

*Millburn C. C. School District 24*

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**2008-2009**

**Parent/Student  
Handbook**

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*[www.millburn24.net](http://www.millburn24.net)*

*Millburn Central  
18550 Millburn Road  
Wadsworth, IL 60083  
847-356-8331*

*Millburn West  
640 Freedom Way  
Lindenhurst, IL 60046  
847-245-1600*

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IMPORTANT DATES FOR MILLBURN CENTRAL AND MILLBURN WEST  
REQUEST FOR THE ADMINISTRATION OF PRESCRIPTION MEDICATIONS  
REQUEST FOR THE ADMINISTRATION OF NON-PRESCRIPTION MEDICATIONS  
TRANSPORTATION CHANGE FORM

**NEW FOR 2008-09 School Year!** Go to this website - [http://www.communitywalk.com/millburn\\_athletic\\_map/map/275277](http://www.communitywalk.com/millburn_athletic_map/map/275277) to get directions to sporting events for Millburn Central (Lakeside Athletic Conference or Millburn West (Lakes Region Athletic Conference). This site is also linked on the district's website [www.millburn24.net](http://www.millburn24.net).

**This publication is designed to be a skeletal document. Amendments of the policies contained within may be made with approval of Administration. When in doubt, contact your child's teacher. This handbook is a summary of board policies governing the district. These policies are available to the public at the district office.**

**(105 ILCS 5/120-20.5)**



## **INTRODUCTION**

Please use the Parent-Student Handbook as a reference when questions concerning District 24's policies and procedures arise.

All staff members are also available to aid parents in understanding their student's educational and social needs. We encourage you to follow the common process of "Communication Chain" when you have a question or concern about your child's education.

Millburn School District believes that education is a team effort of teachers, parents and community and that accomplishing this task is our common goal.

In our ever-changing and increasingly complicated world, children remain our most precious possessions.

District Office: 18550 Millburn Road  
Wadsworth, Illinois 60083

Phone: 847-356-8331  
Web Site: [www.millburn24.net](http://www.millburn24.net)

Dr. James Menzer, Superintendent  
Dr. Cheryl A. Kucera, Curriculum Director  
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Ms. Nancy Stream, Gifted Education Coordinator  
Ms. Kathy Usmiller, Transportation Coordinator

**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 third Monday of each month alternating between the two school buildings (see 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 regular 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.

***Kenneth Dewitt, President***  
***Robert Buehler, Vice President***  
***Chris Stream, Secretary***

***Stacy Freeman, Member***  
***Thomas Heinrich, Member***  
***Shawn Lahr, Member***  
***Therese Schmidt, 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**

2000	146,992,937
2001	173,417,593
2002	200,795,599
2003	210,030,407
2004	227,797,303
2005	255,334,783
2006	273,522,605
2007	287,345,846

**FACTS ABOUT MILLBURN SCHOOL DISTRICT # 24**

*(As of June 4, 2008)*

Early Childhood through Eighth Grade

15.5 Square Mile Area

1,675 Students enrolled

Six Administrators

Certified Personnel (143 full-time, 6 part-time)

Estimated teacher to pupil ratio of **20:1**

**MISSION STATEMENT**

The Mission Statement for the Millburn School District 24 is as follows:

<p><b>In cooperation with our communities, District 24 is committed to efficiently preparing students to become productive, responsible members of a changing world by providing a nurturing environment that stimulates a voluntary desire to learn and education experiences that rigorously promote the realization of individual potential and excellence in achievement.</b></p>
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### **VISION STATEMENT**

- I. Prepare students to become productive members of a changing world.
  - encourage students to become engaged in discovery learning
  - develop computer awareness and competency across the curriculum
  - enhance skills of communication through multimedia
  - learn to value the work, ideas, and opinions of others
  - promote the opportunities for students to share their diverse perspectives, cultural insights, and personal experiences.
  
- II. Provide a nurturing environment that stimulates a voluntary desire to learn.
  - foster a safe, secure, and nurturing environment
  - provide a teaching and learning environment that reflects and celebrates the positive accomplishments of students
  - accommodate various learning styles and ranges of ability
  - provide students with diverse experiences and approaches to learning
  - encourage students to value lifelong learning
  
- III. Provide for educational experiences that promote the realization of individual potential.
  - vary the types of communication strategies used to promote clarity, coherence, and relevance of ideas
  - align educational strategies with students' needs and tasks
  - align educational strategies to the ability levels and learning styles of students
  - provide opportunities for students to develop effective learning habits and test-taking skills
  - provide opportunities for students to participate in complex problem-solving
  - encourage creativity in varying learning situations
  - encourage students to learn independently
  
- IV. Create opportunities for students to achieve and demonstrate excellence in a number of domains.
  - facilitate learning and student engagement
  - use technology and audiovisual aids
  - provide access to and use of contemporary resources (not just computers)
  - provide processes that allow students to build upon their prior learning experiences and approaches to learning
  - celebrate the accomplishments of students.

### **OUR PHILOSOPHY**

The staff of Millburn District is committed to having respectful and healthy relationships with students, parents, and each other. To this end we believe in a practical and straightforward philosophy called Love and Logic®.

Love and Logic® is a practical and straightforward philosophy backed with 30 years of experience. This philosophy embraces the idea that “children learn the best lessons when they’re given a task and allowed to make their own choices (and fail) when the cost of failure is still small.” Children’s mistakes must be treated with love and empathy from their parents and teachers so children can learn to make better decisions

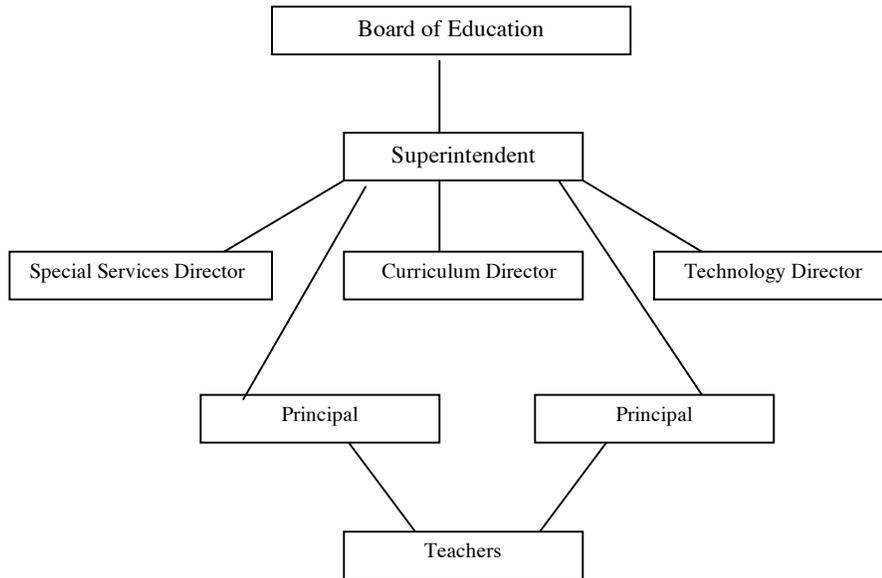
#### **Why does it work?**

1. Uses humor, hope, and empathy to build up the adult/child relationship
2. Emphasizes respect and dignity for both children and adults
3. Provides real limits in a loving way
4. Teaches consequences and healthy decision-making

If you have any questions about Love and Logic®, please contact a teacher or administrator. They will be happy to answer your questions. The website for more information is [www.loveandlogic.com](http://www.loveandlogic.com).

### DISTRICT ORGANIZATION

The Board of Education sets policy for District 24. Curriculum changes, discipline, and student guidance are initiated and maintained by Millburn School District 24 community members.



#### Communication Chain

As a parent, you are an essential link in the communication process between home and school. Whenever you have a concern, question, or comment regarding your child's education, safety, or welfare, you are urged to first contact the teacher or staff member involved. Also, should you have general questions, comments or concerns regarding the curriculum or instructional program, the process should start with the teacher or staff member involved.

There are some rare occasions when the person you have contacted may be unable to solve the problem to your satisfaction. Should this occur, we ask that you follow the "communications chain" as is listed below. As you contact each "link" of the chain, you will probably be asked if you have contacted the prior person or persons in the chain.

#### **WHEN YOU HAVE A QUESTION, PROBLEM OR CONCERN:**

- |                 |  |
|-----------------|--|
| <b>LINK #1:</b> | <b>Contact the Teacher, Bus Driver, or other Employee closest to the situation</b> |
| <b>LINK #2:</b> | <b>Contact the Building Principal</b>  |
| <b>LINK #3:</b> | <b>Contact the Superintendent</b>  |
| <b>LINK #4:</b> | <b>Contact the Board of Education</b>  |

The best method for solving a problem quickly and efficiently is to follow the Communications Chain as listed above. Should you still have a concern that has not been answered, contact the Board of Education.

## DISTRICT CURRICULUM

### Curriculum Development

Millburn School District 24 offers a curriculum that emphasizes Language Arts, Mathematics, Science, Social Sciences and Technology. District 24 continually reviews and makes revisions to the curriculum through planned staff in-service meetings and articulation with area high schools. To provide continuity for the students' learning of these disciplines, a written curriculum, based upon Illinois State Standards has been developed by the professional staff. This curriculum is under constant monitoring. Changes and/or additions are made based on student needs and state requirements. This basic education is delivered to the students in self-contained classrooms in grades K-5 and in a middle school program in grades 6-8. In addition to the basic education Millburn School District 24 also offers general music, art, band, chorus, computer education, information literacy, English Language Learners (ELL), gifted education, physical education, health instruction, special education, and Early Childhood. In sixth grade students have an opportunity to participate in an off-site, two-day outdoor education team-building program. In eighth grade, students have an opportunity to travel to Springfield as a culminating activity about Illinois government.

### Appropriate Instruction at Millburn (AIM) – Gifted Education

The mission of the Millburn Consolidated School District is to assure that every student is prepared to become productive, responsible members of a changing world by providing a nurturing environment that stimulates a voluntary desire to learn and educational experiences that rigorously promote the realization of individual potential and excellence in achievement. Among the beliefs underlying this mission is the belief that every child has the right to realize his/her full potential.

To that end, the goal of the AIM programming is to make certain that 3 – 8 students can consistently access learning opportunities that are challenging, systematic and continuous based on learning profile, readiness and student interest.

As there is no such thing as a “typical” gifted child. Student learning experiences, therefore, must include a broad range of opportunities that provide students with the next level of challenge and allow them to develop, both socially and academically.

AIM acceptance is determined by initial testing at the end of second grade, as well as ongoing evaluation and assessment of individual student needs. Support by the AIM staff includes, but is not limited to professional development to implement differentiation practices in the classroom, pull-out programs, replacement programs, and enrichment programs. For further information contact the Gifted Education Coordinator for Millburn District 24.

## 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.

### Disaster Drills

Disaster drills are held at regular intervals. Procedures to be followed in case of a disaster are posted in all classrooms and are reviewed by each teacher with their students.

### 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.

### 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 excessive snow, when internal classroom temperatures reach 90°, or other emergency reasons, emergency closing information can be obtained from one of the following sources:

- WKRS Waukegan (1220 AM)
- WBBM 780 AM
- www.millburn24.net
- WXLC FM (102.3)
- www.abc7.com

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](http://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 sent home. Because of the number of children involved, the school will not attempt to inform each parent of this early dismissal. Students will be dismissed according to the information provided by the parents on the student's Emergency School Closing Information Form. Please make sure your student is aware of this information.

Information about school closings may also be delivered via automated phone dialing system. Students' home phone numbers are programmed into the system and delivered with a voice-recorded message.

## GENERAL INFORMATION

### Bulletin Board

The Bulletin Board is published in August by the Superintendent and mailed to all parents and upon request to District residents.

### Celebrations and Special Occasions

A classroom celebration is held for Halloween and Valentine's Day for students in Early Childhood through grade 5. These celebrations are planned by the classroom teacher, with a pre-packaged snack provided by the PTO. ***No additional treats are to be served by the teacher in the classroom.*** The PTO provides a winter holiday school assembly as entertainment in December.

The sending of flowers, balloons, professional clowns, etc. to school for any special occasion is prohibited. Students are not permitted to have birthday parties at school. Parents may send only a ***pre-packaged treat*** with clear ingredient label with their child on his/her birthday to share with the entire class. **No homemade treats are allowed.**

The distribution of party invitations is permissible at school only if ALL boys and/or ALL girls in the class are included. If this is not possible, invitations must be distributed away from school.

### Damaged/Lost Books or Materials

Books or school materials (including CDs and DVDs) that are lost or returned in such poor condition that they are not usable must be replaced at full value. This includes books damaged by liquids, broken or cracked spines, significantly damaged covers including edges, or markings/writings/graffiti that cannot be easily removed. This is regardless of the age of the book. Whenever possible, the book will be replaced with a used book in excellent condition and the savings will be passed on to the parent/student. Note: hard cover textbooks should have a bookcover for protection throughout the school year.

### Fundraising

All fundraising, sponsoring, and soliciting shall have the prior approval of District 24 Administration. It is the policy of the Board of Education to discourage "door-to-door" solicitation for donations and to sell fundraising items.

### Gifts

Millburn School District 24 does not encourage the monetary collections for staff gifts. Families who wish to express their appreciation might do so with a small, simple gesture of thanks. (Ref. *Ethics Act's* Gift Ban Policy 5 ILCS 430/1-1 *et seq.*)

### Lockers

Students may be assigned a corridor locker. Middle school students may secure their lockers only with locks purchased from the school office. Keeping a locker clean is the student's responsibility. A student cannot place anything on the outside of the locker. Students may not switch or share lockers without teacher permission.

It is the students' responsibility to have all the materials they need for class without having to return to their lockers. Students may need a pass from the classroom teacher to use their lockers at times other than those specified in the middle school schedule.

Students are responsible for the safekeeping of their personal property. If a loss should occur, it should be reported immediately to the homeroom teacher. Should it be necessary to bring a large sum of money or other valuables to school, the student should leave such valuables with the homeroom teacher during the school day.

Middle school students in 7th and 8th grades will be assigned a P.E. locker. Students are responsible for locking their locker. Students must not reveal their combination to fellow students. Students' lockers remain the property of the school. School personnel have the legal right to inspect any lockers at any time. (See also section entitled, "Student Rights and Responsibilities.")

**Lost and Found**

Parents must clearly label their child's personal property for identification purposes. Any articles found on school property must be taken to the Lost and Found. Small items or items of significant value, such as jewelry or eyeglasses, should be brought to the school's office.

**Lunch and Milk**

Arbor Food Management is the designated provider for the hot lunch and milk program at Millburn School District 24 for students in grades 1-8. A hot lunch calendar is sent home monthly and is available on the school's website. Lunch tickets (which includes milk) may be purchased in denominations of 5, 10, or 20. Milk tickets for 20 milks may be purchased separately.

**Millburn District 24 Education Foundation**

The Millburn District 24 Education Foundation, a not-for-profit educational foundation, is committed to enhancing the learning experiences of every child in the district. The foundation serves as a catalyst for innovation, enrichment, and educational excellence for the entire community. The foundation's governing board seeks new and different funding resources, including its biggest fundraiser, the March Madness Dinner/Auction.

The Millburn District 24 Education Foundation enables the district to expand educational opportunities to all students at all levels in each of the schools. These events enrich the lives of our children. Parents and businesses throughout the district offer support through volunteer efforts as well as monetary and in-kind donations.

**Monthly Calendar and Newsletter**

This monthly calendar lists all school activities and is sent home with the students. Refer to this publication and the website for the most current information concerning the school and its activities.

**Parent/Teacher Organization (PTO)**

Each school has a volunteer organization with a governing board of elected officials from the parent community. Opportunities for parent participation and involvement exist within the district through very active PTOs. Parents may volunteer their time for school-sponsored activities.

Through membership dues and fundraising efforts such as Scrip Program, Innisbrook, Market Day, and Book Fair, the PTOs provide funding for the various needs of each school. The PTOs hold monthly board meeting at their respective school. They publish a monthly newsletter and a school directory for its membership. Please note that paperwork is sent home annually requesting information for inclusion in the PTO directory.

**Student Information System**

For the 2007-08 school year, the Millburn District will be moving to a new student information system. The new web-based parent connection offers an easy-to-use communication tool enabling students, parents, teachers, and administrators to work together to improve student achievement. Online access to grades, homework, and attendance information makes it easy for parents and teachers to stay in closer contact on student progress.

Through the parent portal, parents can access secure student information online, including real-time attendance information, track grades and detailed assignment descriptions, school bulletins, lunch menus and even personal messages from the teacher.

**Visitors**

All visitors are required to enter through the main entrance and to sign in at the school office. At this time all visitors will be given a form of identification that must be worn where it is readily visible while in the building. Visitors must sign out of the building and exit through the main entrance. District employees may request any person entering a building or school grounds to identify him/herself and purpose. (105 ILCS 5/25-25)

The presence of a guest can be disruptive to the teacher's educational plan. It is therefore requested that all guests contact the teacher(s) involved at least one day prior to the intended visit. Animals are not allowed in the building except with prior permission from the office.

**Yearbook**

The yearbook is a pictorial and written record of the school year. The book is edited by eighth grade students and generally distributed prior to the end of the school year. The cost of the yearbook is determined by the yearly production cost. Students wishing to purchase a yearbook must order them in advance.

## STUDENT ADMISSION, REGISTRATION, & RECORDS PROCEDURES

### Age Requirements

To be eligible for kindergarten a child must be 5 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 6 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.

### Birth Certificate

According to Public Act 84-1430 we are 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.

### Home Schooled Students Transfer of Credits

The following applies to home-schooled students who meet the residency requirements:

- The building principal or his designee has the right to place the student into the appropriate grade or class.
- The building principal shall determine whether a transcript of grades earned during the time of home schooling will be accepted as grades for credit toward promotion or graduation or if the student shall be asked to demonstrate his/her abilities in each learning area by the use of examinations provided by District 24.

### Physical Examinations, Immunizations and Dental Examinations

According to Illinois law, physical examinations are required of all pupils upon their entrance into special education early childhood, kindergarten and fifth grade. Out-of-state transfer students must show evidence of current physical examinations within the past 12 months before transfer into District 24. In-state and Out-of-state transfer students must present evidence of proper immunization and physical examination requirements at the time of registration.

Evidence of immunizations following current Illinois DPH guidelines must be provided to the school office by the first week of October (or within 30 days of school entry). Students not in full compliance face exclusion until requirements are met. A list of current Illinois immunization requirements is available from the school nurse.

SPECIAL NOTE: Dental Exams – New State Law. Effective July 1, 2005, all Illinois children in kindergarten, second grade, and sixth grade will be required to have an oral health exam.

- The examination must be performed by a licensed dentist.
- Each child must present proof of an examination by a dentist prior to May 15 of the current school year. Any dental exam the child has had from May 16, 2007 to May 15, 2008 will fulfill this requirement.
- If a child's parent fails to present proof of a dental exam by May 15 of the current school year, the school may hold the child's report card until:
  - Proof of dental exam in the time frame OR
  - Proof that dental examination will take place within 60 days after the May 15 deadline.
- Parents or legal guardians who object to the dental examination on religious grounds must present the appropriate school authority a signed detailed state of objection.

### Returning Students

At the end of the school year a packet is sent to the parents of returning students with their final report card. This packet contains all the forms necessary for registering students for the following school year. Required information must be returned to the school with the payment of fees by the date indicated. If registration papers are not returned by the required date, a late fee of \$50.00 per student will be assessed.

### Residence Change Within District Boundaries

Any changes that affect the student's school records or school status must be reported to the school office immediately. Such changes include relocating within District 24.

### 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.

**Transfer Procedure**

The student is required to bring a note to the office signed by the parent indicating their new address, date of last day of attendance, and if possible, what new school he/she will be attending.

**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.

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. (NOTE: 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. Students will not receive their fourth quarter report card until all fines have been paid to the school office.

**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. At the end of the school year, a list of required items for the next school year is enclosed with the students' final report card. In addition, in the spring the PTO sends forms home to purchase for the next school year, a supply box complete with the grade appropriate items from our supply list.

**Fee Waivers**

"School Fees" as defined by Board Policy may be waived upon the request of a parent or guardian due to financial hardship. Complete information on this procedure is provided upon request to the school office.

**Free and Reduced Lunch and Milk**

Each year the state establishes family economic guidelines whereby students may qualify for free or reduced lunch and milk. These forms are available at the beginning of the school year. If you need a copy of these guidelines, a copy will be mailed to you by calling (847) 356-8331.

In accordance with Federal law and United States Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination write: Superintendent, Millburn C. C. School District 24, 18550 Millburn Road, Wadsworth, IL 60083 or USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (202) 720-5964 (voice or TDD).

**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 fifteen (15) 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:

1. To another District to which the student has transferred. In such cases, District 24 shall give prior notice and an opportunity to the parent and student to inspect and challenge the information to be transferred.
2. Pursuant to a court order. In such cases, District 24 shall notify the parents/guardians and student of the release of such information.
3. To an employee of District 24 or an employee or official of the State Board of Education with a legitimate educational or administrative interest;
4. For research, if the state Superintendent's permission has been given and no student or parent can be identified from the information released.

In cases of emergency, to protect the health or safety of the student and others and within the regulations of the State Board of Education, student records or information contained therein may be released. Under emergency circumstances, District 24 shall consider the seriousness of the threat, the need of records to meet the emergency, the ability of the person seeking the records to meet the emergency, and the importance of acting quickly.

District 24 is responsible for the acquisition, maintenance and administration of student records. It is the responsibility of the Superintendent to standardize procedures for the collection and disbursement of student records in accordance with state and federal law requirements.

While information filed in student records is accessible to the student, the student's parents/guardians, District 24 personnel and other appropriate individuals in accordance with law, much of the material is classified as confidential information. However, District 24 may release personally identifiable information regarding students in a directory. Directory information shall be limited to name, grade level, address, and phone number. Parents may request in writing within fourteen (14) days of registration that any or all of the directory information be withheld from publication.

#### **Student Records - Maintenance**

In compliance with state and federal law, District 24 shall maintain a student's permanent records which shall include: basic identifying information, academic transcripts, attendance record, accident/health reports, and information pertaining to release of this record. Additionally, the permanent record may include: honors/awards activities/athletics.

### **SPECIAL EDUCATION PROCEDURES - NOTIFICATION OF AVAILABILITY**

All copies of all Illinois State Board of Education and Federal special education regulations and amendments thereto, as well as a copy of specific Millburn C.C. School District 24 special education procedures, are maintained in the school office. This information is available for inspection upon request. The Special Services Team meets weekly to discuss the students' needs for special services. Teachers and/or parents may make appointments to attend these meetings.

#### **Child Find**

Child Find is a service of the Illinois State Board of Education and Millburn C. C. School District 24. Its purpose is to identify handicapped children between the ages of 0-5 so they can receive the help that they need.

Child Find provides an early start toward a better tomorrow by linking handicapped children with special education programs and services. If you think a child between the ages of 0-5 needs special help, free testing will be arranged. Contact the Superintendent for further information.

### **SPECIAL SCREENING SERVICES - NOTIFICATION OF AVAILABILITY**

In compliance with Millburn Board Policy and all Federal and State Rules and Regulations, the following screenings are provided:

**Vision and Hearing:** All students in grades K-8 will receive vision and hearing screenings by the Lake County Department of Health based upon their current guidelines. A notice will be sent to the parents of students requiring further follow-up. Any child may be referred for evaluation by a teacher or parent.

**Speech and Language:** All students enrolled in kindergarten will be screened for speech and language. In addition, periodic screening will be completed upon parent or teacher referral and students who need screening from the preceding

year. The parents will receive a notice of the screening results. Permission from parents will be obtained before a child will be placed in a program.

**Preschool Screening:** Parents of preschool-aged children who are at least 2 years, 9 months of age who feel their child may exhibit problems which interfere with educational progress should call District 24 office regarding evaluation.

**0-3-Year-old children:** Parents of 0-3-year-old children, who feel their children may exhibit some handicapping condition, may have the child evaluated through the Special Education District of Lake County (SEDOL). Contact District 24 regarding evaluation.

**ACADEMIC PROCEDURES, REQUIREMENTS, & ELIGIBILITY**

**Requirements**

It is the responsibility of District 24 to provide educational services for all children in grades K - 8. Special education services are available for all students between the ages of 3 and 21 who have diagnosed special needs. The school provides a readiness-screening program that is administered to all incoming kindergarten students. Upon review of the screening results with the parents, it is possible for the school to recommend an additional year of growth and development at home prior to entrance into kindergarten.

**Honor Roll Recognition**

<b>HONOR ROLL</b>	<b>GRADE POINT AVERAGE</b>
Straight A's Honor Roll	4.00
High Honor Roll	3.75-3.99
Honor Roll	3.50-3.74

Students in grades 6-8 will qualify for the appropriate honor roll as indicated above provided they do not have a grade lower than "C" on their report card. The qualifying student's name will be placed on the Honor Roll Board and they will receive recognition quarterly. New honor rolls are determined at the conclusion of each quarter.

**Grading Scale**

98%-100%	A+	88%-89%	B+	78%-79%	C+	68%-69%	D+
93%-97%	A	83%-87%	B	73%-77%	C	63%-67%	D
90%-92%	A-	80%-82%	B-	70%-72%	C-	60%-62%	D-
						59% and below	F

**Reporting to Parents**

Report cards for all students are issued quarterly. Reports will be sent home with the students. The dates for the current school term will be:

<b>First Quarter</b>	Friday, October 24	<b>Third Quarter</b>	Friday, March 27
<b>Second Quarter</b>	Friday, January 16	<b>Fourth Quarter</b>	Friday, June 5

Mid-quarter progress reports will be mailed home for all 4th - 8th grade students who are working below a "C" level or who exhibit a drastic negative change in any subject. The dates for the upcoming school term will be:

<b>First Mid-Quarter</b>	Wednesday, October 1	<b>Third Mid-Quarter</b>	Wednesday, February 25
<b>Second Mid-Quarter</b>	Wednesday, December 3	<b>Fourth Mid-Quarter</b>	Wednesday, May 6

Parent-Teacher conferences are scheduled during the school term. Teachers and parents are encouraged to request conferences as often as necessary to maintain good communication.

**Eighth Grade Graduation Requirements**

Teachers shall administer the approved marking system or other approved means of evaluating pupil progress. The teacher shall maintain the responsibility and right to determine grades and other evaluations of students within the grading policies of District 24 based upon his or her professional judgment of available criteria pertinent to any given subject area or activity for which he or she is responsible.

Only students who are in good standing for graduation will be allowed to attend the graduation dinner (Red & White or Blue & White Banquets). Determination of eligibility to attend will be made the Friday before the celebration.

To graduate eighth grade, students must complete requirements and maintain a minimum GPA of 1.75. *Ref. State Statute 105 ILCS 5/10-20.99 Illinois State Code.*

### **Academic Retention**

Decisions to promote or retain students in any classes shall be based on their academics, attendance, Illinois Standard and Assessment Test (ISAT), North West Evaluation Association's (NWEA) Measures of Academic Progress (MAP), or other testing or any other criteria established by the School Board. Students determined by District 24 to not qualify for promotion to the next higher grade shall be provided remedial assistance, which may include, but shall not be limited to, a summer bridge program of no less than 90 hours, tutorial sessions, increased or concentrated instructional time, modifications to instructional materials, and retention in grade.

To be promoted to the next grade, students in grades 4-8 must complete requirements for each course and maintain a minimum GPA of 1.75. *Ref. State Statute 105 ILCS 5/10-20.99 Illinois State Code.*

### **Other Federal Guidelines (Section 504 and Americans with Disabilities Act)**

Section 504 is an Act that prohibits discrimination against persons with a disability in any program receiving Federal financial assistance. The Act defines a person with a disability as anyone who:

1. has a mental or physical impairment that substantially limits one or more major life activity (major life activities include activities such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working);
2. has a record of such impairment; or
3. is regarded as having such an impairment.

The Americans with Disabilities Act (ADA) extends the rights and protection from discrimination to a broad spectrum of activities and employers, not just those entities that receive Federal Funds.

Although public schools must comply with both programs, the ADA incorporates the rights, remedies and procedures regarding program accessibility and facilities accessibility. This makes the ADA the primary standard in ensuring the rights of individuals with disabilities.

In order to fulfill its obligation under Section 504 and ADA, District 24 recognizes a responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a disability will knowingly be permitted in any of the program and practices in the school system.

District 24 has specific responsibilities under the Acts, which include the responsibility to identify, evaluate, and if the child is determined to be eligible under Section 504, to afford access to appropriate educational services.

If the parent or guardian disagrees with the determination made by the professional staff of District 24, he/she has a right to a hearing with an impartial hearing officer.

If there are questions, please feel free to contact the Building Principal, 504 & ADA coordinator for District 24.

### **HOMEWORK**

District 24 considers homework to be an essential part of the student's education by promoting academic success and fostering student responsibility. The amount of homework varies with the grade level and ability of the student. Homework assignments are related to that day's activities and may or may not be started in the classroom. It is recommended that a special time and place be provided for your child to do homework.

This District discourages parents or guardians from taking vacations during periods when school is in session. Such vacations may disrupt the continuity of a student's learning and create educational problems. Homework provisions will be made at the teacher's discretion and as advance notice allows.

Grade	Late Work Accepted Up To	Grade Reduction	Late Work Received After Accepted Date
FOURTH	3 Days Late	N/A	Will be given a failing grade
FIFTH	1 Day Late	15%	
	2 Days Late	20%	
	3 Days Late	25%	After 3 days, will be given a failing grade
SIXTH	3 Days Late	25%	After 3 days, will be given a failing grade
SEVENTH	1 Days Late	25%	
	2 Days Late	50%	After 3 days, will be given a failing grade
	Long-term assignments (2 weeks or longer) will not receive credit if turned in beyond the due date.		
EIGHTH (Semester 1)	1 Day Late	25%	After 1 day, will be given a failing grade
EIGHTH (Semester 2)	<b>NO LATE WORK ACCEPTED!</b>		
Long-term assignments (2 weeks or longer) will not receive credit if turned in beyond the due date.			

### **Make-Up Work**

Due to an illness or injury, if a student is unable to attend school for three or fewer days, he/she will receive make-up work upon return to school and be given an appropriate due date. For such short-term assignments, students should make arrangements with a “homework buddy” to pick up work for them. For extended emergencies/illness, a parent may call the office to request work and pick up the work the following day. As a general rule, one day extra time is allotted for each day’s absence when scheduling make-up work. **Middle School:** students who are absent are responsible for contacting the teachers of the classes missed and determining what assignments are to be made up and the time limit for having them completed. Work missed while absent and not turned in by the date required by the class teacher will be recorded as zero and so averaged in the student's quarterly grade.

### **Assignment Notebook**

Students in grades 4-8 are required to purchase and use an assignment notebook available through the school office. If student loses or destroys this assignment notebook, another one must be purchased from the school office.

### **Additional Academic Services**

We feel it is the responsibility of each student to make note of and complete his/her daily assignments in each subject area. However, should a student experience problems in this area, there are three possible remedies:

1. The student may be asked by a teacher to stay after school for additional assistance.
2. A student may request extra help from a teacher and choose to remain before or after school at the teacher’s discretion.
3. Homework Hut is a supervised after school program offered to students in grades 3-8. Participation is based on teacher recommendation. The objective of the program is to encourage homework strategies that will help students become life-long learners.

Students have on-line sources from the Millburn libraries to do research on the Internet – The World Book Online, ECSCO, and Culturegram. To access these sites go to [www.millburn24.net](http://www.millburn24.net) and click “@ Your Library” on the left side of the screen. Students can also access World Book Online, EBSC, or Culturegram from home, but the usernames and passwords are different as noted below:

In School – Username: millburn24/Password: school24    From Home – Username: millburnguest/Password: district 24

## **STUDENT ATTENDANCE & ABSENCE PROCEDURES**

### **Absence**

In the event the student is absent from school, parents are required to call their child’s school stating the reason for the absence before 10:00 A.M. Failure on the part of the parent to report the student's absence requires the school to investigate the absence by a phone call beginning at 10:00 A.M. It is the student's responsibility to make up any work missed due to absence.

In case of absence due to a communicable disease, a doctor's release will be necessary upon the student’s return.

### **Attendance**

Attendance, both punctual and regular, is important to a student's success. Regular attendance is a requirement for satisfactory schoolwork. Unfortunately, there are times when a student may not be able to attend class. The Regional Office of Education considers 15 days of absence excessive. Parents may be contacted if this amount is exceeded in regards to this matter.

Millburn District 24 follows the guidelines issued by the Illinois State Board of Education to determine instructional time missed.

<u>Grade</u>	<u>Student is tardy if:</u>	<u>Student is marked half-day absent if:</u>	<u>Student is marked full day absent if:</u>
Kindergarten	Less than 60 minutes is missed	N/A	Greater than 60 minutes is missed
Grade 1	Less than 120 minutes is missed	Greater than 120 minutes, but less than 240 minutes is missed	Greater than 240 minutes is missed
Grades 2-5	Less than 60 minutes is missed	Greater than 60 minutes but less than 210 minutes is missed	Greater than 210 minutes is missed
Grades 6-8	Less than 26 minutes is missed	Greater than 26 minutes but less than 176 minutes is missed	Greater than 176 minutes is missed

### Tardiness

Students arriving at school after the beginning of their school session must report to the school office prior to entering class. They will receive a tardy. This information will be recorded in the permanent record of the student.

### Truancy

Truancy is any absence from class or school without the knowledge or consent of the parent and teacher. Valid causes for absence are illness, observance of a religious holiday, death in the immediate family, family emergency, and includes such other situations beyond the control of the student as determined by the Board of Education, or such other circumstances which cause reasonable concern to the parent for the safety or the health of the student. "Religion" for the purposes of truancy law, includes all aspects of religious observance and practice, as well as belief. *Ref. 105 ILCS 5/26-2a.*

### Notes Required

The school requires notes from parents or guardians if your child will be:

1. walking/riding bicycle to and from school and lives within an area where busing is provided.
2. dismissed for a special reason, i.e., doctor/dental appointments, etc.
3. excused from regular physical education activity and/or athletic practice for one day. (Medical absences longer than one day must be issued by a physician.)

### Outdoor Activity Guidelines

Weather permitting, students are required to go outdoors at recess. If a child is well enough to attend school, he/she is generally well enough to participate in the entire school routine including recess. The following exceptions to the above policy will be made:

1. When a child returns to school after being absent due to illness, they will be allowed to remain indoors during recesses for one (1) day with a parent written request.
2. Other exceptions will be made only upon receipt of a doctor's note (i.e. ear infections, asthmatics, etc.)
3. Children who cannot participate in P.E. or athletic practice will not be allowed to participate in outdoor recess activity.

### Dressing for Winter

Whenever possible, we try to get the students out in the fresh air for recess. However, many are inadequately dressed for this time of year (middle school students especially). Your child **MUST** be dressed appropriately for the weather.

### Physical Education Participation

Participation in Physical Education classes is required for all children through eighth grade. If a student sustains an injury that prohibits their participation in daily class, a physician's note is required with information stating the nature of the injury and when the student may resume all or modified activity. **If only a parent's note is received, students will be required to "dress out" and participate in modified activities.**

### Pregnant Students

The School Board affirms the right of a pregnant student to continue her participation in the public school program. The expectant mother may be excused from school when, in her doctor's opinion, her physical and/or emotional well-being warrants that such measures be taken. In such instances District 24 shall provide for instruction during her period of absence from school.

The rights of a pregnant student do not exclude her responsibility for observing the student rules and regulations established by District 24 and do not exempt her from disciplinary measures imposed for breaking District rules.

## HEALTH SERVICES

First aid is given to a student in the event of injury or illness at school. It is extremely important that the school have the student's current medical history as well as information on home and emergency phone numbers, and where parent(s) are employed in the event a child needs to be sent home. Under no circumstances will a student be sent home unless a parent, guardian, or other responsible adult is at home to care for the child. If you list a person as an emergency contact with the school, please make certain that person is aware that the school may call them in case your child is injured or while at school and the parent cannot be reached.

### **Children's Illnesses**

We firmly believe that a child cannot perform adequately if ill, and exposes fellow students to possibly contagious illness. In addition, a student who returns to school too soon after an illness is unable to function up to normal capacity. Please keep your child at home if he or she has had a fever (100° or over - prior to fever reducing medications such as acetaminophen or ibuprofen) or vomiting within the previous 24 hours. Consider the following symptoms very seriously before determining whether your child should attend school:

Nausea	Red or swollen joint	Skin rash or sores	Diarrhea
Inflamed, weepy or swollen eyes	Cough	Sore throat	Headache

Parents must notify the health office if their child is diagnosed with or is carrying a contagious disease or condition. Contagious diseases or conditions include, but are not limited to all illnesses mentioned below. District 24 enforces exclusion from school until 24 hours after institution of appropriate antimicrobial treatment and symptomatic improvement for the following illnesses:

Strep throat	Impetigo	Conjunctivitis (pink eye)
Scarlet fever, rheumatic fever	Ringworm	Scabies

A written doctor's note is necessary to state that a disease is not one of the above if the appearance indicates that it could be one of the diseases.

The following illnesses also have variable degrees of exclusion. District 24 follows currently accepted exclusion recommendations of the Department of Public Health (DPH).

Chicken pox or shingles	Tuberculosis
Measles, mumps, rubella	Pertussis
Hepatitis	

Any child found to have lice is unable to attend school until all lice and nits have been removed. The child must have an examination by a qualified staff member before reentry to class.

According to Illinois law, physical examinations are required of all pupils upon their entrance into kindergarten and sixth grade. Transfer students must show evidence of having had proper immunization and physicals by a licensed physician at the time of registration.

PRESCRIPTION and NON-PRESCRIPTION MEDICATION will be kept and dispensed by the office personnel of the school ONLY upon completion of a written form by the physician. A copy of the required Request for the Administration of Medicine form is included in the back of the handbook and also are available on the website – [www.millburn24.net](http://www.millburn24.net) under “Important Links and Documents.” Prescription medication MUST be brought in the original prescription container as dispensed by the pharmacist. All containers must include child's name and instructions for dispensing. Please note that non-prescription medication includes any herbal remedies.

Medication is not to be kept in students' lockers, desks, coat pockets, etc. (Exception: if a physician has indicated on line 10 of the “Request for the Administration of Prescription Medications” that a student is advised to carry Epi-pen or inhaler with them)

We request that you keep your child home if he or she is not feeling well. The Health Office at school is NOT a walk-in clinic. The health clerks cannot diagnose illness or identify a rash. That can only be performed by your child's health care professional. We also emphasize the importance of your child eating a healthy breakfast and getting an appropriate number of hours of sleep each night.

If the Health Office contacts a parent regarding a child deemed too ill to stay at school, the parent or responsible adult should make every effort to pick-up the child in a timely manner; certainly no more than two hours. A home emergency plan should be organized in the event you would be unable to pick up your child within this time frame.

**STUDENT ACTIVITIES & ATHLETIC ELIGIBILITY**

District 24 provides students with a wide variety of opportunities to participate in activities of both an educational and recreational nature. Students participating in activities after school are expected to arrange their own transportation if an activity bus is not available. Parental encouragement and cooperation are vital to these programs.

**Athletic Academic Eligibility**

District 24 encourages the participation of all 6-8 grade students in the interscholastic athletic and cheerleading programs unless such participation impedes the student’s academic growth. The following standard of eligibility has been adopted:

Any participating student receiving an F, two D’s, or an incomplete on their report card, mid-quarter progress report, or weekly grade evaluation, shall be ineligible for participation in any interscholastic athletic activity (including cheerleading) until the grades have been removed. The grade level teams and specials teachers shall evaluate eligibility every Friday. Ineligibility will become effective on Monday of the following week. Ineligible students participating in these programs receiving notice are still expected to practice with the team.

**Athletic Participation and Student Activities Eligibility**

Every 6-8 grade student who is participating in a team sport will be required to be at practice unless excused by the coach or upon receipt of a parental signed note. If a student will not be able to attend practice, the coach should be notified prior to the scheduled practice. Unexcused absence will result in the student not participating in the next scheduled game and further may result in the student being removed from the team. Middle School students who are absent or are signed out of school after 11:30 a.m. are not allowed to participate in any practice and/or game participation, or other school-sponsored activities held after school or during the evening of the day of absence. The only exception to this rule is if a student's absence was previously excused at least 24 hours in advance of the date of the anticipated absence. On the date a detention is being served, the student will be ineligible to participate in extra-curricular functions (games, practices, Activity Nights, etc.) that start prior to 6:30 P.M.

**Rules for Leaving an Athletic Event**

When a student is leaving any away athletic event with a parent, the parent must sign the student out or provide a note with the signature of the parent. If a student is getting a ride from someone other than their parents the student needs a note with their parent’s signature giving consent to someone else to take the student home.

**Interscholastic Athletics and Cheerleading**

District 24 is a member of the Lakes Region Athletic Conference. Interscholastic athletics are open to grades 6 - 8 students and may be on a competitive basis. Yearly physicals are required. School or family insurance is also required. Eligibility rules apply to student participation. A user fee will also be charged each season to assist District 24 in purchasing uniforms, supplying equipment and coaching staff.

**Instrumental Music**

Instrumental music is open to students in grades 4 through 8. A beginning class is started in September every year. Group lessons are given at all levels. These lessons are on a rotating schedule during the school day. The band program consists of the following groups:

<b>Millburn Central</b>	<b>Millburn West</b>
Beginning Band	Beginning Band
Jazz Ensemble	Jazz Ensemble
Concert Band	Concert Band
Symphonic	

**User Fees**

Participants in all interscholastic sports and band are required to pay a user fee for each activity in which they participate. This fee must be paid prior to the first game/performance of each season/year.

BASKETBALL	\$35.00	SOCCER	\$35.00	VOLLEYBALL	\$35.00
CHEERLEADING	\$35.00	TRACK	\$35.00	WRESTLING	\$35.00
BAND	\$40.00				

**Spectators at Home Athletic Events**

Home athletic events begin at 4:00 P.M. (unless otherwise noted). Students wishing to participate as spectators must go home and return at 4:00 P.M. Students participating in an after school activity which ends at 4:00 p.m. or later may remain as a spectator to a home athletic event with written permission from a parent. If a student remains after school to serve a detention they are not eligible to remain for an athletic event unless accompanied by a parent.

**Math Team/Math Club**

Math Team is open to 6-8 graders who are interested in expanding their math knowledge and participation in competition.

**Service Council**

The Service Council is composed of three officers elected for the year in the fall, and two representatives selected per semester from each of the Middle School homerooms. The Service Council works with the Administration and faculty to foster school activities and community service. Regular meetings are held.

**Student Yearbook**

The publishing of the student yearbook is open to eighth grade students only.

**GENERAL RULES & PROCEDURES****For Your Child's Protection**

The staff has been instructed not to excuse any child without a written or personal request from the parent or guardian, nor to permit any child to leave the school premises with an unidentified person.

**Removing Child From School (During School Day)**

If you wish to take your child from school before the regular dismissal time, you must report to the office and sign the child out. The office will request your child to come to the office and you may then leave the building with your child. This procedure is followed to help ensure the safety of the children.

**Millburn Central – Special Procedures for Pick Up** At Millburn Central School, a new procedure was created beginning in January 2008 to facilitate students being picked up at dismissal. When a student is picked up from school, the adult needs to enter the foyer of the building to sign him/her out. Students will only be released when an adult (parent, guardian, or emergency contact on record) signs them out. Parents are still required to send a note in the morning to their child's teacher regarding any dismissal changes.

**Millburn West – Special Procedures for Walking, Drop Off, and Morning Supervision**

Millburn West has many students who walk to school. Crossing guards are located at several neighborhood intersections to monitor students as they cross streets to get to school. Parents should encourage their students to use these locations to cross. *If students are late to school, they will be marked tardy, and this tardy will become part of their permanent record.*

Supervision for students at Millburn West begins at 8:00 a.m. Please make sure students do not get to school before 8:00 a.m. as there is no supervision earlier than 8:00 a.m. Supervision is located at the front canopy, the playground, and the bike racks starting at 8:00 a.m. Students must report to one of these locations if they arrive to school before the doors open at 8:20 a.m. If earlier supervision is needed, please make arrangements for private child care.

Parents who plan to drop students off at Millburn West should enter the school from Independence Boulevard. There is a drop off lane that runs along the front canopy entrance. This drop off lane will work best for quick drop offs. If you need to get out of the car, park in the visitor parking lot, and walk your child to the front canopy. After students have been dropped off, drivers should proceed around the visitor's parking lot back to Independence Boulevard. Students cannot be dropped off before 8:00 a.m.

**Bicycles, Skateboards, Roller Blades, etc.**

Students living in an area serviced by school buses are not allowed to ride a bike or other wheeled vehicle to school unless they have parental permission. Bicycles should be chained and locked to racks provided on the school grounds. Any other wheeled vehicle that can fit into a student's locker should be placed there and remain there until dismissal where it is to be removed, walked off school property and then ridden home. Students who ride bicycles or other wheeled vehicles to school will assume responsibility for them. At NO time during the day may students go to the bicycle rack. Bicycles and other wheeled vehicles must be walked on school property. No motorized vehicles will be allowed by students.

**Entering Building After Recesses**

The playground supervisor will instruct students when to line up by grade level and when to enter the building. Children may only enter the building during recess with the knowledge of the supervisor.

**Dismissal**

Students must return to their classroom for announcements and bus call at the close of the school day.

**Dress Code**

Students are expected to present an appearance that does not disrupt the educational process or interfere with a positive teaching/learning climate. Dress and/or grooming which is not in accord with this policy will be considered inappropriate. Clothing which promotes alcohol, drugs, tobacco products or currently recognized gang symbols, which are racially or sexually offensive or demeaning, or which otherwise interferes with the educational process is prohibited. Hats, hoods, head coverings, and sunglasses may not be worn inside the building or on field trips unless deemed appropriate.

The dress code will be revisited as fashions change. This may include but is not limited to, the following:

- Undergarments should be covered at all times.
- Hats, head coverings, jackets, coats, gloves, and sunglasses must be stored in lockers and not worn to class or after entering the building.
- Shoes must be worn; spikes or “shoe skates” are not allowed.
- Footwear or clothing that has any features which may damage school property is not allowed.
- Students may not wear beachwear, bare midriff shirts, halters, tube tops, camisole shirts with less than 1” wide straps, short shorts or skirts (no more than 6” above the knee), pajama pants, baggy pants, long pants dragging on the ground, transparent clothing, or extremely low hip huggers.
- Students may not wear physical education clothing in other classes unless directed by the Administration.
- Students are not allowed to wear jackets or pants for physical education. Sweatshirts and sweatpants are acceptable for cooler weather.
- No garments or accessories with messages or symbols that include inappropriate language or sexual connotation may be worn at school.
- Jewelry with metal studs or chains of any kind may not be worn at school.

**Use of School Business Telephone**

Students are not allowed to use school business telephones for personal use unless an emergency situation occurs. In the event of illness or other emergencies, school personnel will contact the parent or guardian. Middle School students are not allowed to accept personal phone calls from parents (unless there is an emergency situation) on school phones. If there is not an emergency, students will be allowed to use a classroom phone under the teacher’s supervision at an appropriate time.

**Cell Phones & Other Electronic Devices**

Students are not allowed to use or have turned on any electronic signaling and cellular radio-telecommunication devices (cell phones) while in a school building during the hours of 7:30 a.m. to 4:00 p.m. and at school sponsored activities unless authorized and approved by the Administration or supervising faculty member. These restricted electronic devices include, but are not limited to, cellular telecommunication devices, personal digital assistant devices, walkie-talkies, and devices that incorporate voice or picture communication.

Electronic music devices or hand-held games may be used while riding on the school busses, but they must be placed in a backpack, jacket pocket, or purse prior to entering the building. They must remain in the student’s backpack or locker and turned off until the student is back outside at the end of the school day.

Students choosing not to abide by these guidelines will have their electronic devices confiscated and held in the administrative office until the student’s parents claim the item. The school is not responsible for lost or stolen personal possessions.

**Recess**

The playground exists for student enjoyment. For the safety and consideration of everyone, the following rules must be observed.

**Recess Rules for Grades K-5**

1. Students must always play within sight of the playground supervisor.
2. Students are not to go into the woods or leave the school grounds without the permission of the playground supervisor.
3. No bicycle riding is allowed on the school grounds. Students are to walk their bicycles from the road to the bicycle rack.
4. Students are not allowed near the bicycle rack except to park or pick up the bicycle.
5. Fighting or "play fighting" on school property will not be tolerated.
6. Students are not to play in or near the mud, water, swale, or retention pond.
7. Students are not allowed to eat, drink, or chew gum on the playground.
8. Students must use playground equipment in the manner for which it was designed which includes no standing on or running up the slide and no twisting of swings.
9. Hardballs, skateboards, hockey sticks, and remote control vehicles are not permitted.
10. Kicking or throwing of snow or slush is prohibited.
11. Students are not allowed in or near roads or busy intersections. If equipment goes into the road, the playground supervisor will retrieve it.
12. Students are not allowed to enter the building without permission. Washrooms are to be used before recess.
13. Students must be quiet when entering the building from recess.

**Recess Rules for Middle School**

1. Exit and enter building without talking. Walk on the right side of the hallway in a single file line.
2. Follow directions the first time.
3. No food, candy, beverages, or gum is allowed at recess.
4. Use equipment properly. Return equipment to bucket when finished playing.
5. No "play fighting" or fighting.
6. Use appropriate language.
7. Stay in designated areas, especially during snowy or muddy weather.
8. Line up quietly on supervisors first whistle.
9. Clean feet off before entering the building.
10. Students staying indoors are to stay seated when a Quiet Room is available (silent studying or reading). During indoor recess, once students have chosen a room they ARE NOT ALLOWED to leave the room for any reason without permission of the supervisor.

**Expected Behavior for Concerts and Programs**

It is the philosophy of District 24 that an individual's rights must be respected. To help establish this goal, appropriate audience behavior is continuously taught and stressed by the teaching staff.

Appropriate and expected behaviors include, but are not limited to the following:

1. For programs during the school day, students are to enter the gym in an orderly, single file line and are expected to sit in their assigned area.
2. For evening programs, all children, including older students, are to be seated with their parents at all times during the program.
3. Stomping of feet, whistling, or booing is not permitted at any time during a program.
4. For evening programs, children must be accompanied by an adult to the restrooms.
5. There is no talking or unwrapping of candy or food during the performance.
6. Any cell phones, pagers, watch alarms, etc. must be turned off.
7. There should no waving, shouting at students at the beginning or during the performance.
8. There should be no flash photography or walking down the aisles with a video camera.
9. It is requested that no one leave the auditorium during the performances or leave the program as soon as your child's portion of the program is over.

**Field Trips**

The use of the field trip is a valuable learning experience for the students. Field trips are part of the curriculum and part of the school day. A decision may be made by the Administration to not allow some students to go on the Springfield Trip or Outdoor Education for educational, behavioral, or safety reasons. Most field trip costs, except the cost of admission and lunch, are borne by the Board of Education. If a parent finds it impossible to pay the cost of the admittance to the field trip, the Principal should be contacted concerning this matter as soon as the field trip notice comes home. If you will be a chaperone for a school sponsored field trip, please review the "Responsibilities of Field Trip Chaperones."

**Expected Behavior of Students on Field Trips**

1. All students are expected to go on the field trip.
2. All students should dress appropriately.
3. Electronic music devices or electronic games are allowed at the discretion of the grade level or team. The teacher/school takes no responsibility for loss or damage. These items must remain on the bus during the trip.
4. Cell phones must remain in the lockers at school.
5. No gum or candy is allowed.
6. Eating is allowed at specified lunch or snack time.

**Regulations for Field Trip Chaperones**

1. Be on time.
2. Cell phone usage should be kept to emergency situations only. Your first responsibility is to care for assigned students.
3. Ask the teacher if there is anyone in your group with medical problems.
4. Review with the teacher what to do if a student gets lost.
5. Make sure that you take an accurate head count of your group every transition.
6. Do not purchase gifts, food or drinks for students without prior approval of the classroom teacher.
7. Position yourself on the bus so that you are supervising the front, middle, or back of the bus. This is to keep control of all students on the bus, not just your group. An adult should sit in the single seat in back of the bus.
8. Do not repeat things you may hear or witness that should remain confidential. If you are not sure you can check with the teacher.
9. No gum or candy is allowed.
10. Eating is allowed at specified lunch or snack time.
11. Siblings are not allowed on field trips (including overnight field trips).

**PTO Activity Nights**

Attendance at middle school Activity Nights (three for grade 6, four for grades 7 and 8) is a privilege that all students can earn by meeting the criteria set by each grade level team. A copy of the criteria will be given to the students prior to their first scheduled Millburn Night, but are also listed below for your convenience.

**Middle District 24 Activity Nights Rules**

All rules that apply to school behavior, apply to the Activity Nights (see *Student Management Code*). Added to those, you must also abide by the following:

- Activity Night is open to current Millburn District 24 middle school students only.
- Student must have current, valid Millburn I.D.
- Chaperones WILL be treated with respect.
- Do not leave the building unless you are going home.
- The only restrooms to be used are those designated. Only 2 students are allowed in restroom at a time.
- No dancing that could be considered dangerous, violent, physically inappropriate, or indecent.
- No picking up, carrying, spinning, or dragging of another student.
- No running or gymnastics.
- No throwing of any object.
- No fighting.
- No gum chewing
- School dress code applies to entire Activity Night.
- Language that is unacceptable at school is unacceptable at the Activity Nights.
- Students must be picked up at 9:00 p.m. at the northwest entrance to school. Phones are NOT available, have arrangements made prior to dropping your student off. No student may walk home at the conclusion of Activity Nights.
- No smoking, drugs, or alcohol.
- On Activity Nights, cell phones can only be used after 9:00 p.m.
- Student must have less than 4 detentions in the quarter in which the Activity Night is occurring.
- Student must not have served a suspension of any kind since the last Activity Night. This includes in-school isolation, out-of-school suspension, and bus suspensions.
- Additional rules will apply to any added activities. The students will have those rules read to them prior to those activities. The rules will be within working rules already in place in the Millburn District 24.

**Bus Procedures**

The Board of Education provides transportation to and from school for every student in District 24 who is outside the 1.5-mile radius or in a hazardous area as designated by the Illinois Department of Transportation. A Transportation Committee, consisting of all district bus drivers meets monthly to discuss safety issues, school bus discipline, and bus routes. This committee meets on the third Monday of each month during the school year at 9:00 A.M.

Bus routes will be mailed with the August Bulletin Board. Periodic schedule changes do occur. When sufficient time is available, notification will be made by memo to parents. Should you have any questions regarding this information, please contact the school and ask to speak to the Transportation Coordinator.

A "Student Bus Registration Form" must be completed for every student who will be riding a District 24 bus to and from school. No child will be permitted to ride a bus to and from school unless a form has been completed and is on file with the Transportation Department.

**Request for Transportation Change**

The information you provide on the Student Bus Registration Form is considered permanent and your child will be assigned to a bus based on the location of pick up and drop off. Changes to these arrangements will only be accepted on monthly basis received by the 25<sup>th</sup> of the month and will become effective the first school day of the following month. (Should your schedule change you must make arrangements to pick your child up at school or meet him or her at the bus stop by the caregiver. For example, if your child goes to a caregiver on a regular basis and you have a day off during the week, you must make arrangements to have your child picked up at the caregiver location or at school at the time of dismissal. *You must also make sure to contact your child's caregiver of any changes to their normal schedule which would include personal as well as school-related schedules, i.e. field trips, after-school activities, etc.*) Submitted change requests are subject to the approval by the Transportation Department. Changes will only be accepted in writing on our "Request for Transportation Change Form." For the safety of your children, we will not accommodate attempts to make changes by phone. Please request a change form in advance. One is included in the back of this handbook. We will accept this form by fax. You will be notified if the change cannot be made.

Any occasional changes to your child's daily routine must be IN WRITING, not by telephone. The best way to communicate this information is in a letter to your child's homeroom teacher sent on the day of the change. Otherwise, you may send information in writing via fax or email. **It must arrive in the office by 1:00 p.m.** Once dismissal has commenced, students will not be called off a bus because of the potentially unsafe situation.

Students must be waiting **at the BUS STOP** (not in a garage or doorway) at least 10 minutes before the designated pick up time.

Bus route numbers are posted on the window to the left of the bus door. It may not coordinate with the number painted on the bus for several reasons: dual routes, maintenance issues, or substitute bus drivers. Please always look for and refer to the route number. Please be aware that more than one District 24 school bus may enter your subdivision or drive down your street at any time.

If your child in grades K-4 misses the bus, they may not get on the bus that picks up the 5-8 students later. Other transportation arrangements must be made by a parent, neighbor, friend, or relative to drive the student to school. Also, grade 5-8 students may not ride on the earlier route unless special arrangements have been made with a teacher. The same rule applies to the end of the day: younger students may not ride on the later bus, and older students may not ride on the earlier bus.

All school rules pertaining to student conduct are applicable when riding the school busses. Review with your child the bus rules listed below. Please help enforce these rules for the safety of your child and all the children riding the bus.

**Bus Rules**

The following rules have been adopted by our Board of Education and will be adhered to by all students and drivers. Become familiar with them.

1. School bus riders, while in transit, are under the jurisdiction of the school bus driver unless the local Board of Education designated some adult to supervise the riders.
2. Help look after the safety and comfort of smaller children.
3. Stay off the road at all times while waiting for the bus.
4. Do not leave your seat while the bus is in motion.
5. Remain on the bus in the event of a road emergency until instructions are given by the driver.
6. Keep hands and head inside the bus at all times.
7. Do not throw anything out of the bus windows.
8. Loud talking, laughing, or unnecessary confusion diverts the driver's attention and could result in a serious accident and, therefore, is not allowed.
9. therefore, is not allowed.

10. Be absolutely quiet when approaching a railroad crossing.
11. Never tamper with the bus or any of its equipment.
12. Assist in keeping the bus safe and sanitary at all times.
13. No eating or gum chewing is allowed on the bus.
14. No animals are allowed on the bus.
15. Keep books, packages, coats and all other objects out of the aisle.
16. Do not leave books, lunches or other articles on the bus.
17. Be courteous to fellow pupils, and the bus driver.
18. Do not ask the driver to stop at places other than the regular bus stop; he/she is not permitted to do this except by proper authorization from a school official.
19. Observe the safety precautions at bus stops. 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.
20. If a student misses their bus after school, they must report to the office immediately.

VIOLATION of bus discipline and safety rules may be cause for suspension of bus riding privileges for a designated period of time or of privileges for the remainder of the school term. Upon the suspension of the bus riding privilege, parents are responsible for transportation to and from school.

**Note: If the administrator feels the offense was too severe for just a warning, a bus suspension will be issued or discipline will fall under the policies and procedures found in the Student Management Code.**

The procedure for a bus violation is as follows:

FIRST OFFENSE - Bus driver completes "Bus Incident Report to Parents". Administrator investigates situation and issues a bus warning, which includes a letter, mailed to parents.

SECOND or SUBSEQUENT OFFENSE – Bus driver completes "Bus Incident Report to Parents". Administrator investigates situation and issues a bus suspension for between 1-10 days. During this time the student must be driven to and from school. If during the bus suspension period the student is absent, the suspension is extended to the number of days missed. The student will hand carry the letter to the parents from the administrator with information indicating the bus violation(s) and the length of the bus suspension. Note: Upon receipt of a bus suspension, the middle school student will not be allowed to attend the next regularly scheduled middle school dance.

### **ACHIEVEMENTS & AWARDS**

#### **Anderson-Lahey Award**

This award is presented to the graduating eighth grade student in each school who has maintained the highest cumulative grade point average from grades 6-8. Grades in all subject areas, except band, are considered.

#### **Athletic Awards**

Athletic awards are presented to recognize students who participate in interscholastic sports. The coach of each respective team determines the award recipients. Any student participating in a sport for a second year will receive a letter. A student can only receive one letter during their school career and no letter will be awarded prior to seventh grade. A pin will be given for annual participation. Issuance of a pin to a student who becomes ineligible during the season is at the discretion of the coach.

#### **Band or Chorus Awards**

Awards are presented to any student who participates in band or chorus. A student can only receive one letter during their school career and no letter will be awarded prior to seventh grade. A pin will be given for annual participation. If participating in the Illinois Grade School Music Association Solo and Ensemble Contest held during the school year, awards are presented to any student who earns recognition for outstanding performance. Additional awards may be given out at the discretion of the directors.

#### **Millburn Foundation Scholarship Awards**

Scholarships are offered to former Millburn District 24 graduates who are high school seniors. The six \$1,000 scholarships are The Betsy Eckholm Memorial Scholarship, The Richard Framke Educational Scholarship, The Millburn District 24 Continuing Education Scholarship, The Millburn District 24 Athletic Scholarship, the Millburn District 24 Fine Arts Scholarship, and The James P. Menzer Leadership Scholarship.

**Presidential Academic Fitness**

District 24 participates in this national program for rewarding excellence in academic achievement and extraordinary effort. Students who meet the following criteria receive a Presidential Academic Fitness Award at the graduation ceremonies.

1. A cumulative B+ average (3.50 on a 4.0 scale) for fourth grade through the first semester of eighth grade.  
A standardized achievement test total battery score at or above the 85th percentile.

**STUDENT RIGHTS, RESPONSIBILITIES**

**STUDENT RIGHTS & RESPONSIBILITIES**

Students, as citizens of the United States, are guaranteed certain individual rights and have corresponding individual responsibilities. The concept of balancing the rights of the individual with the rights of society is as valid in the educational community as the larger community. Parents, teachers, and administrators have a responsibility, indeed a duty, to protect the rights of students while maintaining an educational atmosphere conducive to the teaching and learning process.

**Parents/Guardians have a responsibility to:**

1. Assist school staff by sharing ideas for improving student learning and preventing or resolving student discipline problems.
2. Provide supervision for the student’s health, physical and emotional well-being, and prompt and regular attendance.
3. Provide the school with honest explanations for student absences or tardiness and attend parent conferences.
4. Help enforce student compliance with school rules.
5. Provide appropriate supervision of students before and after school.
6. Review and discuss this book with students as well as other similar materials such as the school discipline plan.
7. Support the school discipline policies.

**Parents/Guardians have a right to:**

1. Receive regular official reports of the student’s academic progress and attendance.
2. Make recommendations and give input to educational planning.
3. Participate in conferences with appropriate school personnel as necessary.
4. Receive explanations from teachers for student’s grades.
5. Read all school records pertaining to their students, within appropriate guidelines.
6. Obtain further clarification on any rights referred to in this handbook.
7. Whenever possible, receive discipline information in a language they can understand.

**Students have a responsibility to:**

1. Attend school regularly, arrive on time, bring appropriate materials, and be prepared to participate in class and do homework.
2. Strive for academic growth.
3. Respect the rights, feelings and property of fellow students, parents/guardians, school personnel, visitors, guests and school neighbors.
4. Conduct themselves properly on school grounds, school buses, at bus stops, at any school-related activity, and in the classroom so as not to interfere with the right of another student to learn.
5. Follow discipline guidelines adopted by the school and District.
6. Read and understand the *Parent/Student Handbook*.
7. Report violations of school rules.

**Students have a right to:**

1. Discuss educational concerns with teachers and other school staff.
2. Receive a copy of the *Parent/Student Handbook*.
3. Receive fair discipline without discrimination.
4. Report any incidents of verbal or physical threats, menacing or abuse.
5. Access their own records within appropriate guidelines.
6. Whenever possible, receive discipline information in a language they can understand.
7. Be treated with respect and fairness.

**Due Process**

A student will have an opportunity to present his/her side of a disciplinary matter. This process guarantees that no action will be taken against a student until all facts have been presented by everyone involved and a judgment has been made. If a student is suspended, the parents shall be notified with a full statement of the reasons of suspension with a notice of their right to review. At such review, the parents of the student may appear and discuss the suspension with the Board of Education or its hearing officer.

**Search and Seizure**

School authorities are authorized to conduct area-wide, general administrative inspections of school property (e.g., searches of all student lockers) as a means of protecting the health, safety, or welfare of District 24, its employees and students, without notice to or consent of the student and without a search warrant.

In all other cases, school authorities may search a student's property when there are reasonable grounds to suspect that the search will produce evidence that the student has violated either the law or District 24's rules.

If a search conducted in accordance with this policy produces evidence that the student has violated or is violating either the law or District 24's rules, such evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, such evidence may be transferred to law enforcement authorities.

**STUDENT MANAGEMENT CODE**

It is the policy of Millburn C.C. School District 24 to maintain within the school, on school busses, and school sponsored activities outside the school, student behavior that is respectful of teachers and other adults.

District behavior expectations apply to students whenever they are:

- present in any school or on property of the School District
- at any school-sponsored activity, regardless of its location
- traveling to and from school as defined in this document

**Student's age and the intent of the act will be taken into consideration with regard to the implementation of this policy.**

Millburn District is a drug free, smoke free school community where individual rights are respected. Appropriate behavior is modeled by staff and is the expectation for students. It is felt that all students have a right to a safe environment for learning, working, playing and growing. The reason for our rules for conduct is to help ensure that this type of community atmosphere prevails. At the basis of this atmosphere is the support of the parents whose children we serve. If school and school policies are valued at home, it is likely that students will reflect their importance at school as well.

Student behavior that is deemed by the teachers or Administration to be detrimental to the orderly procedures for learning will not be tolerated. School personnel may use reasonable force as needed to protect the safety of all individuals. This policy could result in a student's suspension and/or expulsion from school.

The purpose of the Student Management Code is to ensure that all students, parents, and teachers understand the consequences of violations of school rules and the procedures to be used in dealing with any such violations.

Although the school's primary goal is education, from time to time the behavior of individual students comes into conflict with the rights of others. At these times, disciplinary actions become necessary for the benefit of that individual and the school as a whole. See Section II.

This Student Management Code lists the type of behavior that is unacceptable in the Millburn District, as well as possible consequences to be suffered for such misconduct.

The students shall be governed by this code in the school, on the school grounds, at any school activity, and on the way to and from school while on a school bus. At any time, students may be counseled by teachers or administrators regarding their behavior. Should this occur, the students will be advised as to what they should do to make their behavior acceptable.

**I. Examples of Unacceptable Behavior and/or items include but are not limited to:** (See Section II for disciplinary action.)

**Bullying** - intimidating others through words or physical actions. Acts considered to be bullying include, but are not limited to the following: taking money or other goods or services through threats, using size or influence to gain a privilege, belittling others, hurting or threatening to hurt others, and intimidating others such as taking advantage due to real or perceived superiority. See Section VII.

**In School Building Disorderly Conduct** - disorderly conduct and/or using disrespectful, profane or obscene language or gestures. Conduct and/or behavior that is disruptive to the educational process of the school.

**Cutting Class** - unexcused absence from a class.

**Disrespect/Defiance of Authority** - refusal to comply with reasonable requests of school personnel (including substitute teachers), or refusal to obey classroom and school requests.

**Elevators** – using the elevators without the approval of the administration.

**Fire Alarms** - setting the alarm under false pretenses.

**Firecrackers** - the use, possession, or sale of firecrackers or similar devices.

**Forgery, Cheating, and Plagiarism** - writing and using the signature or initials of another person. Copying work of others and submitting it as your own, or securing examination answers in a dishonest way. Consequences for this behavior will include, but not be limited to, loss of credit.

**Gang-Related Activity** - See Section VI.

**Gum Chewing** - no gum chewing is permitted on the bus to and from school, during school hours, or at school-related activities, such as school dances, field trips, etc.

**Harassment** - Physical, Verbal - statements, actions, or gestures (including profanity) directed toward or used to intimidate, demean, or injure others and/or to inflict emotional harm on others.

**Inappropriate Use of Cellular Phones, Beepers, Lasers, Pagers, etc.** (during the school day) - See section on Electronic Devices/Equipment.

**Internet Misuse or Attempt at Misuse**

**Lying**

**Object Throwing** - the throwing of any object on the school premises or on the school bus is prohibited except as a part of a supervised program.

**Physical Assault** - threatening or engaging in physical contact for the purpose of inflicting harm on another student or adult. See Section IV.

**Pornographic Materials**

**Recess Rules** - not following playground rules.

**Sexual Harassment** - any unwanted, inappropriate, unethical and unsolicited speech, gesture, or action that violates a person's privacy and has the effect of demoralizing and degrading a gender or an individual because of his/her gender. See Sections III and IV.

**Solicitation** - of money, or something of value from another person in return for protection, or in connection with a threat to inflict harm.

**Tardiness** - unexcused lateness to class

**Theft**

**Tobacco, Tobacco Products, Alcohol, and Controlled and/or Illegal Substances** - the use, possession, distribution or sale of these substances. See Section IV.

**Truancy**

**Unexcused Absence From School** - any absence that has not been both excused by a parent or legal guardian and approved by the appropriate school official.

**Weapons** - the possession, use, control, or transfer of any object or which may be used to cause bodily harm, including but not limited to a weapon as defined by Section 921 of Title 18, United States Code, to use of a weapon as defined in Section 24-1 of the Criminal Code, or to the possession or use of "look alike" weapons. See Section IV.

**Vandalism** - destruction or defacement of property - destroying or mutilating objects or materials belonging to the school, school personnel, or another person.

## **II. Disciplinary Action**

Students who exhibit any of the behaviors listed in Part I— Unacceptable Behavior - will be subjected to certain disciplinary actions. Depending upon the behavior problem of the student, circumstances of the situation, and the student's previous patterns of behavior, one or more of the following actions will be taken by school officials.

**\*The following resolution options are listed in no particular order**

### **RESOLUTION OPTIONS:**

- Informal Talk
- Restriction of Privilege: Recess/Lunch
- Parent Conference or Parent Involvement Program
- Discipline Notification or Detention
- Removal from Class
- Correction to Damaged Property
- In-School Isolation
- Saturday School
- Bus Suspension
- Out-of-School Suspension
- Expulsion

Informal Talk - an informal conference is held between the student and the teacher and/or Administration regarding the student's behavior.

Restriction of Privilege - the student is denied the opportunity to participate in a school or extracurricular activity.

Parent Conference - a conference (phone or face-to-face) is held between the parent(s) of the student and appropriate school personnel. Student may or may not be involved.

Detention - the student will be assigned to a 45-minute detention period under the supervision of a teacher/administrator and at the teacher's/administrator's convenience/schedule. Note: It will be necessary to make special arrangements for your child's transportation to and/or from school.

Removal from Class - a teacher may remove a student from the classroom for disruptive behavior and may take follow-up action at the first opportunity as deemed necessary.

Correction to damaged property - when a student has damaged school property, he/she may be asked to clean/repair property similar to what was damaged. (Example: scrubbing walls, scraping gum from furniture, picking up trash, etc.) Under the Illinois law, parents are liable for damage done to school property by their children. In any situation in which damages to school property occur, the student and/or his/her parents are required to pay for damages after due process has occurred.

In-School Isolation - the student will be informed that he/she is subject to half or more days of isolation. During this time the student will be isolated from his/her class and given class assignments to complete for credit. The student will also be isolated at lunch time and all recesses. Parents will be notified. Note: Upon receipt of a bus suspension, the middle school student will not be allowed to attend the next regularly scheduled middle school dance.

Bus Suspension - the student and his/her parent(s) are notified that the student will not be able to ride the bus for a designated period. Before the student is allowed to ride the bus, a conference may be held with the student, parents, bus driver, and Administration. Note: Upon receipt of a bus suspension, the middle school student will not be allowed to attend the next regularly scheduled middle school dance.

Out-of-School Suspension - the student is informed that he/she is subject to a suspension from one to ten days out of school. Parents will be notified by telephone and follow-up letter. Responsibility for obtaining missed assignments is the student's. All missed work will be due upon the first day of return to classes and will be credited. Note: Upon receipt of a bus suspension, the middle school student will not be allowed to attend the next regularly scheduled middle school dance.

Parent Involvement Program - as an alternative to suspension or other forms of discipline, parents may be invited in to attend class with their child for a day or two.

Expulsion - a due process disciplinary hearing is conducted by the Board of Education, which could result in a student's expulsion from school for the remainder of the school term. Possession of a weapon may result in up to a two year expulsion as outlined in the Illinois School Code.

Saturday School - the student and his/her parent(s) will be notified and arrangements will be made when students will be assigned to serve a pre-determined amount of time with a certified teacher at school on a Saturday. Saturday School may be assigned as a disciplinary action, to make up time for excessive tardiness, or to complete excessive amounts of late work.

Detention Procedure - (generally for use in grades 4 through 8)

When it becomes necessary to issue a detention, the following procedure will be followed:

- The issuing teacher will complete the detention notice in triplicate form and will immediately tear off and keep the pink copy for his/her own record.
- The student will obtain a parent signature on the yellow copy of the notice and return it to the issuing teacher on the day following the date of issue. (This will usually be the day the detention is to be served). The teacher will initial the yellow copy indicating that the student served the detention and submit it to the office. A record is kept in the office on a quarterly basis and expunged at the end of the quarter, allowing the student to start each new quarter with a "clean slate."
- Failure to return a signed detention notice will result in an automatic half day of isolation (in lieu of the detention) to be served that day and parents will be notified by the issuing teacher.
- On the date a detention is being served, the student will be ineligible to participate in extracurricular functions (games, practices, dances, etc.) if they start prior to 6:30 p.m.
- During the detention period a student may be asked to complete a packet of material, the purpose of which, is the consideration and remediation of the behavior.
- Failure to appear for a detention period will result in an automatic second detention. Also, he/she will be ineligible to participate in extracurricular functions (games, practices, dances, etc.) until the signed notice is returned and the detentions are served.

After consultation with the issuing teacher, an Administrator may shorten, reschedule, or cancel a detention when it is in the best interest of the student's safety and welfare.

In order to emphasize the serious nature of the detention, the following consequences to the accumulation of detentions will be in effect:

With the issuing of the — **4th Detention** - notification of parent and removal of privileges which may include, but is not limited to the monthly middle school dances; **5th Detention and each subsequent detention** - will convert into a half-day in-school isolation to be served the day following issuance of detention

Detentions will accumulate for a grading period only. This will afford students a chance to start with a "clean slate" at the beginning of each quarter. Detentions will not be given for lack of academic performance.

### **III. Harassment**

Defined as a pattern of actions, conduct, or remarks that are sexually suggestive or that demean or show hostility to a person (including, but not exclusive to, jokes, pranks, teasing, obscenities, obscene or rude gestures or noises, slurs, epithets, taunts, negative stereotyping, threats, blocking or physical movement, etc.). It is behavior or words that:

- Are directed at a person because of his or her gender or sex.
- Are uninvited, unwanted, and unwelcome.
- Cause a person to feel uncomfortable or offended.
- Create an environment that makes learning or working difficult.
- May be repeated or may be very offensive on a one-time basis

#### **IV. Zero Tolerance Policy**

Millburn C. C. School District 24 has a “Zero Tolerance” policy as it relates to bullying, drugs, tobacco or tobacco products, alcohol, physical assault, violence, weapons in the school, and threats of violence and harassment. Those students who possess drugs or alcohol at school, bring weapons or look-alike weapons to school, use objects to inflict injury upon others, or commit violent acts or threaten to commit violent acts:

- May be suspended from school for up to 10 days.
- May have their parents contacted about the offense and a conference scheduled.
- May be referred to the police/juvenile authorities.
- May be expelled from school for up to 2 years.

Students who are determined to be under the influence of drugs or alcohol will be excluded from school, as above, and in addition will be required to undergo a drug screening to determine eligibility to return to school to determine the appropriateness of follow up treatment.

#### **V. Penalties for Violations**

Any student who violates this policy is subject to the rules and regulations of the Board of Education of Millburn Community Consolidated School District 24, found in the Parent/Student Handbook under the section entitled, “Student Rights, Responsibilities and Management Code”, specifically in the section Out-of-School Suspension. All gang-related paraphernalia or materials will be confiscated. Out-of-school suspension states that the student is subject to a suspension from one to ten days out of school. This action will also give consideration for expulsion and a mandatory report to the police if there is a violation of the law.

#### **VI. Policy to Prohibit Gangs and Gang-Related Activities**

The Millburn Board of Education affirms its position that Millburn School District 24 shall provide an orderly place for student learning and development. By this policy, the Board of Education acts to prohibit the existence of gangs on school property or at any activity associated with or under the general guidance of school authorities. “Gang” as used in this policy shall mean two or more individuals who associate with each other primarily for criminal, disruptive and/or other activities prohibited by law and/or by District 24’s rules and regulations.

No student:

1. Shall wear, possess, use, distribute, display, or sell any clothing, jewelry, emblem, badge, symbol, sign or other things that is evidence of membership or affiliation with any gang.
2. Shall draw gang graffiti or distribute gang-related literature.
3. Shall use any speech or act in furtherance of gang activity.
4. Shall solicit others for membership in any gang.
5. Shall request any person to pay protection or otherwise act to extort any person.
6. Shall commit any other illegal act or other violation of school District policies.
7. Shall incite other persons to act with physical violence upon any other person.
8. Shall attend any activity that could be relating to gang or gang activity.

#### **VII. Bullying Policy**

Millburn School District will maintain a zero tolerance policy for bullying, which includes but is not limited to the intentional intimidation of others for any reason. If a student is caught intimidating another student through words or physical action, he or she will be reprimanded and may be suspended or expelled. A second offense can result in a suspension or expulsion.

Acts considered to be bullying include, but are not limited to:

- Taking money or other goods or services through threats.
- Using size or influence to get a better spot in line or gain some other privilege.
- Belittling others.
- Hurting or threatening to hurt others.
- Intimidating others, taking advantage because of real or imagined superiority.

**TITLE IX POLICY AND GRIEVANCE PROCEDURES**

In compliance with the Title IX Education Amendments Act of 1972, notice is hereby given that Millburn School District does not discriminate on the basis of sex in the educational programs and activities which it operates with respect to pupils or employees nor to any person seeking admission or employment. Millburn School is required not to discriminate on the basis of sex because of the provisions of Title IX, Part 86, of the Education Amendments Act of 1972.

“Pupils are guaranteed equality of educational opportunities, particularly with respect to course selection, athletics, and extra curricular activities.”

Any allegation of a violation of any part of the regulations of Title IX, Part 86 of the Education Amendments Act of 1972 prohibiting sex discrimination should be brought by the complainant to the attention of the Building Principal, Compliance Coordinator for Millburn School.

Grievance Procedure - Illinois Public Act 79-S97 Federal Educational Amendments of 1972

**ARTICLE I. Definitions**

- 1.1 Grievance: an issue that reaches Level One Procedure. This issue involves the violation, interpretation or application of any article of the aforementioned Rules and Regulations.
- 1.2 Student: any person enrolled as a student in any school and/or educational or recreational program authorized by the Millburn C. C. School District 24 Board of Education.
- 1.3 Student Representative: any individual acting on behalf of a student or students.
- 1.4 Employee: any full-time or part-time teacher, secretary, clerk, custodian, cleaner, administrator or other person receiving compensation for services rendered the Millburn C. C. School District 24 Board of Education.
- 1.5 Compliance Coordinator: the person designated by the Board of Education to coordinate efforts to comply with Sex Equity Rules and the Title IX Regulation.
- 1.6 Superintendent: the Superintendent of schools or a designated representative.

**ARTICLE II. Level One Procedure**

- 2.1 The student (or student representative) or employee who has a complaint, and is unable to solve the issue, may address the complaint in writing to the Compliance Coordinator.
- 2.2 The Coordinator's responsibility:
  - (a) investigate, within one week of receipt of a written complaint, the circumstances of the complaint;
  - (b) render a decision in writing with a copy to the Complainant within two weeks after receipt of complaint;
  - (c) provide the Complainant one week to react to the decision before it becomes final.
- 2.3 The Complainant's responsibilities:
  - (a) accept the decision, in writing, addressed to the compliance Coordinator.
  - (b) disagree with the decision, in writing, addressed to the Compliance Coordinator. A Level Two Procedure will be initiated.

**ARTICLE III. Level Two Procedure**

- 3.1 If the Complainant disagrees with the decision rendered at Level One, the Compliance Coordinator will immediately request the superintendent to review the complaint;
- 3.2 The Superintendent will schedule a meeting within one week of the receipt of the request for review. The meeting participants shall be the Complainant, the Coordinator, and the superintendent;
- 3.3 The superintendent will render a written decision within one week of the meeting. The Complainant and the Coordinator will receive copies of the decision.

Grievance decisions may be appealed to the local School Board, to the Superintendent of the Educational Service Region, and to the State Superintendent of Education.

**INTERNET ACCEPTABLE USE AGREEMENT**

## RULES AND REGULATIONS IMPLEMENTING BOARD POLICY 6:235

## “COMPUTER NETWORK AND INTERNET SAFETY, ACCESS, AND USE”

I. Scope of Rules and Regulations and School District Authority

These Rules and Regulations are promulgated pursuant to the Computer Network and Internet Safety, Access, and Use Policy (the “Policy”). These Rules and Regulations govern all use of District computers, District 24’s local and/or wide area network, and access to the Internet through District computers or District 24’s local and/or wide area network, which will be collectively referred to in these Rules and Regulations as District 24’s “computer network.”

The rights of District 24 include, but are not limited to, those set forth in the Policy and these Rules and Regulations. The Policy and these Rules and Regulations may be supplemented by additional rules, regulations, and other terms and conditions of computer network use that may be promulgated by District staff pursuant to the Policy or these Rules and Regulations.

II. Obtaining Authorization to Use Computer NetworkA. Authorized Users

Authorized users of the computer network include students, teachers, administrators, other employees of District 24, and Board of Education members who hold a valid Computer Network Identification Card (Exhibit 1) and whose computer network privileges are not suspended or revoked.

B. Students

A student must submit properly signed copies of the Student’s Authorization for Computer Network Access (Exhibit 2, the “student authorization”) and the Parental Authorization for Student’s Computer Network Access (Exhibit 3, the “parental authorization”). Copies of these authorizations shall be kept at the school, which the student attends.

Unless a student’s computer network privileges have been suspended or revoked, the student and parental authorizations and student Computer Network Identification Cards will be valid so long as the student attends the school which the student was attending when the Card was issued. If a student’s computer network privileges are suspended or revoked, newly signed copies of the student and parental authorizations must be submitted before the student’s access privileges are restored. Newly signed student and parental authorizations must also be submitted each time the student enters into a new District school.

Any violation of the terms of these Authorizations, of the Policy, of these Rules and Regulations, or of additional rules, regulations, or other terms and conditions of computer network access promulgated by the Superintendent or Building Principals will result in the suspension or revocation of computer network privileges, disciplinary action, and/or appropriate legal action.

C. Teachers and Other Non-Students

Teachers and other non-students must submit a signed copy of the Teacher and Non-Student Authorization for Computer Network and Internet Access (Exhibit 4, the “Non-Student Authorization”).

Unless a teacher’s or other non-student’s computer network privileges have been suspended or revoked, this authorization will be valid so long as the user remains an employee of District 24 or a member of the Board of Education. If a teacher’s or other non-student’s computer network privileges are suspended or revoked, the user must submit a newly-signed Non-Student Authorization before the user’s access privileges are restored.

Any violation of the terms of this Authorization, of the Policy, of these Rules and Regulations, or of additional rules, regulations, or other terms or conditions of computer network access promulgated by the Superintendent or Building Principals will result in the suspension or revocation of computer network privileges, disciplinary action, and/or appropriate legal action.

### III. Use of Computer Network

#### A. Acceptable Use

Access to District 24 computer network must be for bona fide educational or research purposes consistent with District 24's educational mission. Access also must comply with the Policy, these Rules and Regulations, other rules, regulations or other terms or conditions of computer network access promulgated the Superintendent or Building Principals, and all other disciplinary policies and regulations necessary for the safety and pedagogical concerns of District 24.

#### B. Unacceptable Use

Any use which disrupts the proper and orderly operation and discipline of schools in District 24; threatens the integrity or efficient operation of District 24 computer network; violates the rights of others; is socially inappropriate or inappropriate for a student's age or maturity level; is primarily intended as an immediate solicitation of funds; is illegal or for illegal purposes of any kind; or constitutes gross disobedience or misconduct is an unacceptable use. Use of District 24 computer network for any unacceptable use will result in the suspension or revocation of computer network privileges, disciplinary action, and/or appropriate legal action.

Unacceptable uses of District 24's computer network specifically include, **but are not limited to**, the following:

1. Taking any steps which threaten, or which may reasonably be interpreted to threaten, any person, group of persons, building, or property with harm, regardless of whether the user intends to carry out such threat.
2. Compromising the privacy or safety of other individuals by disclosing personal addresses, telephone numbers, or other personal identifying information.
3. Accessing, using or possessing any material in a manner that constitutes or furthers fraud (including academic fraud), libel, slander, plagiarism, forgery, or a violation of copyright or other intellectual property right.
4. Using the computer network for commercial, private, or personal financial gain, including gambling.
5. Deliberately accessing, creating, displaying, transmitting, or otherwise possessing or disseminating material which contains pornography, obscenity, or sexually explicit, pervasively lewd and vulgar, or indecent or inappropriate language, text, sounds, or visual depictions.
6. Accessing any external computer, computer system, or computer account (including external e-mail accounts) not maintained by District 24, whether or not the user is an authorized user of such external computer, computer system, or computer account.
7. Creating or forwarding chain letters, "spam," or other unsolicited or unwanted messages.
8. Creating or sending e-mail or other communications which purport to come from another individual (commonly known as "spoofing"), or otherwise assuming an anonymous or false identity in communicating with other individuals, businesses, or organizations.
9. Modifying, disabling, compromising, or otherwise circumventing any anti-virus, user authentication, or other security feature maintained on District 24 network or on any external computer, computer system, or computer account.
10. Using or accessing another user's computer network account or password, with or without consent from that user.
11. Disclosing any computer network password (including your own) to any other individual.
12. Downloading or installing text files, images, or other files or software to District 24's computer network without prior permission from the Superintendent, Building Principal, or their designees.
13. Creating or deliberately downloading, uploading, or forwarding any computer virus, or otherwise attempting to modify, destroy, or corrupt computer files maintained by any individual on any computer.
14. Participating in, or subscribing to, mailing lists, newsgroups, chat services, electronic bulletin boards, or any other association or service which would cause a large number of e-mails or other electronic messages to be sent to District 24's computer network.
15. Using encryption software or otherwise encoding or password-protecting any file which is created with, sent to, received by, or stored on District 24's computer network.
16. Any student use of the Internet, which is not stated as an intended use on the Internet Use Form submitted by the student (see Section IV.B below).
17. Attempting to commit any action, which would constitute an unacceptable use if accomplished successfully.

#### IV. Student Use of the Internet

##### A. Internet Safety

District 24's primary concern in maintaining Internet access is that student safety and security not be compromised at any time. Some of the most effective safety measures can only be implemented by students themselves. District 24 encourages parents and guardians to discuss the following safety concerns with their students:

1. Students should not give out such personal information as their name, age, home address, telephone number(s), photograph, their parents' or guardians' work address or telephone number, or the name or location of the school over the Internet or through e-mail. Students should not give out such personal information about other individuals over the Internet or through e-mail.
2. Students should immediately inform their parents, guardians, or a member of District staff if they come across any information on the Internet or in an e-mail that makes them feel uncomfortable. Students should not respond to any e-mail or other message, which makes them feel uncomfortable.
3. Students should never agree to meet someone in person whom they have "met" online without parental knowledge, permission, and supervision.
4. Students should never agree to send or accept any item to or from a person whom they have "met" online without parental knowledge, permission, and supervision.

##### B. Internet Use Form

Students must submit an Internet Use Form (Exhibit 5) to the supervising teacher or staff member before accessing the Internet through District 24's computer network. The supervising teacher or staff member will confirm that the intended use stated on the Internet Use Form is an acceptable use as defined in these Rules and Regulations. The student's actual use of the Internet must comply with the use stated on the Internet Use Form submitted by the student.

#### V. Downloads

Users may only download text files, images, or other files or software obtained through the Internet, e-mail, file transfer protocol (ftp), or other means of file sharing with the permission of the Superintendent, Building Principal, or their designees. Users must scan all such files with virus detection software before installing, executing, or copying such files onto a District computer.

#### VI. Privacy

Any electronic communications or files created on, stored on, or sent to, from, or via the computer network are the property of District 24. Consequently, users do not have any expectation of privacy with respect to such messages and files. Users should remember that such messages and files can be recovered from the computer network's back-up system even after they have been deleted from a user's individual account.

The Superintendent, Building Principals, and/or their designees may access and review such messages and files when necessary to maintain the integrity and efficient operation of the computer network; to monitor compliance with the Policy, these Rules and Regulations, and all other rules, regulations, or other terms or conditions of computer network access promulgated by the Superintendent or Building Principals; and to further all other educational, safety and pedagogical concerns of District 24. District 24 also reserves the right to intercept, access, and disclose to appropriate authorities all information created with, sent to, received by, or stored on the computer network at any time, with or without user notice. Use of District 24's computer network to create, store, send, receive, view, or access any electronic communication or other file constitutes consent by the user for District 24 to access and review such files consistent with this paragraph.

#### VII. Technology Protection Measures

Consistent with District 24's legitimate educational and pedagogical concerns, District 24 shall implement technology protection measures, which may include filtering and/or blocking software, on every District computer, which has access to the Internet. Such technology protection measures shall be implemented in the best manner practicable to prevent access to any material, including visual depictions, which is obscene; which constitutes pornography, including child pornography; or which, with respect to use of computers by minors, would be harmful to minors. The Superintendent, Building Principals, or their designees may disable the technology protection measure on an individual computer during use by non-student adults to enable access to material needed for bona fide research or other lawful purpose.

District 24 shall monitor the use of the computer network by students and any other minor users in order to ensure compliance with the Policy, these Rules and Regulations, other rules, regulations or other terms or conditions of computer network access promulgated the Superintendent or Building Principals, and other disciplinary policies and regulations necessary to further the educational, safety, and pedagogical concerns of District 24.

VIII. Security

The security and integrity of District 24's computer network is a high priority. Users are to keep their account and password secure and confidential at all times. If a user believes at any time that he or she has identified a security gap, weakness, or breach on District 24's computer network or on the Internet, the user must notify a District staff member immediately. The user may not exploit the gap, weakness, or breach, and the user may not inform any other individuals of it. Any user who violates this security policy may be subject to a suspension or revocation of computer network privileges, disciplinary action, and/or appropriate legal action.

IX. No Warranties

- A. District 24 makes no warranties of any kind, whether express or implied, for the service of providing computer network access to its users, and bears no responsibility for the accuracy or quality of information or services obtained from the computer network or any loss of data suffered in connection with use of the computer network. District 24 will not be responsible for any damages any user suffers, including loss of data resulting from delays, non-deliveries, missed deliveries, or service interruptions caused by users' errors, omissions, or negligence. Use of any information obtained from the computer network is at the user's own risk. District 24 specifically denies any responsibility for the accuracy or quality of information obtained through the computer network.
- B. District 24 assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, and/or equipment or line costs, relating to, or arising out of, an individual user's use of the computer network.
- C. District 24 has acted in good faith and in a reasonable manner in selecting and implementing filtering software, blocking software, and other technology protection measures to prevent access to material which is obscene, pornographic, or, with respect to use of computers by minors, harmful to minors. Nevertheless, by using District 24's computer network, users acknowledge that such technology measures do not prevent access to all prohibited material, and may prevent access to non-prohibited material. District 24 assumes no responsibility for access gained or denied by the technology protection measures that have been implemented.

X. Indemnification

The user agrees to indemnify District 24 for any losses, costs, damages, charges or fees, including, but not limited to, telephone charges, long-distance charges, per-minute surcharges, equipment or line costs, or attorney fees, incurred by District 24 and relating to, or arising out of the user's use of District 24's computer network or any violation by the user of the Policy, these Rules and Regulations, or other rules, regulations or other terms or conditions of computer network access promulgated by the Superintendent or Building Principals.

XI. Cooperation with Investigations

District 24 reserves the right to participate and cooperate fully in any investigation requested or undertaken by either law enforcement authorities or a party alleging to have been harmed by the use of District 24 computer network. Evidence of illegal activity may be reported or turned over to appropriate authorities.

XII. Enforcement

The failure of any user to abide by the Policy, these Rules and Regulations, or other rules, regulations or other terms or conditions of computer network access promulgated by the Superintendent or Building Principals will result in the suspension or revocation of the user's computer network privileges, disciplinary action, and/or appropriate legal action. Computer network privileges may be suspended or revoked by the Superintendent or Building Principal. Disciplinary measures, if any, will be considered and imposed consistent with District discipline policies.

XIII. Policy Modifications

The Board of Education may modify the terms and conditions of use and/or the provisions of this Policy and its implementing Rules and Regulations at any time. The Superintendent or Building Principals may also promulgate additional rules, regulations, or other terms or conditions of computer network access as may be necessary to ensure the safe, proper, and efficient operation of the computer network and the individual District schools. Notice of any such modifications or additional rules, regulations, or other terms of conditions of access shall be promptly communicated to all authorized users, including by posting such modifications on the computer network or in a conspicuous place at access locations. Use of the computer network constitutes acceptance of the terms of the Policy, these Rules and Regulations, and any additional rules, regulations, or other terms or conditions of computer network access, which may have been promulgated by the Superintendent, Building Principals, or their designees.

## SCHOOL HOURS

### **Millburn CENTRAL Hours**

Early Childhood A.M.	8:10 a.m. – 10:40 a.m.
Early Childhood P.M.	12:05 p.m. – 2:40 p.m.
Kindergarten A.M.	8:15 a.m. – 11:00 a.m.
Kindergarten P.M.	12:00 p.m. – 2:45 p.m.
Grades 1-4	8:15 a.m. – 2:45 p.m.
Grades 5-8	8:45 a.m. – 3:15 p.m.

### **Millburn WEST Hours**

Kindergarten A.M.	8:30 a.m. – 11:15 a.m.
Kindergarten P.M.	12:15 p.m. – 3:00 p.m.
Grades 1-8	8:30 a.m. – 3:00 p.m.

**CHILDREN CANNOT ENTER A SCHOOL BUILDING MORE THAN 10 MINUTES PRIOR TO THE START OF THEIR SCHOOL DAY AND CANNOT BE LEFT AT SCHOOL PAST THEIR DISMISSAL TIME!**

This creates a supervision problem at a time when teachers and staff are involved in meetings, conferencing with parents, and/or putting the finishing touches on the day's plans.

**STUDENTS ARE EXPECTED TO BE IN THEIR CLASSROOMS READY TO START THE SCHOOL DAY AT THEIR ASSIGNED START TIME.** Building doors open 10 minutes prior to the start of the day. This allows students time to walk to their classroom, drop off items at their locker, and be in their seats at the assigned start time.