, upon condition that parents are notified of any such transfer and of their right to receive a copy
2. Notice of the records being transmitted and be offered an opportunity for a hearing to challenge the contents of the records in the manner set out in this policy and administrative regulations.
3. Where information is furnished in compliance with a judicial order or pursuant to a subpoena, the parents and students shall be notified of the receipt of such order or subpoena in advance of compliance therewith by the school.
4. Notification of parents will be accomplished through use of a Student Record Transfer Notice.

If you believe the District has not complies with the Family Educational Rights and Privacy Act, you may file a complaint with the U.S. Department of Education at:

K. Access to Records with Consent

The contents of a student's record may be furnished to any person with the written consent of the parents specifying the records to be released, the reasons for release, and to whom. A copy of the record to be released may be furnished to the parents if requested and to the student if the parents request. This will be accomplished by use of the "Records Release Request" form and in accordance with G.4., of these procedures.

L. Hearing to Correct Student Records

1. Parents shall have the right to challenge any entry exclusive of grades in the school student records on the basis of:
 - a. accuracy
 - b. relevance
 - c. propriety

This right includes the right to challenge the information contained in the student record(s) prior to the transfer of the record(s) to another district in the event of the child/ children's transfer to another school system.

Asbestos

For your information, AHERA laws require each school district to notify parents and employees of the presence of asbestos in its facilities and its Plan of Management of these areas to assure minimum risks and safe conditions. The Environmental Protection Agency's best advice on asbestos is neither to remove it in a panic nor to ignore the problem under the presumption that asbestos is risk free. Rather, they recommend a practical approach that protects public health by emphasizing that asbestos material in buildings should be located and appropriately managed. Cary District 26 maintains the health and safety of the children and employees by complying with the following requirements regarding asbestos management.

1. Asbestos Inspection Reports and Management Plans for Briargate School, Maplewood School, Prairie Hill School, and the District Administrative Office of Cary District 26 have been approved by the Illinois Department of Public Health. Copies of these documents may be examined at the Administration Center and at each of the individual school offices.
2. Re-inspection of each district facility for which a plan is approved must be completed every three years. This re-inspection was completed in 2004 and was performed by the district's asbestos consultant.
3. District 26 has assigned Robert Ciserella, Director of Operations, as its designated person to monitor the management plans.

Integrated Pest Management

It is recognized that pests can best be controlled through an integrated pest management program that combines preventive techniques, non-chemical pest control, and the appropriate use of pesticides with preference for products that are the least harmful to human health and the environment. Pest control services are performed the first week of every month in accordance with the Integrated Pest Management Program established between Cary School District 26 and The Bug Man, Inc. This program is done in compliance with the Integrated Pest Management protocol

per the Illinois Department of Public Health. Robert Ciserella, Director of Operations, is assigned the responsibility of oversight of pest management practices and can be contacted at 847-639-7788.

Freedom of Information Act

The Board of Education of District 26 has adopted a policy to comply with all provisions of this Act. This policy, with the accompanying administrative rules and regulations to implement the Act, is quite lengthy and would not be practical to include in this Handbook. Each parent is being advised at this time that the policy and procedures for requesting access to District 26 public documents are available in each school as well as in the District Administration Center.