

Overview of Changes for Parent/Student Handbook

Changes to the handbook are based on meetings of the Handbook Advisory Committee held on June 21 and 26, organized and directed by Jake Jorgenson, Principal, MMS and attended by parents, students, staff, and administration.

Changes are highlighted on pages:

Pg. 7	BOE and EAV
Pg. 11	Emergency Management Drills
Pg. 15-16	Early Admission to Kindergarten and Early Admission to First Grade
Pg. 18	Student Records - Access - Access to student records is now required within 10 days of request (was 15 days).
Pg. 35	Posted Expected Behaviors of PBIS

Once approved, this handbook will have a cover page and table of contents, and be available via the website. A "Registration Sign Off" form is included with the registration packets and the handbook is one of the items that parents sign off on:

PARENT/STUDENT HANDBOOK

Access to the current year's handbook can be found under the "Parents/Community" section of the district website – www.millburn24.net. It is the parent's responsibility to read over the information contained in this handbook and refer to it when necessary throughout the school year. Among other things, the handbook is a summary of school board policies governing the district. A committee is formed every year consisting of parents, teachers, and administrators to go over the information contained in the handbook and make any changes or updates.

I verify that I have been notified that the Parent/Student Handbook for the current year can be found on the district website at www.millburn24.net.

BOARD OF EDUCATION

The Board of Education is responsible for the establishment of all school District policies and for the provision of a quality education for all children in the Millburn School District. Board of Education meetings are conducted at 7:00 P.M. on the second and fourth Monday of each month alternating between the two school buildings (see website calendar). Any additional and special meetings of the Board of Education will be advertised and posted in the school building as required by law. Part of each Board of Education meeting is devoted to "Public Comments," a section of the agenda where you may address the Board with general concerns regarding District 24. Specific concerns regarding a child or employee will be addressed in closed session only. To address the Board in closed session, arrangements should be made with the Superintendent and Board President at least one week prior to the regular meeting.

Carissa Casbon LaTourette, President	Irshad Khan, Member
Casandra Slade, Vice President	Brendan Murphy, Member
Jim Guziak, Member	Maggie Wentzell, Member
Denise Ide, Member	

Every two years the voting citizens of the school elect Board Members to the Board of Education. A full term in office is currently four years. The only exception to the length of term is when resignations occur on the Board. To become a candidate for Board membership, interested citizens should contact an incumbent Board of Education Member or the Superintendent for details.

Membership on the Board of Education is a rewarding experience. Political scientists refer to the Board of Education as "The last bastion of pure democracy in action." With other governments becoming larger, and representing increasing larger numbers of people, the Board of Education remains a group of citizens who represent their neighbors in the governing of the education of their children.

DISTRICT ASSESSED VALUATION

2007	287,345,846
2008	295,596,148
2009	295,460,340
2010	282,912,210
2011	253,776,843
2012	230,452,304
2013	212,557,834
2014	204,195,002
2015	215,699,157
2016	224,408,790
2017	225,649,446

FACTS ABOUT MILLBURN SCHOOL DISTRICT 24

(As of August, 2018)

Early Childhood through Eighth Grade

15.5 Square Mile Area

1,165 Students enrolled

Administrators include: Superintendent, Business Manager/CSBO
Director of Special Services, Director of Technology, Elementary Principal, Middle School Principal, Assistant Principal

Licensed Personnel 99 full-time, 3 part-time

Estimated teacher to pupil ratio of **23:1**

EMERGENCY PROCEDURES

Bus Evacuation Drills

Bus evacuation drills are held at regular intervals. All students enrolled in District 24 are required to participate in these safety drills.

Emergency Management Drills

Practice drills will be held to ensure the preparedness of students to act promptly and appropriately in the event of an emergency. The School Safety Plan is available in each building's office. District 24 is committed to developing and maintaining safe and secure working environments for all students and staff. A proactive approach to high risk and threat-related behavior of students is critical for the provision of safe and secure learning, teaching and working environments. It is important for all parties to engage in the School Behavioral Threat Assessment process. However, if for some reason there is a reluctance to participate in the process by the threat maker(s) or parent/guardian(s), the threat assessment process will continue in order to ensure a safe and caring learning environment for all.

Fire Drills

Fire drills are held at regular intervals. Procedures for evacuating the building are posted in all classrooms and are reviewed by each teacher with their students.

Emergency School Closing

If school will not be in session because of extreme weather conditions, or other emergency reasons, emergency closing information will be sent via our recorded phone message system. This message is recorded and sent to the home phone number provided on the students' registration forms. Calls may be sent as early as 5:00 a.m. Please note that you must say "hello" to activate the message. Three attempts are made to connect the call. Closing information can also be obtained from one of the following sources: www.millburn24.net, www.abc7.com, WKRS Waukegan (1220 AM), WXLC FM (102.3), WBBM 780 AM. Radio stations begin broadcasting at 6:00 AM. Chicago stations will also be contacted, but sometimes our announcements get lost in their volume of calls. Information about school closings may also be accessed via computer. This service is provided by the Emergency Closing Center (ECC), a site operated by WGN radio. The ECC provides the status of schools, businesses, daycare centers, and other organizations. Parents and students can also choose to have school status information e-mailed when District 24 closes due to severe weather or other emergencies. To use the ECC service go to Millburn's website (www.millburn24.net) and click on the "Emergency Closing Information" tab and then on the ECC link.

On those rare occasions when the need exists to close school prior to its regular dismissal time, students will be dismissed according to the information provided by the parents on the student's Emergency School Closing Information Form. This form is part of the registration packet. It is suggested that you make a copy of this form as a reminder. Please make sure your student is aware of this information. The school will attempt to inform parents of this early dismissal via the automated voice and email system (see below).

SchoolMessenger – Automated Voice and Email System

SchoolMessenger is the provider the District uses when it is necessary to send important and timely messages to our parents, community, and staff. Messages can be sent via phone and/or email. Alerts may be for a school closing due to weather or a power outage. Weekly emails are sent by the building principals using SchoolMessenger. Information that is entered into our student information system, PowerSchool, is updated in SchoolMessenger overnight.

It is important that parents inform the school of any change in phone numbers or email addresses.

GENERAL INFORMATION

Accommodating Individuals with Disabilities

Individuals with disabilities will be provided an opportunity to participate in all school-sponsored services, programs, or activities. Individuals with disabilities should notify the superintendent or building principal if they have a disability that will require special assistance or services and, if so, what services are required. This notification should occur as far in advance as possible of the school-sponsored function, program, or meeting.

STUDENT ADMISSION, REGISTRATION, & RECORDS PROCEDURES

Age Requirements

To be eligible for kindergarten a child must be five years old on or before September 1 of the school term. Exceptions to the policy are those students who have attended approved kindergarten programs in other states, or have attended a program approved by the Illinois State Board of Education. To be eligible for first grade a child must be six years old on or before September 1 of the school term. Millburn Community Consolidated School District 24 retains the right to place children in the class and grade level determined most appropriate by District personnel as permitted by the School Code.

Early Admission to Kindergarten

Millburn School District CCSD 24 has established guidelines and procedures for parents requesting early admission to kindergarten when a child's birthday falls between the State of Illinois requirement of September 1 and November 1 of a given school year and s/he has completed a private kindergarten program. The district recognizes that children develop at different rates socially, emotionally, physically, and academically, so kindergarten readiness can vary. Criteria and procedures for early admission follow.

Initial Criteria for Early Admission to Kindergarten

1. The child must live within Millburn School District boundaries and turn five years old after September 1st and by November 1st of the ensuing school year.
2. Parents must submit the following paperwork by March 15 to the district office prior to the school year to initiate the process.
 - a. Early Entrance to Kindergarten Application
 - b. The child's birth certificate
 - c. Proof of Residence
 - d. Parent Checklist
 - e. Teacher Questionnaire
 - f. Letter of Recommendation, if not currently enrolled in pre-school
3. New residents who move in after the March 15 deadline, should contact the district offices as soon as possible to make arrangements for early admission screening.
4. Candidates and their parent(s) will be required to attend a screening with the kindergarten staff before the school year ends. The date will be arranged with all parties.

Early Admission to First Grade

Millburn School District CCSD 24 has established guidelines and procedures for parents requesting early admission to first grade when a child's birthday falls between the State of Illinois requirement of September 1 and November 1 of a given school year and s/he has completed a private kindergarten program. The district recognizes that children develop at different rates socially, emotionally, physically, and academically, so first grade readiness can vary. Criteria and procedures for early admission follow.

Initial Criteria for Early Admission to First Grade

1. The child must live within Millburn School District boundaries and turn six years old after September 1st and by November 1st of the ensuing school year.
2. Parents must submit the following paperwork by March 15 to the district office prior to the school year to initiate the process.
 - a. Early Entrance to First Grade Application
 - b. The child's birth certificate
 - c. Proof of Residence
 - d. Parent Checklist
 - e. Teacher Questionnaire
 - f. Progress Report from a completed kindergarten program
3. New residents who move in after the March 15 deadline, should contact the district offices as soon as possible to make arrangements for early admission screening.
4. Candidates and their parent(s) will be required to attend a screening with the kindergarten staff before the school year ends. The date will be arranged with all parties.

Birth Certificate

According to Public Act 84-1430 the District is required to have a copy of a student's birth certificate. You must bring a certified original birth certificate from the county of your child's birth to the school your child attends so that we may make a copy for our records. A hospital certificate is not permissible.

Residence - Fraudulent

Registration of a nonresident student as a resident student, or without the express consent of the Board of Education of Millburn Community Consolidated School District #24, is a fraudulent act. Any student found to have been fraudulently enrolled will be removed from attendance rolls and dismissed from the District immediately. Parents or guardians making a fraudulent registration will be charged tuition prorated for the time of attendance and processing fees amounting to ten percent (10%) of the tuition fees imposed. The entire Board Policy 7:60 on Residence can be accessed via the district website.

School Supplies Furnished By Students

Millburn School District 24 provides school textbooks and other supplies for each student. Personal items such as pencils, pens, paper, and crayons are to be furnished by the student and replenished as needed. This supply list is included in the registration packet and posted on the website. Annually the PTO coordinates an optional supply kit purchase for your convenience. The supply box contains the grade appropriate items from the district's supply list. Occasionally, additional items may be requested.

Transfer To/From Another School District

If a student plans to move to another school District, the parent should notify the office of their new address, date of last day of attendance and if possible, what new school their child will be attending, at least one week in advance so that arrangements can be made. The form required by the State of Illinois will be prepared for the new school District. Within 10 days, an unofficial record of your child's grades will be transferred to the school in which the student is transferring. This will be immediately processed upon receipt of an official request by the new school district.

Textbooks

Textbooks are issued by the school on a loan basis and are to be returned at the end of the school year in as good condition (allowing for normal wear) as when issued. It is strongly suggested that students cover their books throughout the school year. Book damage will be assessed at the end of the school year. Specific subjects may require books to be covered.

Students will be held responsible for any textbook or instructional materials that are not properly returned and will be charged the replacement cost of the lost items. This charge will be assessed if the book or materials are lost and not found within 10 school days, the book's back is broken, the cover is damaged or lost. If the lost book is found the charge will be returned. Textbook fines must be paid prior to the last day of the school year.

STUDENT RECORDS - NOTIFICATION OF CONFIDENTIALITY

Student Records - Access

A student or the parents/guardians of a child under eighteen (18) or a designee of such the parents/guardians shall be entitled to inspect and copy information in the student's records. District 24 shall notify students and the parents/guardians of such rights when the student enrolls in District 24. In cases of divorce or separation, both parents shall have this right unless a court order indicated otherwise. District 24 may charge the actual cost, provided that the costs not exceed \$.35 per page, for copying information in the student's records; however, no individual shall be precluded from copying information because of financial hardship.

A request to access the records should be made in writing and directed to the Superintendent or his designee. Access to the records shall be granted within ten (10) days of the request.

The parents/guardians or student shall be entitled to challenge the accuracy and/or relevancy of any information in the records except grades and to request a hearing pursuant thereto. The Superintendent shall be responsible for establishing appropriate procedures in accordance with State Board of Education Regulations on Student Records, 23 Ill. Adm. Code 375.90.

Before destroying or deleting information in the records, the superintendent or his designee shall notify the parents/guardians and student and shall provide an opportunity for the parents/guardians or student to copy such information.

Millburn School District 24 shall grant access to information included in student records to persons authorized or required by State or Federal law, provided that:

1. The person submits to District 24 appropriate identification and a copy of the authorization papers.
2. The parents/guardians receive prior written notification of the nature and substance of the information to be released. The parents/guardians shall be given the opportunity to inspect, copy and/or challenge the information. When the release of information relates to more than 25 students, District 24 may give prior notice through a local newspaper of general publication.

Other persons who request access to the records shall be denied access unless prior written consent is received from the parents/guardians or student or:

Posted Expected Behaviors

COUGAR CODE: Be Respectful, Be Responsible, Be Ready

Do Your PART: Prepared And Respectful Together	Classroom 	Digital Space 	Hallway 	Bathroom 	Cafeteria 	Recess 	Locker Room 	Bus 	Assembly 
DO YOUR PART FOR: Self	<p>Always give your best effort</p> <p>Arrive on time</p> <p>Be prepared with materials</p>	<p>Use appropriately</p> <p>Keep charged daily</p> <p>Follow teacher directions</p> <p>Treat with respect</p>	<p>Walk</p> <p>Talk at a respectful level</p> <p>Keep locker clean</p> <p>Be prepared</p> <p>Use only your locker</p>	<p>Keep to yourself</p> <p>Budget your time</p> <p>Use facilities correctly</p> <p>Use proper hygiene</p>	<p>Eat your own food</p> <p>Walk</p> <p>Have all of your belongings</p> <p>Follow staff directions</p>	<p>Play by the rules</p> <p>Line up when the whistle blows</p> <p>Tell supervisor if mistreated</p> <p>Wear weather appropriate clothing</p>	<p>Come prepared with gym clothing</p> <p>Dress and get into the gym quickly</p> <p>Only use your locker</p>	<p>Face forward</p> <p>Stay in your seat</p> <p>Wait for the bus to stop before getting up to exit</p>	<p>Respect others' personal space</p> <p>Listen to the speaker</p> <p>Talk respectfully to one another</p> <p>Stay seated</p>
DO YOUR PART FOR: Others	<p>Speak when it is your turn</p> <p>Keep your area clean</p>	<p>Use only your device</p> <p>Follow directions</p>	<p>Keep your things in your own area</p> <p>Stay to the right</p> <p>Keep hallway clean</p> <p>Respect hallway traffic</p>	<p>Give privacy to others</p> <p>Talk at a respectful level</p> <p>Clean up after yourself</p>	<p>Clean up your area</p> <p>Talk at a respectful level</p> <p>Keep your things in your own area</p> <p>Listen to the speaker</p>	<p>Play by the rules</p> <p>Respect others' personal space</p> <p>Listen to recess supervisor</p> <p>Use washroom beforehand</p>	<p>Place only your items in your locker</p> <p>Respect others' personal space</p> <p>Respect others' belongings</p>	<p>Keep your items in your area</p> <p>Listen to the driver</p> <p>Talk at a respectful level</p> <p>Respect others' belongings</p>	<p>Use washroom beforehand</p> <p>Respect others by supporting and cheering appropriately</p> <p>Be an active listener</p> <p>Leave belongings in locker</p>