
Know Your Schools

A Handbook for Parents and Students



2018 - 2019

Cary Community Consolidated School District

2115 Crystal Lake Road ▪ Cary, Illinois 60013 ▪ 224-357-5100 ▪ Fax 847-639-3898
Briargate ▪ Deer Path ▪ Oak Knoll ▪ Three Oaks ▪ Cary Junior High



Cary Community Consolidated School District

OFFICE OF THE SUPERINTENDENT

2018 - 2019 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 2018-2019 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 school 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 an internet based service, Infinite Campus, which 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 as we work together to help our children reach their full potential this year.

Excellence in Education

Dr. Brian Coleman, Superintendent

The District 26 Community works together to provide a sound educational foundation that supports and inspires all students to reach their full academic potential.

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Cary Community Consolidated School District 26

Board of Education and Administration Center • 2115 Crystal Lake Road • Cary, IL 60013 • 224-357-5100

District Facilities and Local Agencies

The District 26 Community works together to provide a sound educational foundation that supports and inspires all students to reach their full academic potential.

Superintendent

Dr. Brian Coleman

Director of Finance & Operations

Mrs. Maria Treto-French

Director of Curriculum & Instruction

Dr. Valerie McCall

Director of Special Services

Mrs. Jennifer Thomas

Briargate School

100 South Wulff Street
Cary, IL 60013
Phone: 224-357-5250
Fax: 847-516-5516
Principal – Mr. Chad Nass

Deer Path School

2211 Crystal Lake Road
Cary, IL 60013
Phone: 224-357-5350
Fax: 847-516-6355
Principal – Mr. Thom Gippert

Oak Knoll Early Childhood Center

409 N. First Street
Cary, IL 60013
Phone: 224-357-5550
Fax:
Principal – Mrs. Jenny Aherne

Three Oaks School

1514 Three Oaks Road
Cary, IL 60013
Phone: 224-357-5450
Fax: 847-516-5514
Principal – Mr. Andrew Gibbs

Cary Junior High School

2109 Crystal Lake Road
Cary, IL 60013
Phone: 224-357-5150
Fax: 847-516-5507
Principal – Dr. Kimberly Qualls
Assistant Principal – Mr. Nathan Schmitt
Assistant Principal – Mrs. Jamie Born



Special Services Department

2115 Crystal Lake Road
Cary, IL 60013
Phone: 224-357-5100
Fax: 847-516-9705

Transportation

340 West Krenz Avenue
Cary, IL 60013
Phone: 224-357-5130
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 – Scott Coffey

Secretary – Julie Jette

Jessica Bieneman

Robert Bridge

Ron Demkowicz

Brian Hauck

Len Kazmer

Board of Education Policies

The Board of Education policies are under continuous review and revision. 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 each month at 7:00 p.m. as listed on the next page. 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 Committees 2018-2019 School Year

Finance Committee

Ron Demkowicz (Chair), Robert Bridge, Jessica Bieneman

Policy Committee

Robert Bridge (Chair), Ron Demkowicz, Len Kazmer

Curriculum Committee

Julie Jette (Chair), Brian Hauck, Len Kazmer

SEDOM Representative

Scott Coffey

Cary 26 Foundation Representative

Julie Jette

Ethics Commission Representatives

Scott Coffey, Caryn Sturz, Jessica Bieneman

District 26 Technology Committee Representative

Brian Hauck

Board Insurance Committee Representatives

Scott Coffey, Robert Bridge

Cary Community Consolidated School District 26

2018-2019 Board of Education Meetings

All meetings start at 7:00 p.m.

Date	Meeting Location
July 30, 2018	Cary Jr. High 2109 Crystal Lake Road
August 27, 2018	Cary Jr. High 2109 Crystal Lake Road
September 24, 2018	Cary Jr. High 2109 Crystal Lake Road
October 29, 2018	Three Oaks School 1514 Three Oaks Road
November 19, 2018	Cary Jr. High 2109 Crystal Lake Road
December 17, 2018	Cary Jr. High 2109 Crystal Lake Road
January 28, 2019	Briargate School 100 South Wulff Street
February 25, 2019	Cary Jr. High 2109 Crystal Lake Road
March 18, 2019	Cary Jr. High 2109 Crystal Lake Road
April 29, 2019	Cary Jr. High 2109 Crystal Lake Road
May 20, 2019	Deer Path School 2211 Crystal Lake Road
June 24, 2019	Cary Jr. High 2109 Crystal Lake Road

Board Approved
4-30-2018



Cary Community Consolidated School District 26 2018-2019 School Calendar

Monday	August 20	Teacher Institute Day – No School
Tuesday	August 21	Teacher Institute Day – No School
Wednesday	August 22	First Day of School – Full Day Attendance
Monday	September 3	Labor Day (State Mandated) – No School
Wednesday	September 19	** ½ Day Attendance - School Improvement Day
Friday	October 5	Midterm Report – K-8
Monday	October 8	Columbus Day (State Mandated) – No School
Tuesday	October 9	Teacher Institute Day – No School
Wednesday	October 31	** ½ Day Attendance - School Improvement Day
Friday	November 9	End of Trimester – K-8
Friday	November 16	Report Cards – K-8
Monday-Tuesday	November 19 & 20	Parent/Teacher Conferences – No School
Wednesday	November 21	Non-Attendance Day – No School
Thursday-Friday	November 22 & 23	Thanksgiving Vacation (State Mandated) – No School
Monday	November 26	Classes Resume
Thursday	December 20	** ½ Day Attendance - School Improvement Day
Friday-Friday	Dec. 21 – Jan. 4	Winter Break – No School
Monday	January 7	Classes Resume
Thursday	January 17	Midterm Report – K-8
Friday	January 18	Teacher Institute Day – No School
Monday	January 21	Martin Luther King Day (State Mandated) – No School
Friday	February 15	** ½ Day Attendance - School Improvement Day
Monday	February 18	Presidents Day – No School
Friday	March 1	End of Trimester – Grades K-8
Friday	March 8	Report Cards – Grades K-8
Monday-Friday	March 25 – March 29	Spring Break – No School
Monday	April 1	Classes Resume
Wednesday	April 17	** ½ Day Attendance - School Improvement Day
Thursday	April 18	Midterm Report – K-8
Friday	April 19	Non-Attendance Day – No School
Friday	May 10	** ½ Day Attendance - School Improvement Day
Monday	May 27	Memorial Day (State Mandated) – No School
Friday	May 31	** ½ Day Attendance - School Improvement Day
Monday	June 3	Teacher Attendance Day – No School
Friday	June 7	*Last Day of School – ** Early Release

* Five emergency days are included in the calendar. If they are not used, the earliest dismissal date will be **May 31, 2019**

** Early release times: Cary Jr. High @ 11:00a.m. / Briargate, Deer Path, Oak Knoll, Three Oaks @ 12:00p.m.

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.

2018-2019 School Hours

Name of School	School Begins	School Ends
Briargate (Grades 1-5)	8:45 A.M.	3:30 P.M.
Deer Path (Grades 1-5)	8:45 A.M.	3:30 P.M.
Oak Knoll – Kindergarten Full Day	8:45 A.M.	3:30 P.M.
Oak Knoll – Kindergarten A.M. Half Day	8:45 A.M.	11:30 A.M.
Three Oaks (Grades 1-5)	8:45 A.M.	3:30 P.M.
Cary Junior High (Grades 6-8)	7:55 A.M.	2:40 P.M.

Oak Knoll Early Childhood	School Begins	School Ends
Early Childhood Programs – A.M.	8:45 A.M.	11:30 A.M.
Early Childhood Programs – P.M.	12:30 P.M.	3:15 P.M.

*Please note that the Early Childhood Program times are adjusted in order to better accommodate transportation needs and student entry times.

Early Release Times:

Cary Junior High	11:00 a.m.
Early Childhood Program	11:35 a.m.
Elementary Schools	12:00 p.m.
Oak Knoll Kindergarten	12:00 p.m.

Students who walk to school should arrive no sooner than ten minutes before the school day

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 our **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 which will be sent home to each family at the beginning of the school year.

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).

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 | <ul style="list-style-type: none">▪ Instructional Leader▪ Coordinates classroom teaching / evaluation▪ Deals with all personnel issues▪ Discipline▪ Attendance▪ Conflict Resolution |
|------------------|--|

- | | |
|----------------------------|---|
| Assistant Principal | <ul style="list-style-type: none">▪ Assists principal with daily management of building |
|----------------------------|---|

- | | |
|--|--|
| Social Workers
/Psychologists | <ul style="list-style-type: none">▪ Social / emotional concerns▪ Support Group Coordinators▪ Assessment and referral source to outside agencies▪ Crisis Team Member |
|--|--|

- | | |
|--------------|--|
| Nurse | <ul style="list-style-type: none">▪ All medical concerns▪ Physical Education exemptions▪ All medications |
|--------------|--|

School Support Teams

- | | |
|------------------------------|---|
| Problem Solving Teams | <ul style="list-style-type: none">▪ Team is comprised of the school social worker, special education teachers, school psychologist, nurse, specialists, and building administrators. Purpose of the team is to discuss student concerns and interventions that may be needed. The Problem Solving Teams meet regularly. |
| Crisis Team | <ul style="list-style-type: none">▪ The Crisis Team consists of administrators, counselors, social workers, teachers, educational support staff, psychologists and school nurses from each building and is designed to support those groups and/or individuals in crisis. |

Curriculum and Instruction

District 26 Learning Standards can be accessed by visiting the curriculum section of the Cary District 26 website: www.cary26.org. The Cary 26 Learning Standards align with the New Illinois Learning Standards. Instructional materials and textbooks used to support classroom instruction are also aligned with the New Illinois Learning Standards. The D26 Learning Standards guide decisions on daily instruction, intervention, and enrichment. These standards represent what all students should know and be able to do by the end of the school year. Because each student is unique, it is important to keep in mind that not all students will achieve the skills at the same time; some students may need additional reinforcement of skills, while other students will demonstrate mastery of skills early on and require enrichment activities that encourage continued growth and challenge.

Elementary Program for Kindergarten through Grade 5

(Briargate, Deer Path, Oak Knoll and Three Oaks Schools)

The PreK-5 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 Standards (access Learning Standards 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. 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 also has a learning center. The learning centers include a variety of literature and informational resources at varying reading and interest levels.



Cary Junior High School Program for Grades 6, 7 and 8

The Junior High School program in Cary District 26 includes grades 6, 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 6th, 7th and 8th grade students to move from class to class throughout the day on a bell schedule. Students participate in reading, language arts, math, social studies, science, physical education/health and art/music. 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 New Illinois Learning Standards (access New Illinois Learning Standards 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 which includes a variety of literature and informational resources at varying reading and interest levels. Students in Jr. High also have the opportunity to participate in sports programs 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
- Language Arts/Reading
- Mathematics
- Music
- Physical Education/Health
- 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 6th, 7th, and 8th grade students. Grades, if any, will not be counted in the overall grade point average in co-curricular activities. Types of 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 activities will be available this academic year.

Program	Classification	Conference/In-House/ Intramural
Choir	Co-curricular	Paid For by the Activity Fee paid at Registration
Floor Hockey (co-ed)	Co-curricular	Paid For by the Activity Fee paid at Registration
Geography Bee	Co-curricular	Paid For by the Activity Fee paid at Registration
Dodgeball	Co-curricular	Paid For by the Activity Fee paid at Registration
Ping Pong (co-ed)	Co-curricular	Paid For by the Activity Fee paid at Registration
Science Club	Co-curricular	Paid For by the Activity Fee paid at Registration
Spelling Bee	Co-curricular	Paid For by the Activity Fee paid at Registration
Lego Club	Co-curricular	Paid For by the Activity Fee paid at Registration
Art Club	Co-curricular	Paid For by the Activity Fee paid at Registration
LaCrosse	Co-curricular	Paid For by the Activity Fee paid at Registration

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 6th, 7th, and 8th grade 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	Cost to Participants
Academic Club	Extra-curricular	Paid For by the Activity Fee paid at Registration
Dragon Council	Extra-curricular	Paid For by the Activity Fee paid at Registration
Media Club	Extra-curricular	Paid For by the Activity Fee paid at Registration
Spring Musical	Extra-curricular	Paid For by the Activity Fee paid at Registration
Tech Crew	Extra-curricular	Paid For by the Activity Fee paid at Registration



The following list is a sample of the sports activities that may be available at the junior high school level. These activities will be available to the grade levels listed and are pay-to-play activities.

Program	Classification	Cost to Participants
Basketball (boys) – 7 & 8 Grades Only	Extra-curricular	\$100.00
Basketball (girls) – 7 & 8 Grades Only	Extra-curricular	\$100.00
Cheerleading – 7 & 8 Grades Only	Extra-curricular	\$100.00
Cross Country (co-ed) – 6, 7, 8 Grades	Extra-curricular	\$100.00
Poms – 6, 7, 8 Grades	Extra-curricular	\$100.00
Track (co-ed) – 6, 7, 8 Grades	Extra-curricular	\$100.00
Volleyball (girls) – 7 & 8 Grades Only	Extra-curricular	\$100.00
Wrestling (co-ed) – 6, 7, 8 Grades	Extra-curricular	\$100.00

English Language Learners (ELL) Program

Students who have not mastered fluency of the English language have the opportunity to participate in the Cary District 26 English Language Learners (ELL) program. The D26 ELL program includes; dual language or bilingual (Spanish) support, at Three Oaks School, as well as resource support (any language), at all schools, for eligible students. The ELL instructional program provides students the opportunity to listen, speak, read, and write in the English language. Bilingual classes, available for eligible students in grades 1-5 at Three Oaks School, provide instruction in both the native language as well as in English while the student is transitioning to fluency in the English language.

The dual language program is available for Kindergarten – 2nd Grade students this year and in successive years will roll up year after year. The dual language program also provides instruction in English and Spanish with the goal to become biliterate and bicultural. The bridging of instruction in the native language and 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 in the same timeframe as their same-grade peers.

All students enrolling in Illinois public schools are given a home language survey. If it is indicated that a language other than English is spoken in the home, students are required to participate in an English language proficiency screening assessment. 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 then are recommended for placement in the Cary District 26 bilingual, dual language, or ELL Resource program. Students who are participating in the dual language, bilingual program, the ELL Resource, or the general education setting who are ELL, are required to participate each year in an English language proficiency test, called the ACCESS. The ACCESS will then be administered annually 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 the District Website or in the school office).

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.

Student Discipline

Student Behavior

The goals and objectives of this policy are to provide effective discipline practices that: (1) ensure the safety and dignity of students and staff; (2) maintain a positive, weapons-free, and drug-free learning environment; (3) keep school property and the property of others secure; (4) address the causes of a student's misbehavior and provide opportunities for all individuals involved in an incident to participate in its resolution; and (5) teach students positive behavioral skills to become independent, self-disciplined citizens in the school community and society.

When and Where Conduct Rules Apply

A student is subject to disciplinary action for engaging in *prohibited conduct*, as described in the section with that name below, 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 time;
2. Off school grounds at a school-sponsored activity or event, or any activity or event that 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: (1) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

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 or nicotine materials, including without limitation, electronic cigarettes.
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, selling or offering for sale:
 - a. Any illegal drug or controlled substance, or cannabis (including medical cannabis, marijuana, and hashish).
 - b. Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.
 - c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
 - d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited.

- e. 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.
- f. Any substance inhaled, injected, smoked, consumed, or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in tablet or powdered form.
- g. "Look'-alike" or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by the policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly impliedly represented to be an illegal drug, controlled substance, or other substance that is prohibited by this policy.
- h. 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: as that term is defined in the Weapons section of this policy, or violating the Weapons section of this policy.
- 5. Using or possessing an electronic paging device. Using a cellular telephone, video recording devices, 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 violated student conduct rules. Prohibited conduct specifically includes, without limitation, creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication devices, or cellular phone. Unless otherwise banned under this policy or by the Building Principal, all electronic devices must be kept powered-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 individualized education program (IEP); or 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 directives from staff members or school officials. Examples of disobeying staff directives including refusing a District staff member's request to stop, present school identifications, or submit to a search.
- 8. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards, and wrongfully obtaining test copies or scores.
- 9. Engaging in hazing or any kind of bullying or aggressive behavior that does physical or psychological harm to staff person or another student, or urging other students to engage in such conduct. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network, or other comparable conduct.

10. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning), and sexual assault. This does not include the non-disruptive; (a) expression of gender or sexual orientation or preference.
11. Teen dating violence, as described in Board Policy 7:185, *Teen Dating Violence Prohibited*.
12. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property.
13. Entering school property or a school facility without proper authorization.
14. In the absence of a reasonable belief that an emergency exists, calling emergency responders (such as calling 911); signaling or setting off alarms or signals indicating the presence of an emergency, or indicating the presence of a bomb or explosive device on school grounds, school bus, or at any school activity.
15. Being absent without a recognized excuse; State law and School Board policy regarding truancy control will be used with chronic and habitual truants; see also Policy 7:70 *Attendance and Truancy*.
16. Being involved with any public school fraternity, sorority, or secret society, by: (a) being a member; (b) promising to join; (c) pledging to become a member; or (d) soliciting any other person to join, promise to join, or be pledge to become a member.
17. Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia.
18. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and hazing.
19. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
20. Operating an unmanned aircraft system (UAS) or drone for any purpose on school grounds or at any school event unless granted permission by the Superintendent or designee.
21. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or any 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 in which 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 positive interventions and supports, 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.

Disciplinary Measures

School officials shall limit the number and duration of expulsions and out-of-school suspensions to the greatest extent practicable, and, where practicable and reasonable, shall consider forms of non-exclusionary discipline before using out-of-school suspensions or expulsions. School personnel shall not advise or encourage students to drop out voluntarily due to behavioral or academic difficulties. Potential disciplinary measures include, without limitation, any of the following:

1. Notifying parent(s)/guardian(s).
2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen, or damaged property.
6. In-school isolation. The Building Principal or designee shall ensure that the student is properly supervised.
7. After-school detention or Friday night detention provided the student's parent/guardian has 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.
8. Community service with local public and nonprofit agencies that enhances community efforts to meet human, educational, environment, 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/guardian the choice.
9. Seizure of contraband; confiscation and temporary retention of personal property that was used to violate this policy or school disciplinary rules.
10. Suspension of bus riding privileges in accordance with Board policy 7:220, *Bus Conduct*.
11. Out of school suspension from school and all school activities in accordance with Board policy 7:200, *Suspension Procedures*. A student who has been suspended may also be restricted from being on school grounds and at school activities.
12. Expulsion from school and all school activities for a definite time period not to exceed calendar years in accordance with Board policy 7:210, *Expulsion Procedures*. A student who has been expelled may also be restricted from being on school grounds and at school activities.
13. Transfer to an alternative program if the student is expelled or otherwise qualifies for the transfer under State law. The transfer shall be in the manner provided in Article 13A or 13B of the School Code.
14. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, including but not limited to, illegal drugs (controlled substances), "look-alikes," alcohol, or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

The above list of disciplinary measures is a range of options that will not always be applicable in every case. In some circumstances, it may not be possible to avoid suspending or expelling a student because behavioral interventions, other than a suspension and expulsion, will not be appropriate and available, and the only reasonable and practical way to resolve the threat and/or address the disruption is a suspension or expulsion.

Corporal punishment is prohibited. 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 is determined to have brought one of the following objects to school, any school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school shall be expelled for a period of at least one calendar year but not more than 2 calendar years:

1. A firearm, meaning any gun, rifle, shotgun, or weapon as defined by Section 921 of Title 18 of the United States Code (18 U.S.C. § 921), firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act (430 ILCS 65/), or firearm as defined in section 24-1 of the Criminal Code of 1961 (720 ILCS 5/24-1).
2. A knife, brass knuckles, or other knuckle weapon regardless of its composition, a billy club, or any other objects if used or attempted to be used to cause bodily harm, including “look alike” of any firearm as defined above.

The expulsion requirement under either paragraph 1 or 2 above may be modified by the Superintendent, and the Superintendent’s determination may be modified by the Board on a case-by-case basis. The Superintendent or designee may grant an exception to this policy, upon the prior request of an adult supervisor, for students in theatre, cooking, ROTC, martial arts, and similar programs, whether or not school-sponsored, provided the item is not equipped nor intended, to do bodily harm.

This policy’s prohibitions concerning weapons apply regardless of whether: (1) a student is licensed to carry a concealed firearm, or (2) the Board permits visitors, who are licensed to carry a concealed firearm, to store a firearm in a locked vehicle in a school parking area.

Re-Engagement of Returning Students

The Superintendent or designee shall maintain a process to facilitate the re-engagement of students who are returning from an out-of-school suspension, expulsion, or an alternative school setting. The goal of re-engagement shall be to support the student’s ability to be successful in school following a period of exclusionary discipline and shall include the opportunity for students who have been suspended to compete or make up work for equivalent academic credit.

Returned Notices

A school staff member shall immediately notify the office of 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/guardian. “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, that is appropriate and in accordance with the policies and rules on student discipline. Teachers, other certified [licensed] 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 Board may suspend a student from riding the bus in excess of 10 school 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' parent/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 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 5th grade. A demonstration of all the instruments is given to 5th graders 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, Solo and Ensemble Festival. Attendance at all rehearsals, sectionals and performances is mandatory.

Outside Recess

Students in pre-K through 5th 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 state law to receive physical education instruction and are expected to participate in physical education activities unless physically unable to do so.

All medical excuses from physical education must be presented to the health office. The nurse will then inform the physical education teachers of limitations provided for in the medical excuse. Students may be excused from physical education for up to three (3) consecutive days upon written request from the student's parent/guardian. If a student is to be excused for more than three days, a written note from a health care provider is required.

Once a note is received from a health care provider excusing a student from physical education, another note is required from the health care provider stating that the student may resume physical education activities (unless a specific date to resume physical education activities is noted on the original excuse).

Due to health and safety concerns for all students, any student wearing an orthopedic appliance (including but not limited to; cast, boot, brace, splint), will not be permitted to participate in P.E. despite a written release from a health care provider. Students who are excused from physical education either by parent or physician are not allowed to participate in recess.

Gifted Enrichment Program

In an effort to provide a sound educational foundation that supports and inspires all students to reach their full academic potential, it is necessary to recognize that some students have intellectual, achievement and academic abilities beyond age/grade expectations. District 26 commits to provide gifted students a challenging educational program in a supportive environment that includes enrichment, acceleration of course content, collaborative activities and differentiated curricula where appropriate. Teachers provide strategies, enrichment and acceleration support for all students as needed. As class rosters and placement are developed each spring, an effort is made to “cluster” or group students with similar instructional needs together to help improve opportunities for small group acceleration and/or enrichment. Achievement scores are used to help guide identification of students for the Gifted Enrichment Program in 3rd – 8th grades. To maximize the program effectiveness, an appropriate number of gifted resource teachers will be utilized.

Questions regarding the Accelerated Learning Opportunities should be addressed to:

Valerie McCall, Director of Curriculum & Instruction
224-357-5100 x3 or valerie.mccall@cary26.org

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 within the district to support students with moderate to severe special needs. Specialized programs within the district include specialized Full-Day Kindergarten, Transitional Kindergarten, Specialized Resource Programs, and the Bridge Program at Cary Junior High for students with social/emotional needs, as well as specialized programs for students with autism and developmental disabilities. District 26 partners with many districts in McHenry County to provide specialized programs that are located throughout the County. Finally, District 26 provides out-of-district services to students whose educational needs cannot be met through less restrictive means. Parents of students who are deaf, hard of hearing, blind or visually impaired should contact the District’s Special Education Department if they are interested in information regarding special state schools and services.

Within District 26, each school building has a designated Problem Solving Team that addresses 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 educational support at their grade level when they are not able to attend school for medical reasons, allowing the student 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 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

Time Out and Physical Restraint

The Board of Education bears the responsibility of protecting the safety, health, and welfare of the students, staff, and property of the school district and maintaining a safe and orderly environment for learning. Therefore, it may be necessary at times to physically restrain or physically remove a student into an isolated time out setting when the student's conduct affects the well-being of the schools. It is the policy of this District to implement isolated time out and physical restraint procedures as a means of maintaining a safe and orderly learning environment to the extent such procedures are necessary to preserve the safety of the students, staff or others. Neither isolated time out nor physical restraint procedures shall be used as a form of punishment when administering discipline to individual students.

The Superintendent is authorized to establish rules and regulations to implement and enforce this policy consistent with the requirements of ISBE regulations.

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

Mrs. Jennifer Thomas
Cary School District 26 – Administration Center
2115 Crystal Lake Road
Cary, IL 60013
224-357-5100

Complaint Managers

Dr. Brian Coleman
Cary School District 26 – Administration Center
2115 Crystal Lake Road
Cary, IL 60013
224-357-5100

Mrs. Jennifer Thomas
Cary School District 26 – Administration Center
2115 Crystal Lake Road
Cary, IL 60013
224-357-5100

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 224-357-5100. 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 224-357-5100, 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

Dr. Brian Coleman
Cary School District 26 – Administration Center
2115 Crystal Lake Road
Cary, IL 60013
224-357-5100

Mrs. Jennifer Thomas
Cary School District 26 – Administration Center
2115 Crystal Lake Road
Cary, IL 60013
224-357-5100

Health Examinations and Immunizations

Each student, upon initial entrance to District 26 schools and again upon entering sixth grade, shall present evidence of a physical examination and immunizations to the school, as per the statutory provisions of the State of Illinois. Such evidence shall be presented to the school nurse.

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 are 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 prior to school entrance.

Certificate of Child Health/Dental/Eye Examinations

The Illinois School Code requires the following: Health, Dental and Eye examination. Please note: The only forms accepted by the State of Illinois for these requirements are available at all schools, Administration Center, and District website.

All health forms are to be completed and turned in to your child's school no later than two weeks before the first day of school; incomplete forms will be returned to parents/guardians

Immunizations/Exams

Pre-K and ECE requirements: *Only due upon entrance to these programs. Not needed yearly.*

- DTP-4 doses
- Polio-3 doses
- Hepatitis B-3 doses at appropriate intervals
- MMR-1 dose
- Varicella- 1 dose
- Hib-(Haemophilus Influenzae Type B) - varied schedule-3-4 doses
- Pneumococcal- Varied schedule-3-4 doses
- State of Illinois Physical form

Kindergarten Requirements:

- DTP-4 or more doses
- Polio-4 or more doses
- MMR-2 doses
- Varicella-2 doses- (grades K & 1)
- State of Illinois Physical form
- Eye Exam from an eye doctor
- Dental exam from a dentist

1st Grade Requirements:

- *Varicella – 2 doses

2nd Grade Requirements:

- Dental exam from a dentist
- *Varicella – 2 doses

4th Grade Requirements:

- *2 doses Varicella

6th Grade Requirements:

- DTP-3 or more doses
- Tdap-one dose
- Polio-3 or more doses
- MMR-2 doses
- *Varicella-2 doses
- Hepatitis B-3 doses at appropriate schedule
- Meningococcal-1 dose
- State of Illinois Physical form
- Dental exam from a dentist

7th Grade Requirements:

- *Varicella – 2 doses
- *Meningococcal-1 dose

8th Grade Requirement:

- *Varicella – 2 doses
- *Meningococcal –1 dose

****IF NOT PREVIOUSLY GIVEN***

All immunizations and physical exam requirements for students entering kindergarten through eighth grades must be met by October 15, 2018 or students will be excluded from school.

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.

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

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

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 physician, parent(s)/guardian(s) have completed and signed a "School Medication Authorization Form." For use of an epinephrine auto-injector, written authorization from the pupil's physician is also required. For an asthma inhaler, the parents or guardians must provide the school with the prescription label, which must contain the name of the medication, the prescribed dosage, and the time or circumstances under which the medication (inhaler) is to be administered. If the inhaler is not accompanied by a prescription label, both parent and physician's written statement will be required on 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

When to Keep Your Student Home from School

Many parents wonder when they should keep their child home due to illness. Even if they don't have a fever, it is difficult to concentrate and learn if they don't feel 100%. Please be advised of the following District 26 health procedures regarding reasons children need to stay home from school:

- Temperature greater than 99.6 orally
- Inflamed eyes with or without discharge
- Sore throat or difficulty swallowing
- Nasal congestion and/or discharge
- Persistent coughing
- Nausea/vomiting
- Diarrhea
- Rash or scratching of unknown cause
- Presence (or suspicion) of head lice
- Presence (or suspicion) of chicken pox or other communicable childhood illness

IF YOUR CHILD HAS EXCESSIVE NASAL DRAINAGE OR COUGHING REGARDLESS OF TEMPERATURE, THEY SHOULD STAY HOME.

CHILDREN SHOULD STAY HOME UNTIL THEY HAVE A NORMAL TEMPERATURE (98.6 OR BELOW) FOR 24 HOURS WITHOUT THE USE OF AN ANTI-FEVER MEDICATION (SUCH AS TYLENOL OR ADVIL).

One of the best ways to keep our children well is to keep them home when they are sick.

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 the Cary Junior High for an additional charge.

If your child has special dietary needs, you may want to call Organic Life to discuss any special food requests and the state and federal requirements governing such requests; 224-357-5140.

District 26 uses an electronic computerized lunch system by Infinite Campus (formerly 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 Infinite Campus 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 Infinite Campus parent portal. 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 the District website. 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 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-5 students can give their sealed envelope with payment to their teachers. Grades 6-8 students have a lunch payment mailbox drop off 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 Infinite Campus lunch account.

Individual Lunch – including milk

Lunch & milk (Grades 1-8):	\$2.90
Milk only.....	\$0.55
Breakfast & milk (Three Oaks).....	\$1.45

Monthly lunch menus are available and posted at all schools, or you may access them on-line at the District website – www.cary26.org.

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, or on the web (www.cary26.org). 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.

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 our goal 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.

Bullying and Harassment of Students Prohibited

No person, including a District employee or agent, or student, shall harass, intimidate or bully another student based upon a student's sex, color, race, religion, creed, ancestry, national origin, physical or mental disability, sexual orientation, status as homeless, or potential marital or parental status, including pregnancy. 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.

Making a Complaint: Enforcement

An allegation that a student was harassed by another student should be referred to the student's Teachers, Assistant Building Principal, or Building Principal, for appropriate action.

Students, who believe they are victims of harassment or have witnessed harassment, are encouraged to discuss the matter with the student, Teachers, Assistant Building Principal, Building Principal, Nondiscrimination Coordinator or Complaint Manager. Students may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

Any District student who is determined, after an investigation, to have engaged in harassment will be subject to disciplinary action, including but not limited to, suspension and expulsion consistent with the discipline policy. Any person making a knowingly false accusation regarding harassment will likewise be subject to disciplinary action up to and including discharge, with regard to employees, or suspension and expulsion, with regard to students.

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.

Student 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.

Expulsion Procedures

Expulsion Procedures

The Superintendent or designee shall implement expulsion procedures that provide, at a minimum, for the following:

1. Before a student may be expelled, the student and his or her parent(s)/guardian(s) shall be provided a written request to appear at a hearing to determine whether the student should be expelled. The request shall be sent by registered or certified mail, return receipt requests. The request shall:
 - a. Include the time, date, and place for the hearing.
 - b. Briefly describe what will happen during the hearing.
 - c. Detail the specific act of gross disobedience or misconduct resulting in the decision to recommend expulsion.
 - d. List the student's prior suspension(s).
 - e. State that the School Code allows the School Board to expel a student for a definite period of time not to exceed 2 calendar years, as determined on a case-by-case basis.
2. Unless the student and parent(s)/guardian(s) indicate that they do not want a hearing or fail to appear at the designated time and place, the hearing will proceed. It shall be conducted by the Board or hearing officer appointed by it. If a hearing officer is appointed, 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. Whenever there is evidence that mental illness may be the cause for the recommended expulsion, the Superintendent or designee shall invite a representative from the Dept. of Human Services to consult with the Board.
3. During the expulsion hearing, the Board or hearing officer shall hear evidence concerning whether the student is guilty of the gross disobedience or misconduct as charged. School officials must provide: (1) testimony of any other interventions attempted and exhausted or of their determination that no other appropriate and available interventions were available for the student, and (2) evidence of the threat or disruption posed by the student. The student and his or her parent(s)/guardian(s) may be represented by counsel, offer evidence, present witnesses, cross-examine witnesses who testified, and otherwise present reasons why the student should not be expelled. 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.
4. If the Board acts to expel the student, its written expulsion decision shall:
 - a. Detail the specific reason why removing the student from his or her learning environment is in the best interest of the school.
 - b. Provide a rationale for the specific duration of the recommended expulsion.
 - c. Document how school officials determined that all behavioral and disciplinary interventions have been exhausted by specifying which interventions were attempted or whether school officials determined that no other appropriate and available intervention existed for the student.
 - d. Document how the student's continuing presence in school would (1) pose a threat to the safety of other students, staff, or members of the school community, or (2) substantially disrupt, impede, or interfere with the operation of the school.
5. Upon expulsion, the District may refer the student to appropriate and available support services.

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.

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.

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. An employer must grant an employee leave of up to eight (8) total hours during any school year (no more than (4) hours of which may be taken on any given day) to attend necessary educational and behavior conferences regarding the employee's child if those conferences cannot be scheduled during nonworking hours. An employee, however, must have exhausted all accrued vacation leave, personal leave, compensatory leave and any other leave that may be granted to the employee except sick leave and disability leave before the employee is allowed leave under this Act. Employees must make prior arrangements with their employers. The main office shall provide the parent(s) with documentation of the school visitation. This documentation shall include, but not be limited to, the exact time and date the visitation began and ended).

Report Cards

Pupils in grades kindergarten through fifth 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 sixth through eighth grades, three reports are submitted to parents throughout the year, one per trimester. 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/Tuancy
- 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–5 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 6–8 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. The D26 Online Registration System is available in English and Spanish. A kiosk will be available at the Administration Center for anyone who does not have access to a computer or the internet.

The fees for 2018-2019 are as follows:

Registration Fees per Student	Amount
ECE – ½ day program	\$84.00
ECE Dual – full day program	\$126.00
Kindergarten – ½ day program	\$136.00
Kindergarten – Full day program	\$167.00
Grades 1-5	\$188.00
Grade 6-8	\$218.00
6 th and 7 th Grade 1:1 Technology Fee	\$20.00
Band Fee	\$55.00

Waiver of School Fees

Fees for registration, textbooks, instructional materials, charges for field trips, use of school property, and locker rental shall be waived for any student whose household qualifies under the National School Child Nutrition Program for free lunches. The waiver of fees will be granted automatically when a Household Eligibility Application is approved for free lunches without additional application for a waiver of fees. If a Household Eligibility Application is approved for reduced lunches, the fees will be reduced by 50%.

This waiver does not include purchase of gym clothing, yearbooks, assignment notebooks, 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.

If a student's family wishes to request a waiver of fees but NOT apply for free or reduced price lunches, then a Waiver of Fees form may be completed and submitted to the District office. The same income criteria used for determining free and reduced lunch eligibility will be applied for the Waiver of Fees request.

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 Plan for Briargate School of Cary District 26 have been approved by the Illinois Department of Public Health. Copies of this document may be examined at the Administration Center or at the school office.
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 2015 and was performed by the district's asbestos consultant.
3. District 26 has assigned Jeffrey Schubert, 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. Jeffrey Schubert, Director of Finance and Operations, is assigned the responsibility of oversight of pest management practices and can be contacted at 224-357-5100.

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.

Sex Offenders List

Information regarding sex offenders is available to parents on the District Website at www.cary26.org under parent links.