
Know Your Schools

A Handbook for Parents and Students



2009-2010

Cary Community Consolidated School District

2115 Crystal Lake 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

OFFICE OF THE SUPERINTENDENT

2009-2010 School Year

Dear Parents,

On behalf of the Cary School District 26 Board of Education, administration, and staff, we wish to welcome you to the 2009-2010 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 do's 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 ongoing 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.

Excellence in Education

Brian Coleman, Superintendent

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Cary Community Consolidated School District 26

Board of Education and Administration Center • 2115 Crystal Lake 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. Brian Coleman

Director of Finance & Operations
Mrs. T. Ferrier

Director of Curriculum & Instruction
Mrs. Mary Dudek

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. Chad Nass

Maplewood School
422 West Krenz Avenue
Cary, IL 60013
Phone: 847-639-2152
Fax: 847-516-5523
Principal – Mr. Thom Gippert

Prairie Hill School
233 Oriole Trail
Cary, IL 60013
Phone: 847-516-5513
Fax: 847-516-5538
Principal – Mrs. Ann Baker
Assistant Principal – Catherine Schaff, Ed.D.

Special Services Department
2115 Crystal Lake Road
Cary, IL 60013
Phone: 847-639-7788
Fax: 847-516-9705



Deer Path School
2211 Crystal Lake Road
Cary, IL 60013
Phone: 847-516-6350
Fax: 847-516-6355
Principal – Mr. Matthew Bohrer

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

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. Andrew Reinke

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 - Dave Ruelle

Vice President - Steve Bush

Secretary - Chris Jenner

Julie Jette

Jason Larry

Vicki Pesch

Chris Spoerl

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, front doors of the Jr. High and on our website. 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)	Finance (7:00 p.m. - 2 nd Monday) CJH – Room F-60
September 21, 2009 @ CJH October 19, 2009 @ TO November 16, 2009 @ CJH **December 14, 2009 @ MW *January 19, 2010 @ BG *February 16, 2010 @ CJH March 15, 2010 @ CJH April 19, 2010 @ PH May 17, 2010 @ DP June 21, 2010 @ CJH	To be determined	September 14, 2009 *October 13, 2009 November 9, 2009 **December 7, 2009 January 11, 2010 February 8, 2010 March 8, 2010 April 12, 2010 May 10, 2010 June 14, 2010



Policy (5:30 p.m.) Curriculum (5:30 p.m.) (4 th Monday CJH – Room F-60)
September 28, 2009 – Curriculum October 26, 2009 - Policy November 23, 2009 – Policy **December 21, 2009 - Curriculum January 25, 2010 – Policy February 22, 2010 – Policy March 22, 2010 – Curriculum April 26, 2010 – Policy May 24, 2010 – Policy June 28, 2010 – Curriculum

Sites & Facilities (7:00 p.m. - 4 th Monday) CJH – Room F-60
September 28, 2009 October 26, 2009 November 23, 2009 **December 21, 2009 January 25, 2010 February 22, 2010 March 22, 2010 April 26, 2010 May 24, 2010 June 28, 2010



Cary Community Consolidated School District 26 2009-2010 School Calendar

Board Approved 4/27/09

Monday	August 24	Teacher Institute Day – No School
Tuesday	August 25	First Day of School – <u>Early Release</u> TO: 11:10 dismissal CJH: 11:10 dismissal BG, DP, MW, PH – 12:00 dismissal
Monday	September 7	Labor Day (State Mandated) – No School
Wednesday	September 16	School in AM/School Improvement in PM – <u>Early Release</u> TO: 11:10 dismissal CJH: 11:10 dismissal BG, DP, MW, PH – 12:00 dismissal
Friday	September 25	Midterm Report – Cary Jr. High
Friday	October 2	Midterm Report – Elementary K–6
Friday	October 9	Teacher Institute Day – No School
Monday	October 12	Columbus Day (State Mandated) – No School
Friday	October 30	End of Quarter – Cary Jr. High
Wednesday	November 4	School in AM/School Improvement in PM – <u>Early Release</u> TO: 11:10 dismissal CJH: 11:10 dismissal BG, DP, MW, PH – 12:00 dismissal
Friday	November 6	Report Cards – Cary Jr. High
Wednesday	November 11	School in Session (Veterans Day /Waiver)
Friday	November 13	End of Trimester – Elementary K–6
Friday	November 20	Report Cards – Elementary K–6
Monday-Tuesday	November 23 & 24	Parent/Teacher Conferences – No School
Wednesday	November 25	Non-Attendance Day – No School
Thursday-Friday	November 26 & 27	Thanksgiving Vacation (State Mandated) – No School
Monday	November 30	Classes Resume
Friday	December 11	Midterm – Cary Jr. High
Friday	December 18	Last Day of School Before Winter Break
Monday-Friday	Dec. 21-Jan. 1, 2009	Winter Break – No School
Monday	January 4	Classes Resume
Friday	January 15	Midterm Report – Elementary K–6
Monday	January 18	Martin Luther King Day (State Mandated) – No School
Tuesday	January 19	Teacher Institute Day – No School
Friday	January 22	End of Quarter – Cary Jr. High
Friday	January 29	Report Cards – Cary Jr. High
Thursday-Friday	February 4 & 5	Parent/Teacher Conferences – No School
Friday	February 12	School in Session (Lincoln’s Birthday / Waiver)
Monday	February 15	Presidents Day – No School
Friday	February 26	Midterm Report – Cary Jr. High
Monday	March 1	School in Session (Casmir Pulaski Day / Waiver)
Monday – Friday	March 1–12	Achievement Testing
Friday	March 5	End of Trimester – Elementary K–6
Friday	March 12	Report Cards – Elementary K–6
Wednesday	March 17	School in AM/School Improvement in PM – <u>Early Release</u> TO: 11:10 dismissal CJH: 11:10 dismissal BG, DP, MW, PH – 12:00 dismissal
Friday	March 26	End of Quarter – Cary Jr. High
Monday-Friday	March 29 – April 2	Spring Break – No School
Monday	April 5	Classes Resume
Friday	April 9	Report Cards – Cary Jr. High
Wednesday	April 21	School in AM/School Improvement in PM – <u>Early Release</u> TO: 11:10 dismissal CJH: 11:10 dismissal BG, DP, MW, PH – 12:00 dismissal

Friday	April 23	Midterm Report – Elementary K–6
Friday	May 7	Midterm Report – Cary Jr. High
Friday	May 14	School in AM/School Improvement in PM – <i>Early Release</i> TO: 11:10 dismissal CJH: 11:10 dismissal BG, DP, MW, PH – 12:00 dismissal
Monday	May 31	Memorial Day (State Mandated) – No School
Thursday	June 3	End of Quarter CJH / End of Trimester – Elementary K–6
Thursday	June 10	*Last Day of School

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.

2009-2010 School Hours

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

Briargate, Deer Path, Maplewood Kindergarten	School Begins	School Ends	Early Dismissal
Kindergarten AM	8:45 AM	11:20 AM	12:00 PM
Kindergarten PM	12:40 PM	3:15 PM	No School
Kindergarten DP (Full-Day)	8:45 AM	3:15 PM	12:00 PM
Kindergarten TO (Full-Day)	8:00 AM	2:30 PM	11:10 AM

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

ECE (Early Childhood Education)	School Begins	School Ends	Early Dismissal
Early Childhood Education AM	8:50 AM	11:20 AM	11:20 AM
ECE Blended AM (Mon-Wed) (3-4 year olds)	8:50 AM	11:20 AM	11:20 AM
Early Childhood Education PM	12:40 PM	3:15 PM	No SCHOOL
ECE Blended PM (Mon-Thurs.) (4-5 year olds)	12:40 PM	3:15 PM	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.

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.

Our Main source for announcing school closings is Crystal Lake radio station FM 105.5

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

You can also tune into the following radio and television stations:

- **AM 720 WGN**
- **FM 105.5 WZSR**
- **Channel 2 CBS**
- **AM 780 WBBM**
- **FM 94.7 WZZN**
- **Channel 5 NBC**
- **Channel 7 ABC**
- **Channel 9 WGN**
- **Channel 32 FOX**
- **Cable Station CLTV**

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

Finally, School closing information will also be provided by District 26 using our **Honeywell Instant Alert System**. Telephone calls will be made to the primary telephone number for each family. Should parents want to be notified via cellular phones, email, or text messaging, please refer to specific instructions in the School Handbooks or the letter sent home to each family at the beginning of the school year.

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 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 staff 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 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.

Curriculum and Instruction

District 26 Learning Expectations (end-of-year learning goals in each content area) can be accessed by visiting the curriculum section of the Cary District 26 website www.cary26.org. The Cary D26 Learning Expectations, introduced during the 2009-2010 school year, align with Illinois Learning Standards and are the priority learning outcomes for each grade level. Teams of teachers and administrators have worked to develop the D26 Learning Expectations which are monitored, reviewed, and improved on an on-going basis. Instructional materials and textbooks used to support the D26 Learning Expectations have gone through an extensive review and adoption process. The D26 Learning Expectations represent the foundation of the D26 curriculum and guide decisions on daily instruction, intervention, and enrichment. The Learning Expectations represent what all students should know and be able to do by the end of the school year. Because each of our students are unique individuals, it is important to keep in mind that not all students will achieve the skills and expectations at the same time; some students will need additional reinforcement of skills, and other students will demonstrate mastery on skills early on and require extension or enrichment activities that encourage continued growth and challenge.

Elementary Program for Kindergarten through Grade 4

(Briargate, Deer Path, Maplewood, and Three Oaks Schools)

The K-4 elementary schools provide an educational program that recognizes and provides for the development of all children with their varying abilities and interests which requires a diversity of instructional approaches intended to meet the individual needs of each child. The elementary program is designed to provide learning opportunities that support progress towards the end-of-year D26 Learning Expectations (access Learning Expectations on the Cary District 26 website www.cary26.org under curriculum) as well as activities designed to encourage social development, interaction, and cooperation with others. The instructional program is designed to support all students and the individualized learning needs of each child.

The elementary program also includes opportunities to encourage growth and development in specialized areas. Instructional specialists in art, music and physical education provide instructional opportunities for students designed to enhance the core curriculum and improve the variety and diversity of the learning environment. Each school has a learning center staffed by a library media specialist. The learning centers each include a variety of literature and informational resources at varying reading and interest levels.

Prairie Hill School Program for Grades 5 and 6

The 5-6 educational program at Prairie Hill School provides a unique opportunity to focus on a concentrated intermediate developmental stage in a child's school years. Prairie Hill's educational program recognizes and provides for the development of all children and their varying abilities and interests which requires a diversity of instructional approaches intended to meet the individual needs of each child. The 5-6 program is designed to provide learning opportunities that support progress towards the end-of-year D26 Learning Expectations (access Learning Expectations on the Cary District 26 website www.cary26.org under curriculum) as well as activities designed to encourage social development, interaction, and cooperation with others.

The 5-6 elementary program also includes opportunities to encourage growth and development in specialized areas. Instructional specialists in art, music, band, and physical education provide instructional opportunities for students designed to enhance the core curriculum and improve the variety and diversity of the learning environment. Prairie Hill's learning environment includes a learning center staffed by a library media specialist. The learning center includes a variety of literature and informational resources at varying reading and interest levels. Students in the 5-6 program also have the opportunity to become involved in a variety of before and after school clubs and activities.

Cary Junior High School Program for Grades 7 and 8

The Junior High School program in Cary District 26 includes grades 7 and 8. The Jr. High program provides an opportunity to focus on the early adolescent developmental stage of a child's school years. Cary Jr. High's educational program includes opportunities for students to move from class to class throughout the day on a bell schedule. Students participate in reading/language arts, math, social studies and science for one hour each day. 7th grade students also participate in art, family and consumer sciences, and music over the course of the academic year, and in 8th grade students participate in foreign language, industrial technology, and health education. Cary Jr. High understands the unique developmental levels of all children as well as their varying abilities and interests and strives to include a variety of instructional approaches intended to meet the individual needs of each child. The Jr. High program is designed to provide learning opportunities that support progress towards the end-of-year D26 Learning Expectations (access Learning Expectations on the Cary District 26 website www.cary26.org under curriculum) as well as activities designed to encourage social growth, interaction, and cooperation with others.

The Jr. High's learning environment includes a learning center staffed by a library media specialist. The learning center includes a variety of literature and informational resources at varying reading and interest levels. Students in the Jr. High program also have the opportunity to become involved in band and chorus as well as a variety of before and after school sports, clubs, and activities. It is a goal of the Junior High program to work together to meet the needs of the unique developmental stage of the early adolescent child and support the preparation for students to live and grow in an ever-changing society.

Curricular

Curricular represents coursework or activities related to adopted district curriculum. Curricular coursework or activities are offered during the regular school day, are of equal offering to all students, and may or may not be elective in nature. Participation in curricular activities is a privilege offered equally to all students. Grades, where applicable, will be counted in the overall grade point average.

All students at Cary Junior High School will have opportunities to participate in the following curricular learning experiences during their junior high years:

- Art
- Band (optional)
- Chorus (optional)
- Family and Consumer Science
- Foreign Language
- Health
- Industrial Technology
- Language Arts
- Mathematics
- Music
- Physical Education
- Science
- Social Studies

Co-Curricular

Co-curricular coursework or activities are those that provide an extension or expansion of the adopted curriculum. Co-curricular coursework or activities are elective in nature and are offered outside of the regular school day. Participation is voluntary and is offered equally to all students. Grades, if any, will not be counted in the overall grade point average in co-curricular activities. Co-curricular activities available to students vary from year to year. Examples of co-curricular activities that have been offered in past years are on the next page. Please check the school newsletter and announcements to see what clubs will be available this academic year.

Program	Classification	Conference/In-House/ Intramural
Badminton	Co-curricular	Intramural
Bowling	Co-curricular	Intramural
Floor Hockey (co-ed)	Co-curricular	Intramural
Geography Bee	Co-curricular	
Golf (co-ed)	Co-curricular	Intramural
Math Test	Co-curricular	
Pickelball	Co-curricular	Intramural
Ping Pong (co-ed)	Co-curricular	Intramural
Science Club	Co-curricular	
Soccer	Co-curricular	Intramural
Speech Tournament	Co-curricular	
Spelling Bee	Co-curricular	

Extra-Curricular

Extra-curricular coursework or activities are those not falling within the scope of the adopted curriculum. Extra-curricular 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 in extra-curricular activities is voluntary and is a privilege offered to students. Grades are not issued in extra-curricular activities. In each of the conference sports, teams that represent the Cary Junior High School compete in inter-school competition with other schools in the Fox Valley Junior High Conference.

The following list is a sample of the clubs and other activities that may be 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 Council	Extra-curricular	
Media Club	Extra-curricular	
Playhouse Productions	Extra-curricular	
Poms	Extra-curricular	Conference
Tech Crew	Extra-curricular	
Track (co-ed)	Extra-curricular	Conference
Volleyball (girls)	Extra-curricular	Conference/In-House
Wrestling (co-ed)	Extra-curricular	Conference
Yearbook	Extra-curricular	

English as a Second Language (ESL) Instruction

Students who have not mastered fluency with the English language have the opportunity to participate in the Cary District 26 English as a Second Language (ESL) program. Cary D26's ESL program includes both bilingual support as well as resource support for eligible students. The ESL instructional program is designed to provide support for students in learning to speak, read, and write in the English language. Bilingual classes provide instruction in both the student's native language as well as in English while the student is transitioning to fluency in the English language. The blending of instruction in both the native language as well as in English allows students that are learning English an opportunity to learn skills, concepts and vocabulary in all content areas such as math, science, and social studies at the same timeframe as their same-grade peers while also learning the English language.

All students enrolling in Illinois public schools in which a language other than English is spoken in the home are required to participate in an English language proficiency screening test. The language screening test helps to identify the most effective placement and support for students. If the English language screening test indicates that a child is not yet proficient in the English language, students are then recommended for placement in the Cary D26 bilingual or ESL program. Students not yet proficient in the English language, whether participating in the bilingual or ESL program in D26 or included in the general education setting, are required to participate each year in an English language proficiency test, called the ACCESS test, until proficiency in reading, listening, speaking, and writing in English has been demonstrated.

Inspection of Instructional Materials

Parents or guardians of any student may inspect any instructional materials used in the schools. Those materials include textbooks, student worksheets and workbooks, teacher manuals, videos, DVD's, etc. Please contact the principal of your child's school if you wish to schedule an opportunity to review any of the instructional items.

Complaints about Curriculum, Instructional Materials, and Programs

District 26 strives to provide an enriching and educational learning environment for all students. Teachers strive to present curriculum and topics in an appropriate, unbiased, and balanced format and strive to present all viewpoints. If the curriculum planned to be covered in the classroom is considered to be controversial in nature to families, District 26 Policy (Board Policy 6:80) includes a procedure (Administrative Procedure 6:80-AP) allowing parents to request that their child "opt out" of the instructional setting during the time the material is covered. A parent or guardian may request that his/her child be excused from the particular curriculum or instructional session that is considered as controversial to a family by completing a Curriculum Objection Form (accessible on Edline or in the school office). The classroom teacher will provide an alternative assignment and/or alternative setting for students whose parents exercise the opt-out procedure. Persons with complaints about curriculum, instructional materials, and programs should communicate concerns to the classroom teacher followed by the building principal and/or Director of Curriculum and Instruction. Parents may also choose to complete a Curriculum Objection Form (accessible on Edline or in the school office) and use the Uniform Grievance Procedure (Board of Education Policy 2:260), available on the D26 Website or in the school office. The Cary D26 Policy Manual can be accessed by going to the district website www.cary26.org. Click on Board of Education and then Policy Manual.

Discipline of Students

The School Board of District 26 has adopted a policy concerning student discipline, Policy 7:190. As required by law it is included below.

Prohibited Student Conduct

The school administration is authorized to discipline students for gross disobedience or misconduct, including, but not limited to:

1. Using, possessing, distributing, purchasing, or selling tobacco materials.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, or selling:
 - a. Any illegal drug, controlled substance, or cannabis (including marijuana and hashish).
 - b. Any anabolic steroid not administered under a physician's care and supervision.
 - c. Any prescription drug when not prescribed for the student by a licensed physician or when used in a manner inconsistent with the prescription or prescribing physician's instructions.
 - d. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
 - e. "Look-alike" or counterfeit drugs, including a substance not containing an illegal drug or controlled substance, but one: (a) that a student believes to be, or represents to be, an illegal drug or controlled substance; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug or controlled substance.
 - f. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.

Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they had the prohibited substance, as applicable, in their possession.

4. Using, possessing, controlling, or transferring a weapon in violation of the "weapons" section of this policy.
5. Using or possessing an electronic paging device. Using a cellular telephone, video recording device, personal digital assistant (PDA), or other electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Unless otherwise banned under this policy or by the Building Principal, all electronic devices must be kept off and out of sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's IEP; or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
6. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
7. Disobeying rules of student conduct or reasonable directives from staff members or school officials.

8. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
9. Engaging in any kind of aggressive behavior that does physical or psychological harm to another or any urging of other students to engage in such conduct. Prohibited conduct includes any use of violence, force, noise, coercion, threats, intimidation, fear, harassment, bullying, hazing, or other comparable conduct.
10. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property.
11. Being absent without a recognized excuse; State law and Board policy on truancy control will be used with chronic and habitual truants.
12. Being involved with any public school fraternity, sorority, or secret society, by:
 - Being a member;
 - Promising to join;
 - Pledging to become a member; or
 - Soliciting any other person to join, promise to join, or be pledged to become a member.
13. Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia.
14. Violating any criminal law, such as assault and battery, arson, theft, gambling, and hazing.
15. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

For purposes of this policy, the term "possession" includes having control, custody, or care, currently or in the past, of an object or substance, including situations where the item is: (a) on the student's person; (b) contained in another item belonging to, or under the control of, the student, such as in the student's clothing, backpack, or automobile; (c) in a school's student locker, desk, or other school property; or (d) at any location on school property or at a school-sponsored event.

Efforts, including the use of early intervention and progressive discipline, shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else. The Superintendent or designee shall ensure that the parent/guardian of a student who engages in aggressive behavior is notified of the incident. The failure to provide such notification does not limit the Board's authority to impose discipline, including suspension or expulsion, for such behavior.

No disciplinary action shall be taken against any student that is based totally or in part on the refusal of the student's parent/guardian to administer or consent to the administration of psychotropic or psychostimulant medication to the student.

The grounds for disciplinary action, including those described more thoroughly later in this policy, apply whenever the student's conduct is reasonably related to school or school activities, including, but not limited to:

1. On, or within sight of, school grounds before, during, or after school hours or at any other time
2. Off school grounds at a school-sponsored activity or event, or any activity or event which bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function, or event; or
4. Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

Disciplinary Measures

Disciplinary measures may include:

1. Disciplinary conference.
2. Withholding of privileges.
3. Seizure of contraband.
4. Suspension from school and all school activities for up to 10 days, provided that appropriate procedures are followed. A suspended student is prohibited from being on school grounds.
5. Suspension of bus riding privileges, provided that appropriate procedures are followed.
6. Expulsion from school and all school-sponsored activities and events for a definite time period not to exceed 2 calendar years, provided that the appropriate procedures are followed. An expelled student is prohibited from being on school grounds.
7. Notifying juvenile authorities or other law enforcement whenever the conduct involves illegal drugs (controlled substances), "look-alikes," alcohol, or weapons.
8. Notifying parents/guardians.
9. Temporary removal from the classroom.
10. In-school suspension for a period not to exceed 5 school days. The Building Principal or designee shall ensure that the student is properly supervised.
11. After-school study or Saturday study provided the student's parent(s)/guardian(s) have been notified. If transportation arrangements cannot be agreed upon, an alternative disciplinary measure must be used. The student must be supervised by the detaining teacher or the Building Principal or designee.
12. Community service with local public and nonprofit agencies that enhance community efforts to meet human, educational, environmental, or public safety needs. The District will not provide transportation. School administration shall use this option only as an alternative to another disciplinary measure giving the student and/or parent(s)/guardian(s) the choice.

A student who is subject to suspension or expulsion may be eligible for a transfer to an alternative school program.

Corporal punishment shall not be used. Corporal punishment is defined as slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm. Corporal punishment does not include reasonable force as needed to maintain safety for students, staff, or other persons, or for the purpose of self-defense or defense of property.

Weapons

A student, who uses, possesses, controls, or transfers a weapon, or any other object that can reasonably be considered, or looks like, a weapon, shall be expelled for at least one calendar year, but no more than 2 calendar years. The Superintendent may modify the expulsion period and the Board may modify the Superintendent's determination, on a case-by-case basis. A "weapon" means possession, use, control, or transfer of: (1) any gun, rifle, shotgun, a weapon as defined by Section 921 of Title 18, United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Act, or use of a weapon as defined in Section 24-1 of the Criminal Code; (2) any other object if used or attempted to be used to cause bodily harm, including but not limited to, knives, brass knuckles, Billy clubs; or (3) "look-alikes" of any weapon as defined above. Any item, such as a baseball bat, pipe, bottle, lock, stick, pencil, and pen, is considered to be a weapon if used or attempted to be used to cause bodily harm. The Superintendent or designee may grant an exception to this policy if the item is for instructional purposes and appropriate safeguards are taken.

Required Notices

A school staff member shall immediately notify the Building Principal in the event that he or she: (1) observes any person in possession of a firearm on or around school grounds; however, such action may be delayed if immediate notice would endanger students under his or her supervision, (2) observes or has reason to suspect that any person on school grounds is or was involved in a drug-related incident, or (3) observes a battery committed against any staff member. Upon receiving such a report, the Building Principal or designee shall immediately notify the local law enforcement agency, State Police, and any involved student's parent(s)/guardian(s). "School grounds" includes modes of transportation to school activities and any public way within 1000 feet of the school, as well as school property itself.

Delegation of Authority

Each teacher, and any other school personnel when students are under his or her charge, is authorized to impose any disciplinary measure, other than suspension, expulsion, corporal punishment or in-school suspension, which is appropriate and in accordance with the policies and rules on student discipline. Teachers, other certificated educational employees and other persons providing a related service for or with respect to a student, may use reasonable force as needed to maintain safety for other students, school personnel, or other persons, or for the purpose of self-defense or defense of property. Teachers may temporarily remove students from a classroom for disruptive behavior.

The Superintendent, Building Principal, Assistant Building Principal, or Dean of Students is authorized to impose the same disciplinary measures as teachers and may suspend students guilty of gross disobedience or misconduct from school (including all school functions) and from riding the school bus, up to 10 consecutive school days, provided the appropriate procedures are followed. The School Board may suspend a student from riding the bus in excess of 10 days for safety reasons.

Student Handbook

The Superintendent, with input from the parent-teacher advisory committee, shall prepare disciplinary rules implementing the District's disciplinary policies. These disciplinary rules shall be presented annually to the Board for its review and approval.

A student handbook, including the District disciplinary policies and rules, shall be distributed to the students' parents/guardians within 15 days of the beginning of the school year or a student's enrollment.

Distribution of Non-Curricular Literature by Students

The distribution of non-school-sponsored written material shall occur at a time and place and in a manner that will not cause disruption, be coercive, or result in the perception that the distribution or the material is endorsed by the District as outlined in Board Policy 7:310.

Students are prohibited from accessing and/or distributing at school any written or electronic material, including material from the Internet:

1. That will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities;
2. That violates the rights of others, including but not limited to material that is libelous, invades the privacy of others, or infringes on a copyright;
3. That is inappropriate due to maturity level of the students, including but not limited to material that is obscene, pornographic, or pervasively lewd and vulgar, or contains indecent and vulgar language;
4. That is primarily intended for the immediate solicitation of funds.

The distribution of non-school-sponsored written material shall occur at a time and place and in a manner that will not cause disruption, be coercive, or result in the perception that the distribution or the material is endorsed by the District.

Accessing or distributing "at school" includes accessing or distributing on school property or at school-related activities. A student engages in gross disobedience and misconduct and may be disciplined for: (1) accessing or distributing forbidden material, or (2) for writing, creating, or publishing such material intending for it to be accessed or distributed at school.

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.

Every band member receives full band instruction in addition to his or her sectional rehearsals. 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, and Solo and Ensemble Festival. Attendance at all rehearsals, sectionals and performances is mandatory.

Outside Recess

Students in pre-K through 4th grade participate in outside activities during the scheduled recess times unless a doctor's note indicates that a 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 the information as well as a 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.

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.

Gifted and Talented Program

Cary D26 seeks to provide a challenging and enriching curriculum for all students. The educational program is designed to support the development of all children of varying abilities and interests, therefore teachers use a variety of instructional approaches intended to meet the unique learning needs of all children. Two Gifted Resource Teachers each share the support of three schools to provide support for teachers in meeting the needs of the higher achieving and higher ability students. The Gifted Resource Teachers assist classroom teachers and principals with strategies, enrichment, and acceleration support for students. Specialized support is provided for students in grades 3-8 that qualify for the Cary D26 Gifted Program. Students qualify for participation in the math and/or reading Gifted Program in grades 3-8 based upon a variety of criteria on an eligibility matrix. The matrix includes a summary of achievement scores and class performance indicators. Students in grades 3-4 who qualify for the Gifted Program receive direct instructional support from the Gifted Resource Teacher once or twice weekly. In grades 5-6, gifted sections (self-contained gifted classrooms) are provided for students who meet the matrix criteria and rank requirements for both reading and math, and specialized subject area placement is offered for students who meet the matrix criteria and rank requirements for an accelerated reading-only or math-only placement. In grades 7-8, gifted sections are provided for students who meet the matrix criteria and rank requirements for reading and/or math.

Questions regarding the Gifted Program should be addressed to:

<p>Mary Dudek Director of Curriculum & Instruction 847-639-7788, ext. 125 mdudek@cary26.org</p> <p>Teresa Reiche Curriculum Coordinator 847-639-7788, ext. 114 treiche@cary26.org</p>	<p>Jennifer Carter, Gifted Resource Teacher CJH, Three Oaks, and Maplewood jcarter@cary26.k12.il.us</p> <p>Patricia Cameron, Gifted Resource Teacher Prairie Hill, Briargate and Deer Path pcameron@cary26.k12.il.us</p>
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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 inclusive services provided within the district, District 26 offers a variety of specialized programs to support students with moderate to severe special needs. Specialized programs within the district include specialized Full-Day Kindergarten, Cross-Categorical classrooms, a multi-age program for students with significant learning disabilities, as well as specialized programs for students with autism and related developmental disabilities. District 26 is also 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. 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. 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.

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, gender, sexual orientation, religious beliefs, 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 gender or any other protected status, and 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 gender, 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 gender equity complaint with the complaint managers by using the Uniform Grievance Procedure.

No student will be discriminated against segregated or stigmatized based on homeless status. Any questions or concerns regarding homeless student's rights should be addressed to the Homeless Student Liaison.

Homeless Student Liaison

Ms. Jennifer Thomas
Cary School District 26 – Administration Center
2115 Crystal Lake Road
Cary, IL 60013
847-639-7788

Complaint Managers

Mr. Brian Coleman
Cary School District 26 – Administration Center
2115 Crystal Lake Road
Cary, IL 60013
847-639-7788

Mrs. Mary Dudek
Cary School District 26 – Administration Center
2115 Crystal Lake 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 gender.

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 gender, 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. Brian Coleman
 Cary School District 26 – Administration Center
 2115 Crystal Lake Road
 Cary, IL 60013
 847-639-7788

Mrs. Mary Dudek
 Cary School District 26 – Administration Center
 2115 Crystal Lake Road
 Cary, IL 60013
 847-639-7788

Health Examinations and Immunizations

Each student upon initial entrance to District 26 schools and again upon entering 6th 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 sixth 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 as provided in 20 U.S.C. 1232 H. Parents may object to any invasive physical exam by notifying the building principal. 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. As provided in 20 U.S.C. 1232 H, parents may object to any invasive physical exam by notifying the building principal.

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, individual school office, the district website and edline.

In compliance with Illinois Public Act 095-0671, all Illinois school children entering kindergarten or any student enrolling for the first time in a public, private, or parochial school is required to have an eye examination. Each of these children shall present proof of having been examined by a licensed physician or a licensed optometrist within one year of school entrance.

Please schedule appointments for physical, dental and vision 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.

Medical: Students with Communicable or Infectious Diseases

Board of Education Policy 7:280 deals with how students with communicable and infectious diseases must be treated.

Section 1 – Placement

Students with chronic infectious diseases may attend school in the regular classroom setting whenever, through reasonable accommodation, the risk of transmission of the disease and/or the risk of further injury to the student is sufficiently remote in such setting so as to be out-weighted by the detrimental effects of the student's placement in a more restrictive setting. If a student is required to be placed in a non-school setting, an appropriate educational program shall be developed and provided to the student. The determination of whether a student with a chronic infectious disease may attend school in the regular classroom setting shall be made in accordance with Section 2 of this procedure and special education procedures.

Section 2 – Placement Procedures

1. Temporary Exclusion

Pending determination of placement, a student with a chronic infectious disease may be temporarily excluded from school. During the period of temporary exclusion, the student shall be provided with an appropriate educational program.

2. Initial Evaluation

Each student with a chronic infectious disease shall be evaluated by a multidisciplinary team that may consist of appropriate district personnel and a physician or other consultants selected by the Superintendent or his/her designee, the student's physician, public health personnel, the student, the student's parents/guardians and other individuals requested by the student's parents or guardians.

3. Placement Decision

Upon completion of a case study evaluation, one or more conferences shall be convened for the purpose of formulating program and service options. Recommendations concerning the student's placement and individual education program shall be made at these multidisciplinary conferences by consensus of the participating public school personnel and shall be determined in accordance with the standard set forth in Section 1 and based upon the following factors:

- a) The risk of transmission of the disease to others;
- b) The health risk to the particular student;

- c) Reasonable accommodations which can be made without undue hardship to reduce the health risk to the student and others;
- d) The educational benefits of a less restrictive placement versus the educational detriments of a more restrictive placement.

4. Appeal

A decision on a student's placement or individualized educational program may be appealed in accordance with The School Code and Special Education Procedures.

5. Subsequent Evaluations

The student shall be periodically re-evaluated by the multidisciplinary team to determine whether the student's placement and program continue to be appropriate. The frequency of the re-evaluations shall be determined by the team, but in no event shall the student be re-evaluated less frequently than once per school year.

Section 3 – Confidentiality

The student's medical condition shall be disclosed only to the extent necessary to minimize the health risks to the student and others.

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 and allergies (epinephrine auto-injectors), 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

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, 2115 Crystal Lake Road, Cary, IL 60013.

Lunch Program

District 26 participates in the National School Lunch Program. This program is designed to provide students with a fully balanced, nutritious lunch with milk each day. Ala Carte food items are available at Prairie Hill and Cary Junior High.

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

District 26 uses an electronic computerized lunch system by Skyward to serve the students. Information regarding its use and credentials needed for login are sent home at the beginning of each school year.

The Skyward food management system offers students the convenience of a pictured ID lunch purchase. Information regarding your child's consumption and balance of their account can be obtained on the Skyward Family Access link located on both the district website and Edline. This site is password protected and will require login credentials.

Major credit card payments can be made online using the District's Web Store link. This link is located on both the district website and Edline. Payments will be reflected on your child's lunch account within 48 business hours.

Parents who do not have credit or debit cards may use the Milk/Lunch Order Form for check or cash purchases. This form is available on Edline, the district website or at each individual school. Checks should be made payable to School District 26. All payments should be placed in a sealed envelope. Grades K-4 students can give their sealed envelope with payment to their teachers. Grades 5-8 students have a lunch payment mailbox drop off. Prairie Hill's lunch payment mailbox is located in the office area and the Cary Junior High's lunch payment mailbox is located in the hallway by the cafeteria. If you have children attending more than one District 26 school, you may complete one form along with payment and return it to any school your children attend. The school will make sure that the appropriate funds be applied to each child's separate skyward account.

Please email questions regarding the Skyward system to Andrew Fitzsimmons, Technology Coordinator, at afitzsim@cary26.org.

Individual Lunch – including milk

Lunch & milk (Grades 1-8): \$2.15
Milk only.....\$0.50

Monthly lunch menus are available and posted 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 at each school, the Administration Center, on the web (www.cary26.org), or on Edline. The Federal Government requires that the school district verify a random sampling of approved applications each year.

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

Peer Mediation, Peace Corners and Conflict Resolution Training

Peer Mediation, Peace Corners and Conflict Resolution Training are available at some elementary schools as an option to assist students in settling conflicts in a peaceful manner.

Dragon Council

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

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 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

- 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.



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 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. The district uses internet filters, blocking software, and other technology protection measures to prevent access to obscenity, child pornography, or other materials that would be harmful to minors. Although computers with Internet access are in supervised areas, ultimately parents are responsible for setting and conveying the standards that their child should follow.



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 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 gender 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.

Student Harassment Prohibited

No person, including a District employee or agent, or student, shall harass, intimidate or bully another student based upon a student's gender, color, race, religion, creed, ancestry, national origin, physical or mental disability, sexual orientation, or other protected group status. The District will not tolerate harassing, intimidating conduct, or bullying, whether verbal, physical, or visual, that affects tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, threatening or causing physical or psychological harm, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

The Superintendent shall use reasonable measures to inform staff members and students that the District will not tolerate harassment, intimidation or bullying by including this policy in the appropriate handbooks.

Students' Personal Information

Selling or Marketing Students' Personal Information Is Prohibited. No school official or staff member shall market, sell, collect, disclose, use, or otherwise provide personal information concerning students for the purpose of marketing or for selling that information (or otherwise provide that information to others for that purpose). Further information may be obtained from the Superintendent's office.

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 policy 7:200 concerning the suspension of students and policy 7:210 for 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 disruptive to the extent that the rights of other students to learn is violated, then suspension and possible expulsion must be considered. The policies as adopted by the Board of Education are as follows:

The School Code of the State of Illinois will be followed in all cases of suspension and expulsion of students.

Suspension of Students

- A. A student who is being considered for possible suspension will be guaranteed the right of procedural due process by the following provisions:
1. Before suspension, the student shall be provided a conference during which the charges will be explained and the student will be given an opportunity to respond to the charges. As soon as possible after a suspension is being considered, the parents/guardians will be notified by the Building Administrator.
 2. A pre-suspension conference is not required and the student can be immediately suspended when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process. In such cases, the notice and conference shall follow as soon as practicable.
 3. Any suspension shall be reported immediately to the student's parent(s)/guardian(s). A written notice of the suspension shall state the reasons for the suspension, including any school rule which was violated, and a notice to the parent(s)/guardian(s) of their right to a review of the suspension. A copy of a notice shall be given to the Board of Education.
 4. Upon request of the parent(s)/guardian(s), a review of the suspension shall be conducted by the Board of Education or a hearing officer appointed by the Board. At the review, the student's parent(s)/guardian(s) may appear and discuss the suspension with the Board or its hearing officer and may be represented by counsel. After presentation of the evidence or receipt of the hearing officer's report, the Board shall take such action as it finds appropriate.

Expulsion Procedures

The following are expulsion procedures:

1. Before expulsion, the student and parent(s)/guardian(s) shall be provided written notice of the time, place, and purpose of a hearing by registered or certified mail requesting the appearance of the parent(s)/guardian(s). If requested, the student shall have a hearing, at the time and place designated in the notice, conducted by the Board or a hearing officer appointed by it. If a hearing officer is appointed by the Board, he or she shall report to the Board the evidence presented at the hearing and the Board shall take such final action as it finds appropriate.
2. During the expulsion hearing, the student and his or her parent(s)/guardian(s) may be represented by counsel, present witnesses, and other evidence and cross-examine witnesses. At the expulsion hearing, the Board or hearing officer shall hear evidence of whether the student is guilty of the gross disobedience or misconduct as charged. After presentation of the evidence or receipt of the hearing officer's report, the Board shall decide the issue of guilt and take such action as it finds appropriate.

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).

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 from their parents. 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.

Bus Conduct

Board of Education Policy 7:220 provides that all students must follow the District's School Bus Safety Guidelines. The Superintendent, or any designee as permitted in The School Code, is authorized to suspend a student from riding the school bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct, including, but not limited to, the following:

1. Prohibited student conduct as defined in the Student Discipline policy.
2. Willful injury or threat of injury to a bus driver or to another rider.
3. Willful and/or repeated defacement of the bus.
4. Repeated use of profanity.
5. Repeated willful disobedience of the bus driver's or other supervisor's directives.
6. Such other behavior as the administration deems to threaten the safe operation of the bus and/or its occupants.

If a student is suspended from riding the bus for gross disobedience or misconduct on a bus, the School Board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons. The District's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus.

Electronic Recordings on School Buses

Electronic visual and audio recordings may be used on school buses to monitor conduct and to promote and maintain a safe environment for students and employees when transportation is provided for any school related activity. Notice of electronic recordings shall be displayed on the exterior of the vehicle's entrance door and front interior bulkhead in compliance with State law and the rules of the Illinois Department of Transportation, Division of Traffic Safety.

Students are prohibited from tampering with electronic recording devices. Students who violate this policy shall be disciplined in accordance with the Board's discipline policy and shall reimburse the School District for any necessary repairs or replacement.

The content of the electronic recordings are student records and are subject to District policy and procedure concerning school student records; such recordings are exempt from the Eavesdropping Act. Only those people with a legitimate educational or administrative purpose may view and/or listen to the electronic video and/or audio recordings. In most instances, individuals with a legitimate educational or administrative purpose will be the Superintendent, Building Principal, Transportation Director, bus driver, and sponsor, coach, or other supervisor. If the content of an electronic recording becomes the subject of a student disciplinary hearing, it will be treated like other evidence in the proceeding.

Transportation Reimbursement

Parents or guardians of students who are full time attendees, who live outside 1 ½ miles from school or live within an IDOT specified hazardous zone, and do not receive transportation services to school, are eligible for reimbursement. Forms for reimbursement are available in each school office from the secretary. The principal is the designated officer to verify such forms. These forms must be submitted by the school on or before July 1, of each year to be eligible for reimbursement. Dispute resolution procedures exist for parents/guardians who dispute reimbursement as designated in 23 Ill. Admin. Code 120.250. Information on these can be obtained through the school office.

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 are 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, or 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. 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 in which you planned to visit a good one. In addition, the Principal may request that you limit the length of the visit, depending on the specific activities planned in class on that day. The Principal or the principal's designee may accompany you on the observation to answer any questions that you may have.

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 February. 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/Truancy
- Performance based on Illinois Standards Assessment Program tests
- 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 or 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. Exhibit 6:280-E1 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. Students must pass each core class (Language Arts, Science, Social Studies, and Mathematics) at least one out of four quarters.
 3. To demonstrate established and continued educational growth, more than 66% of the grades in the fourth and final quarter must be passing grades.
 4. 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.
 5. 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.
 6. In the event the possibility for retention does not become apparent until the end of the school year (i.e., a child fails more than 50% of all fourth quarter classes), parents will be notified as soon as grades are available and a conference will be scheduled.
 7. During the conference, Exhibit 6:280-E1 will be completed documenting remediation strategies.
 8. Eighth grade students who have not met the minimum standards for promotion shall not participate in the graduation ceremony.
 9. 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 2009-2010 are as follows:

Registration Fees per Student	Amount
ECE - 1/2 day program	\$82.00
ECE Dual** - full day program	\$123.00
Kindergarten - 1/2 day program	\$133.00
Kindergarten / ECE Dual** - Full day program	\$163.00
Pilot Kindergarten Program – Full day program	\$559.50
Grades 1-4	\$183.00
Grades 5-6	\$208.00
Grades 7-8	\$213.00

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 Superintendent 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 that 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 complied with the Family Educational Rights and Privacy Act, you may file a complaint with the U.S. Department of Education at:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

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, and Prairie Hill School 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 2007 and was performed by the district's asbestos consultant.
3. District 26 has assigned T. Ferrier, Director of Finance & 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. T. Ferrier, Director Finance and Operations, is assigned the responsibility of oversight of pest management practices and can be contacted at 847-639-7788.

Parents or guardians wishing to receive written notification prior to application of pesticides to school property must register with the Director of Finance and Operations.

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 and the District website – www.cary26.org.