

## Overview of Changes for 2017-18 Parent/Student Handbook

Changes to the handbook are based on meetings of the Handbook Advisory Committee held on July 25 and 26, organized and directed by Jake Jorgenson, Principal, MMS and attended by parents, students, staff, and administration.

Changes are highlighted on pages:

2 - BOE and EAV

16 - Homework

24 - Cell Phones & Other Electronic Devices

25 - Activity Night Rules

27 - Bus Rules (the same language as on page 24 about cell phones was added).

30-35 - Student Behavior; Prevention of and Response to Bullying, Intimidation, and Harrassment

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

### □ PARENT/STUDENT HANDBOOK

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

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

# 2017-18

# Parent/Student Handbook



**Millburn Elementary School**  
18550 Millburn Road  
Wadsworth, IL 60083  
847-356-8331  
**Millburn Middle School**  
640 Freedom Way  
Lindenhurst, IL 60046  
847-245-1600

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

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□ 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 on the district website at [www.millburn24.net](http://www.millburn24.net) under “School Board.”

(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 precious.

District Offices including the Superintendent, Business Offices, Special Services and Technology Offices are located at:  
18550 Millburn Road, Wadsworth, IL 60083      Phone: 847-356-8331

Web Site: [www.millburn24.net](http://www.millburn24.net)

Dr. Jason Lind, Superintendent of Schools  
Dr. Stephen Johns, Business Manager/CSBO  
Ms. Joanne Rathunde, Director of Technology  
Ms. Elizabeth Keefe, Director of Special Services

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Mr. Adam Rowlands, Assistant Principal, MES and MMS

Ms. Nancy Stream, Gifted Education 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 second and fourth Monday of each month alternating between the two school buildings (see website calendar). Any additional and special meetings of the Board of Education will be advertised and posted in the school building as required by law. Part of each Board of Education meeting is devoted to "Public Comments," a section of the agenda where you may address the Board with general concerns regarding District 24. Specific concerns regarding a child or employee will be addressed in closed session only. To address the Board in closed session, arrangements should be made with the Superintendent and Board President at least one week prior to the regular meeting.

**Carissa Casbon LaTourette, President**  
**Casandra Slade, Vice President**  
**Denise Ide, Member**

**Jim Guziak, Member**  
**Brendan Murphy, Member**  
**Maggie Wentzell, 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

2006	273,522,605
2007	287,345,846
2008	295,596,148
2009	295,460,340
2010	282,912,210
2011	253,776,843
2012	230,452,304
2013	212,557,834
2014	204,195,002
2015	215,699,157
<b>2016</b>	<b>\$224,408,790</b>

### FACTS ABOUT MILLBURN SCHOOL DISTRICT 24

*(As of June 10, 2017)*

Early Childhood through Eighth Grade

15.5 Square Mile Area

1,193 Students enrolled

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

Licensed Personnel 100 full-time, 4 part-time

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



# MISSION STATEMENT

Millburn Community Consolidated School District #24 exists to create a culture of learning that inspires and empowers students to enrich our community.

Adopted by BOE 8/24/15

## OUR PHILOSOPHY

### Positive Behavioral Interventions and Support (PBIS)

#### What is PBIS?

PBIS is a proactive, organized and data-driven system of interventions, strategies, and supports that positively impact the creation and maintenance of safe and effective learning environments in schools, and ensures that all students have the social/emotional skills needed to ensure their success at school and beyond.

The PBIS Universal Team at Millburn School District 24 has determined our goal is to provide a positive, safe, healthy, nurturing, and respectful environment in which all students have the opportunity to become productive members of society. We will provide this through the implementation of PBIS, which promotes the following:

1. Development of clearly defined and consistent student expectations and accountabilities. Do your PART: Prepared And Respectful Together for self and others.
2. Communication and collaboration between administration, staff, families and community.
3. Maintenance of an open-ended flexible approach through the use of a data-driven informational system.
4. Educationally sound methods that foster student character, safety, academic excellence and individual citizenship.

Beginning in the 2013-14 school year, a program called “Check In/Check Out” was implemented. This is a Tier 2 intervention that provides an individualized opportunity for students who need extra behavioral support. Students who are a part of the program check in with an adult “coach” in the morning before school starts and check out with the same “coach” in the afternoon right before they go home. This will provide an opportunity for students to build a positive relationship with other adults in the building.

For more information on PBIS, please visit the following websites:

Millburn Website – [www.millburn24.net](http://www.millburn24.net)

FirstClass – PBIS Green Apple site

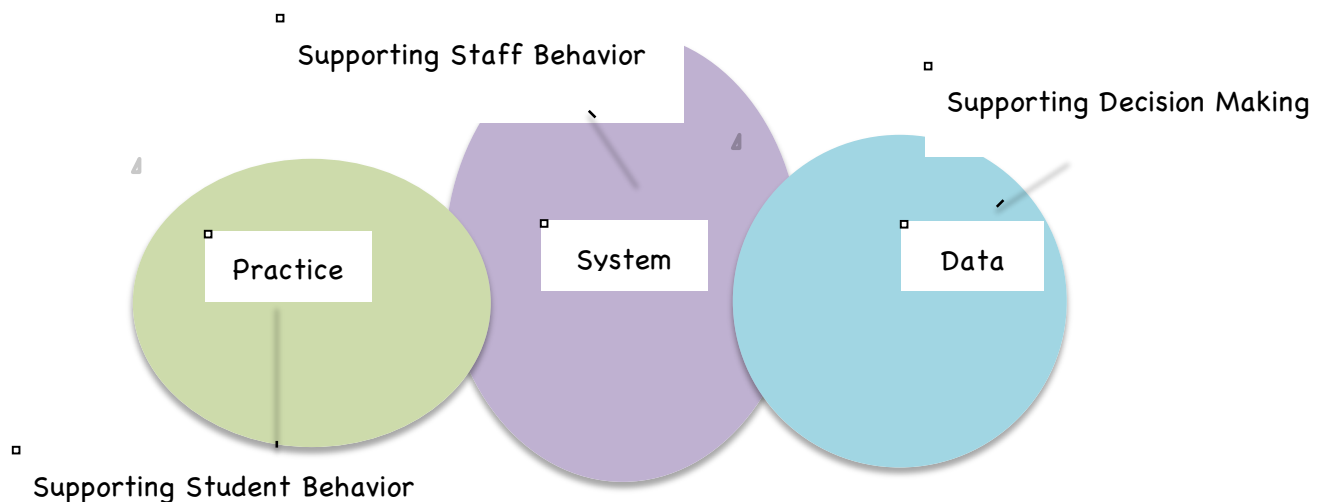
Illinois PBIS Network

OSEP Center on PBIS

School Wide Information System – SWIS Data Collection

Illinois State Board of Education Special Programs

### PBIS Support Systems



## **Love and Logic©**

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).

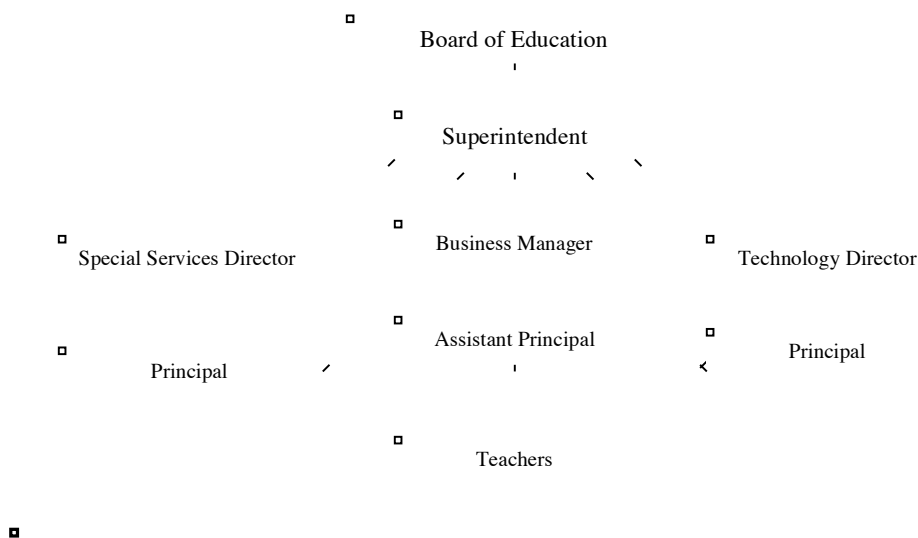
## **DISTRICT ORGANIZATION**

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:**

- LINK #1:** Contact the Teacher, Bus Driver, or other Employee closest to the situation  
**LINK #2:** Contact the Building Principal or Assistant Principal  
**LINK #3:** Contact the Superintendent  
**LINK #4:** 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 accepted educational 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. The 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.

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

The mission of the Millburn 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 grades 3-8 students can consistently access learning opportunities that are challenging, systematic, and continuous based on learning profile, readiness and student interest.

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, pullout programs, replacement programs, and enrichment programs. For further information contact the Gifted Education Coordinator for Millburn District 24.

### Sex Education Instruction

Students will not be required to take or participate in any class or course in comprehensive sex education if his or her parent or guardian submits a written objection. The parent or guardian’s decision will not be the reason for any student discipline, including suspension or expulsion. Nothing in this section prohibits instruction in sanitation, hygiene or traditional courses in biology.

Parents or guardians may examine the instructional materials to be used in any district sex education class or course.

### Standardized Testing

Students and parents/guardians should be aware that students in grades kindergarten through eighth grade will take standardized tests. Parents are encouraged to cooperate in preparing students for the standardized testing, because the quality of the education the school can provide is partially dependent upon the school’s ability to continue to prove its success in the state’s standardized tests. Parents can assist their students achieve their best performance by doing the following:

1. Encourage students to work hard and study throughout the year;
2. Ensure students get a good night’s sleep the night before exams;
3. Ensure students eat well the morning of the exam, particularly ensuring they eat sufficient protein;
4. Remind and emphasize for students the importance of good performance on standardized testing;
5. Ensure students are on time and prepared for tests, with appropriate materials, including number 2 pencils;
6. Teach students the importance of honesty and ethics during the performance of these and other tests;
7. Encourage students to relax on testing day.

The dates for testing are listed on the school calendar. Please avoid scheduling any non-emergency medical, dental, or other types of appointments at this time.

## EMERGENCY PROCEDURES

### Bus Evacuation Drills

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

### Emergency Management Drills

Practice drills will be held to ensure the preparedness of students to act promptly and appropriately in the event of an emergency. The School Safety Plan is available in each building's office.

### Fire Drills

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

### Emergency School Closing

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

### SchoolMessenger – Automated Voice and Email System

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

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

## GENERAL INFORMATION

### Accommodating Individuals with Disabilities

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

### Celebrations, Birthdays, and Special Occasions

A classroom celebration is held for Halloween and Valentine's Day for students through grade 5. These celebrations are planned by the classroom teacher and parent volunteers. Please note: The sending of flowers, balloons, professional clowns, etc. to school for any special occasion is prohibited.

Your child's birthday is an exciting event for you and for them. School can help promote a positive learning environment by providing healthy celebrations that shift the focus from the food to the child. Please know that all teachers have a special way of celebrating birthdays in their classroom. Healthy celebrations are an important part of providing a healthy school environment. They promote positive lifestyle choices and reduce student risks and improve learning.

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. No treat bags!

In order to continue our approach to healthy eating, we have adopted a non-edible approach to celebrating birthdays.

**\*\* This means food is not accepted in the classrooms to celebrate a birthday \*\***

Listed below are some possible ways we look forward to celebrating with your child here at school:

- **Come Read a Book to the Class:** We welcome parents, grandparents, other family members or special friends to visit the classroom and read a book to the class. Please contact your child's teacher prior to the birthday to arrange a time that will work for you both.
- **A Gift for the Classroom:** Purchase a gift for the classroom, wrap it and the teacher will have your child unwrap the gift and share it with the class. Some ideas include: board game, card game, puzzle, book, or something on the teacher's "wish-list." You may contact the teacher for other suggestions too.
- **Non-Edible Items:** Send in non-edible items such as pencils, erasers, stickers, little puzzles, books, small notebooks, small pencil sharpeners, yo-yos, or bubbles. Please contact your child's teacher ahead of time to let him/her know your idea.
- **Favorite Book:** Have your child bring in his/her favorite book to share with the class. Your child or the teacher can read it. Please contact your teacher ahead of time to make arrangements.

### **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. It is strongly suggested that students cover their books throughout the school year. Book damage will be assessed at the end of the school year. Specific subjects may require books to be covered.

### **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. Keeping a locker clean is the student's responsibility. A student cannot place anything on the outside of the locker without teacher permission. **ONLY MAGNETS CAN BE USED FOR LOCKER DISPLAYS.** Students may not switch or share lockers without teacher permission. School personnel have the legal right to inspect any lockers at any time. (See also section entitled, "Student Rights and Responsibilities"). It is the students' responsibility to have all the materials they need for class without having to return to their lockers.

Students are responsible for the safekeeping of their personal property. All items should be stored in their locker with the locker door closed. 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.

### **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. Periodically, items from the Lost and Found are displayed for students and parents to claim. 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 contracted provider for the hot lunch and milk program at Millburn School District 24 for students in grades Kindergarten-8. A hot lunch calendar is posted monthly on the district 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. Order forms are available on the district website or a purchase may be made by credit card using RevTrak.

### **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, Weekly Newsletter and Virtual Backpack**

This monthly calendar lists all school activities and is available via [www.millburn24.net](http://www.millburn24.net) by clicking on the appropriate school. Refer to this publication and the website for the most current information concerning the school and its activities. Principals send weekly emails with links to the newsletter, the calendar, and virtual backpack.

### **Parent/Teacher Organization (PTO)**

The Millburn PTO is 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 a very active PTO. Parents may volunteer their time for school-sponsored activities.

Through membership dues and fundraising efforts the PTO provides funding for the various needs of each school. Regular board meetings are held. Information is posted on their website and a school directory for its membership is provided.

### **Pesticide Application Notice**

Before pesticides are used on District premises, the Superintendent or designee shall notify employees and parents/guardians of students as required by the Structural Pest Control Act, 225 ILCS 235/, and the Lawn Care Products Application and Notice Act, 415 ILCS 65/. (Reference Board Policy 4:160).

### **Sex Offender and Violent Offender Community Notification Laws**

State law requires that all school districts provide parents/guardians with information about sex offenders and violent offenders against youth.

You may find the Illinois Sex Offender Registry on the Illinois State Police's website at: <http://www.isp.state.il.us/sor/>.

You may find the Illinois Statewide Child Murderer and Violent Offender Against Youth Registry on the Illinois State Police's website at: <http://www.isp.state.il.us/cmvo/>.

### **Student Information System**

The web-based student information system (PowerSchool) has a parent connection, which 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, grade tracking and detailed assignment descriptions, school bulletins, lunch menus, and messages from the teacher. PARENTS AND STUDENTS ARE HIGHLY ENCOURAGED TO CHECK POWERSCHOOL ON A REGULAR BASIS.

**Video Recording Devices** - Board Policy 7:220 Bus Conduct, 7:340 Student Records, 5:130 Responsibilities Concerning Internal Information, Illinois State Code 720/ILCS 5/14-3(m)

Video recording devices have been added to the exterior of each school building, several interior hallways, and school buses. Children may be video recorded when they are riding a bus, or if they are in a location at school that contains a camera. The addition of cameras will enhance the ability of the administration to maintain student safety. Video recordings will be viewed when there is an educational purpose for viewing them. The video recordings are not public information and will be subject to the school code regulations. Student safety is our primary concern, and student right to privacy will be carefully guarded according to federal Family Educational Rights and Privacy Act (FERPA). Please refer to the BOE policies below for more details. Video may also be used when students are not present when there are incidents of vandalism, to determine snowfall amounts, alarm triggers, or other reasons not involving students.

## Visitors To, and Conduct On, School Property

The following definitions apply to this policy:

**School property** - School buildings and grounds, all District buildings and grounds, vehicles used for school purposes, and any location used for a School Board meeting, school athletic event, or other school-sponsored event.

**Visitor** - Any person other than an enrolled student or District employee.

All visitors to school property are “buzzed in” to the office area. All visitors are required to report to the Building Principal’s office and receive permission to remain on school property. All visitors must sign a visitors’ log and wear a visitor’s sticker. When leaving the school, visitors must sign out. On those occasions when large groups of parents and friends are invited onto school property, visitors are not required to sign in, but must follow school officials’ instructions. Persons on school property without permission will be directed to leave and may be subject to criminal prosecution.

In an effort to maintain the safety procedures we have established and to keep classroom interruptions to a minimum, we need your cooperation. If you are assigned to help in a classroom and you have signed in and received a sticker from the office, please go directly to the area where you will be helping. Do not stop in at another child’s classroom or engage the teacher in conversation. Appointments can be made by written note, phone message, or email.

If you find that you are in the building later than you planned and there are different dismissal instructions for your child, you must report to the office so these instructions can be relayed to your child, your child’s teacher, and bus driver.

Any person wishing to confer with a staff member should contact that staff member by telephone or email to make an appointment. Conferences with teachers are scheduled during the teacher’s school day.

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.

Requests to access a school building, facility, and/or educational program, or to interview personnel or a student for purposes of assessing the student’s special education needs, should be made at the appropriate building. Access shall be facilitated according to guidelines from the Superintendent or designee.

The School District expects mutual respect, civility, and orderly conduct among all people on school property or at a school event. No person on school property or at a school event (including visitors, students, and employees) shall:

1. Strike, injure, threaten, harass, or intimidate a staff member, a Board member, sports official or coach, or any other person;
2. Behave in an unsportsmanlike manner, or use vulgar or obscene language;
3. Possess a weapon, any object that can reasonably be considered a weapon or looks like a weapon, or any dangerous device;
4. Damage or threaten to damage another’s property;
5. Damage or deface school property;
6. Violate any Illinois law, or town or county ordinance;
7. Smoke or use tobacco products; nicotine inhalants, or electronic or e-cigarettes;
8. Consume, possess, distribute, or be under the influence of alcoholic beverages or illegal drugs;
9. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using personal electronic devices in a disruptive manner);
10. Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the Board;
11. Operate a motor vehicle: (a) in a risky manner, (b) in excess of 20 miles per hour, or (c) in violation of an authorized District employee’s directive;
12. Engage in any risky behavior, including roller-blading, roller-skating, or skateboarding;
13. Violate other District policies or regulations, or a directive from an authorized security officer or District employee;
14. Engage in any conduct that interferes with, disrupts, or adversely affects the District or a School function; or
15. Video or audio recording shall not be done without administrator/teacher knowledge and approval

### Enforcement

Any staff member may request identification from any person on school property; refusal to provide such information is a criminal act. The Building Principal or designee shall seek the immediate removal of any person who refuses to provide requested identification.

Any person who engages in conduct prohibited by this policy may be ejected from school property. The person is also subject to being denied admission to school events or meetings for up to one calendar year.

### Procedures to Deny Future Admission to School Events or Meetings

Before any person may be denied admission to school events or meetings as provided in this policy, the person has a right to a hearing before the Board. The Superintendent may refuse the person admission pending such hearing. The Superintendent or designee must provide the person with a hearing notice, delivered or sent by certified mail with return receipt requested, at least 10 days before the Board hearing date. The hearing notice must contain:

1. The date, time, and place of the Board hearing;
2. A description of the prohibited conduct;
3. The proposed time period that admission to school events will be denied; and
4. Instructions on how to waive a hearing.

### Yearbook

The yearbook is a pictorial and written record of the school year. The middle school yearbook is edited by eighth grade students and a sponsor. The elementary school yearbook is edited by a sponsor. The cost of the yearbook is determined by the yearly production cost. Students wishing to purchase a yearbook must order them in advance. The yearbook is generally distributed prior to the end of the school year. If there are any outstanding school fees or forms (such as lunch IOUs, book fines, missing medical information, etc.), the yearbook will be held until the fees are paid or missing records are supplied.

### Yearbook Signing – Student Responsibility

Students who vandalize another student's yearbook, write inappropriate language, or draw inappropriate pictures, will be held financially responsible for replacing that damaged yearbook.



## **STUDENT ADMISSION, REGISTRATION, & RECORDS PROCEDURES**

### **Age Requirements**

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

### **Birth Certificate**

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

### **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 on the district website or 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).

### **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**

Physical Examination - according to Illinois law, physical examinations are required of all students upon their entrance into special education early childhood, kindergarten and sixth 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 Department of Public Health 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.

Dental Exams - 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.
- 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.

Vision Exams – all Illinois children in kindergarten and new students entering an Illinois school for the first time, must provide evidence of having had an eye examination performed by licensed optometrist or ophthalmologist. Proof of the exam must be presented prior to October 15 of the entry school year or within 30 days of entry. If proof of the exam is not received by this date, the school may withhold the child's report card.

### **Returning Students**

In May, a registration packet is sent to the parents of returning students. 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.

### **RevTrak – Paying Online**

For your convenience, Millburn District 24 has contracted with RevTrak, a national credit card payment processor, to provide you the simple security and convenience of making online payments for registration, food service, transportation, activities and other school related fees. RevTrak can be accessed via the district's website. Parents may pay online with a Discover, VISA, or MasterCard (credit/debit) card. There will be a \$2.50 fee per shopping cart charge for the convenience of using this service.

### **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.

### **Residence - Fraudulent**

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

### **School Supplies Furnished By Students**

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

### **Transfer To/From Another School District**

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

### **Textbooks**

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

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

## **STUDENT RECORDS - NOTIFICATION OF CONFIDENTIALITY**

### **Student Records - Access**

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

A request to access the records should be made in writing and directed to the Superintendent or his designee. Access to the records shall be granted within 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.

#### **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 birth to five 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 birth to five 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:** Students receive vision and hearing screening according to Illinois Department of Public Health 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 two years, nine months of age who feel their child may exhibit problems which interfere with educational progress should call District 24 office regarding evaluation.

**Birth to Three-Year-old children:** Parents of birth to three-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 students in grades kindergarten-fifth grade are issued by trimesters. Students in grades 6-8 receive quarterly report cards. Report cards will be sent home with the students. The dates for the current school term can be found in each school's calendar on the district website.

In middle school, the mid-quarter dates are posted on the school calendar. This serves as a reminder to check your student's progress through PowerSchool.

Parent-Teacher Conferences are scheduled during the school term. Teachers and parents are encouraged to request conferences during the teacher's school day to maintain good communication.

### **Eighth Grade Graduation Requirements**

Teachers shall administer the approved marking system or other approved means of evaluating student 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 8<sup>th</sup> grade banquet. Determination of eligibility to attend will be made the Friday before the celebration.

### **Academic Retention**

Decisions to promote or retain students in any classes shall be based on their academics, attendance, Partnership for Assessment of Readiness for College and Careers (PARCC), 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 may be provided remedial assistance, which may include, but shall not be limited to, a summer bridge program of no fewer than 90 hours, tutorial sessions, increased or concentrated instructional time, modifications to instructional materials, and retention in grade.

### **Home and Hospital Instruction**

A student who is absent or whose physician anticipates his or her absence from school for an extended period of time, or has ongoing intermittent absences because of a medical condition, may be eligible for instruction in the student's home or hospital.

A student who is unable to attend school because of pregnancy will be provided home instruction, correspondence courses, or other courses of instruction before the birth of the child when the student's physician indicates, in writing, that she is medically unable to attend regular classroom instruction as well as for up to 3 months after the child's birth or a miscarriage.

For information on home or hospital instruction, contact the Director of Special Services.

### **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 and **preparation for high school**. The amount of homework varies with the grade level and ability of the student. Homework assignments are for **practice and reinforcement of that day's lesson or learning** 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.

Grade	Late Work Accepted Up To	Grade Reduction	Late Work Received After Accepted Date
FOURTH	3 Days Late	N/A	May be given a failing grade
FIFTH	1 Day Late	15%	
	2 Days Late	20%	
	3 Days Late	25%	After 3 days, may be given a failing grade
SIXTH	1-3 Days Late	25%	After 3 days, may be given a failing grade
SEVENTH	1 Day Late	25%	
	2 Days Late	50%	After 2 days, may be given a failing grade
	Long-term assignments (2 weeks or longer) will not receive credit if turned in beyond the due date.		
EIGHTH	1 Day Late	25%	After 1 day, may be given a failing grade
	Long-term assignments (2 weeks or longer) will not receive credit if turned in beyond the due date.		

## Make-Up Assignments

Due to an excused absence, if a student is unable to attend school for three or fewer days, he/she will receive make-up assignments upon return to school and be given an appropriate due date. For short-term assignments, students may make arrangements to have homework picked up. For extended emergencies/illness, a parent may call the office to request assignments 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 may be given a failing grade.

## Vacation or Extended Time Away From School

During the time of the long-term vacation, the school will not be responsible for the child's education. The classroom teachers will not be required to supply missed work. Middle School students can access the student management system for missing assignments.

This does not apply to students who are absent for medical reasons, or other personal reasons deemed excused or acceptable in advance by the administration.

## 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 come before or stay after school for additional assistance.
2. A student may request extra help from a teacher and choose to come before or after school at the teacher's discretion.
3. Homework Hut is a supervised after school program offered to students in grades three through eight. 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. To access these sites go to [www.millburn24.net](http://www.millburn24.net) and click "@ Your Library" on the left side of the screen.

## STUDENT ATTENDANCE & ABSENCE PROCEDURES

### Absence

In the event the student is absent from school, parents are required to contact the school office (not the teacher) stating the reason for the absence before the start of school. 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. 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.

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

### Attendance

Illinois law requires that whoever has custody of any child between six (by September 1<sup>st</sup>) and seventeen years of age shall assure that the child attends school in the district in which he or she resides, during the entire time school is in session (unless the child has already graduated from high school). Illinois law also requires that whoever has custody or control of a child who is enrolled in the school, regardless of the child's age, shall assure that the child attends school during the entire time school is in session.

There are certain exceptions to the attendance requirement for children who: attend private school, are physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), are lawfully and necessarily employed, are between the ages of 12 and 14 while in confirmation classes, have a religious reason requiring absence, or are 16 or older and employed and enrolled in a graduation incentive program.

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 school. 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.

<b>Grade</b>	<b>Student is tardy if:</b>	<b>Student is marked half-day absent if:</b>	<b>Student is marked full day absent if:</b>
K-1	Less than 120 minutes is missed	Greater than 120 minutes, but less than or equal to 240 minutes is missed	Greater than 240 minutes is missed
2-5	Less than 60 minutes is missed	Greater than 60 minutes, but less than or equal to 210 minutes is missed	Greater than 210 minutes is missed
6-8	Less than 26 minutes is missed	Greater than 26 minutes, but less than or equal to 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 an excused tardy. This information will be recorded in the permanent record of the student. Three tardies within a 30 day "rolling time period" will result in notification to parents. Subsequent tardies within that period may result in a detention at administrative discretion.

### 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. dismissed early for a special reason, i.e., doctor/dental appointments, etc.
2. 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.)
3. walking/riding bicycle to and from school and lives within an area where busing is provided. (Note: middle school students have a permission slip that parents can sign which would cover the whole school year.)

### Outdoor Activity Guidelines

Weather permitting, students are required to go outdoors for 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.
4. Grade level teachers supervise alternate activity in the classroom.

### **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. When the weather is either 15 degrees, or with windchill it feels like 10 degrees or less, students will stay indoors. At all other times, students will be expected to go out for recess and to dress 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.** If a doctor's note is received, students will be directed to a different activity.

### **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, cell, 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 can expose 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)	Lice	Ringworm	Scarlet, Rheumatic Fever	Scabies
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A 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	Hepatitis	Measles, mumps, rubella	Pertussis
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Any child found to have lice is unable to attend school until all live lice have been removed and appropriate medicated shampoo has been applied according to label instructions. Every effort should be made to manually remove all nits after treatment. 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.

**SCHOOL MEDICATION POLICY:** Over-the-counter and physician-prescribed medications must be transported to school in the original dispensing container by an adult and accompanied by a signed Request for Administration of Medication form prior to administration. This form is available at the schools and on the website – [www.millburn24.net](http://www.millburn24.net) under the Important Links and Documents. Medications that do not meet the above requirements will not be given by school staff. This includes, acetaminophen, ibuprofen, Midol®, etc.

Students are responsible to report for medication at the appropriate time. If the student does not report for medication and it is not administered for three consecutive doses or three or more times in a two-week period the parents will be notified.

Parents must notify the Health Office when a drug is discontinued. A Physician's Order is required for any non-prescription and prescription medication dose change.

Parents are asked to pick up all medication on the last day of school. All medication will be disposed of ten days after the end of the school year.

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.

### **Students with Food Allergies**

State law requires our school district to annually inform parents of students with life-threatening allergies or life-threatening chronic illnesses of the applicable provisions of Section 504 of the Rehabilitation Act of 1973 and other applicable federal statutes, state statutes, federal regulations and state rules.

If your student has a life-threatening allergy or life-threatening chronic illness, please notify the building principal at: Millburn Elementary School – 847-356-8331 or Millburn Middle School – 847-245-1600.

Federal law protects students from discrimination due to a disability that substantially limits a major life activity. If your student has a qualifying disability, an individualized Section 504 Plan will be developed and implemented to provide the needed supports so that your student can access his or her education as effectively as students without disabilities.

Not all students with life-threatening allergies and life-threatening chronic illnesses may be eligible under Section 504. Our school district also may be able to appropriately meet a student's needs through other means.

## **STUDENT EXTRACURRICULAR ACTIVITIES**

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.

### **Academic Eligibility**

District 24 encourages the participation of all sixth-eighth grade students in Scholastic Bowl, interscholastic athletics, 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 improved. 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.

### **Activities Eligibility**

Every sixth-eighth grade students 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).

### **Athletic Rules and Code of Conduct**

The Athletic Code applies to all students who want to participate in athletics. Athletics includes competitive sports, extracurricular activities, cheerleading and pom-poms. This code applies in addition to other rules and regulations concerning student conduct and imposes additional requirements on student athletes and cheerleaders.

Participation in athletics is a privilege. Those who participate in athletics have a responsibility to favorably represent the school and community. Student athletes are expected to conduct themselves both in and out of school in a manner appropriate to their responsibilities as representatives of the school and district. If a student fails to comply with the terms of this code, the privilege to participate in athletics may be lost in accordance with the terms of this Athletic Code.

## **IESA**

Eligibility for most athletics is also governed by the rules of the Illinois Elementary School Association and, if applicable, these rules will apply in addition to this Athletic Code. In a case of a conflict between IESA and this Athletic Code, the most stringent rule will be enforced.

## **Requirements for Participation**

An athlete must have the following fully executed documents on file at the school office before the athlete's first participation in any activity:

1. A current physical examination report completed by a physician licensed in Illinois to practice medicine in all its branches which finds the athlete is physically able to participate; and
2. A permission slip to participate in the specific sport in which the athlete intends to participate.

## **Student Athlete Concussions and Head Injuries**

A student athlete who exhibits signs, symptoms, or behaviors consistent with a concussion in a practice or game will be removed from participation or competition at that time. A student athlete who has been removed from an interscholastic contest for a possible concussion or head injury may not return to that contest unless cleared to do so by a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer. If not cleared to return to that contest, a student athlete may not return to play or practice until the student athlete has provided his or her school with written clearance from a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer working in conjunction with a physician licensed to practice medicine in all its branches in Illinois.

## **Behavioral Conduct**

Misconduct by student-athletes will not be tolerated. Misconduct shall include but shall not be limited to:

- a. Insubordination; or
- b. Any behavior or action which is negligently or intentionally injurious to a person or property or which places a person or property at risk of injury or damage; or
- c. Any behavior which disrupts the appropriate conduct of a school program or activity; or
- d. Hazing, bullying, or harassment of any kind; or
- e. Use of profanity; or
- f. Exhibition of bad sportsmanship; or
- g. Violation of any school rules or regulations or law.

Coaches and school officials will impose disciplinary measures appropriate to the offenses committed. The discipline imposed for any particular offense shall be at the sole and exclusive discretion of the coaching staff and school officials.

## **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**

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.

## **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.

## **Activity Fees**

Participants in all interscholastic sports, band, and offered activities are required to pay a fee for each activity in which they participate. This fee must be paid prior to the first game/performance/meeting of each season/year. Fees can also be paid using RevTrak. Refunds: NO refunds will be given after the first practice or meeting for extracurricular activities. Band and Choir are year long extracurricular and will be given half the fee back if requested before mid-point. NO refund after mid-point.

Joining a sport AFTER the starting date will be at the coach's discretion and apply only to non-cut sports.

### **National Junior Honor Society**

The Millburn Middle School National Junior Honor Society is an organization that identifies and recognizes students who exemplify the five pillars of NJHS: Scholarship, Citizenship, Leadership, Character, and Service. Through a selective process, students are identified and invited to become members of this Honor Society, which focuses on service within the school, the community, and the world. This process begins with an academic determination of those students in the middle school who have earned a **cumulative grade point average** of 3.85 or better since the beginning of sixth grade. Therefore, academic achievement is the first criterion used to determine **potential candidacy**. Once the selection process is complete, successful candidates are inducted into the Millburn Middle School National Junior Honor Society and must commit to planning and participating in service projects to benefit all areas of society. All students who have maintained a 3.85 grade point average or above are encouraged to begin the selection process. See the faculty advisor for more details.

### **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. *Cross reference Visitors To and Conduct On School Property.*

### **Math Team**

Math Team is open to students in grades sixth-eighth who are interested in expanding their math knowledge and participation in competition.

### **Scholastic Bowl**

This is a team of students in grades sixth-eighth that practice throughout the year. The team(s) compete against other teams in our conference as well as a conference tournament. The competition is comprised of two teams with 5 players on each side. The reader reads a toss up question and the first person that buzzes in is allowed to answer. Following toss up questions are bonus questions for the team that answered the toss up question correctly. Points are awarded to the team that answered the questions correctly. At the completion of the game, the team with the most number of points wins. Scholastic Bowl is a tremendous amount of fun and excitement. Questions range from spelling, grammar, geography, science, sports, and entertainment.

### **Service Council**

The Service Council works with the Administration and faculty to foster school activities and community service. This is available for sixth-eighth grade students.

### **Student Yearbook**

The publishing of the middle school student yearbook is open to eighth grade students only. The publishing of the elementary yearbook is coordinated by the yearbook sponsor.

## **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 Elementary School – Special Procedures for Pick Up**

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 Middle School - Special Procedures for Walking, Drop Off, and Morning Supervision**

Supervision for students at Millburn Middle School 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 Main Entrance, the playground, and the Cafeteria Entrance 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 AM. If earlier supervision is needed, please make arrangements for private childcare.

Parents who plan to drop students off at Millburn Middle School should enter the school from Independence Boulevard. There is a drop off lane that runs along the Main Entrance by the school Office. This drop off lane will work best for quick drop offs. If you need to get out of the car, park in the Main Entrance parking lot, and walk your child across the drop off lane to the Main Entrance. 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 recess supervisor will instruct students when and how to line up to enter the building. Children may only enter the building during recess with the knowledge of the supervisor.

### **Dress Code**

The dress code exists to create an atmosphere of professionalism and maintain a focus on learning and personal pride. The attire and grooming of students is the responsibility of parents and students. To facilitate an academic environment, the following clothing standards will apply to students of all genders:

- Any messages and symbols on clothing and accessories should be school appropriate and positive.
- All undergarments should be covered.
- Clothing should cover the trunk of the body between the neckline and the thighs (including when sitting or playing on recess equipment).
- All apparel should be appropriately sized. Any excessively tight clothing may require additional garments to cover between the neckline and the thigh.
- All apparel and shoes should be indoor day-wear. Exceptions are made for Spirit Days, such as a designated "pajama day."
- Head coverings, jackets, coats, gloves and sunglasses will be kept in lockers during the day (unless deemed appropriate). Exceptions are made for Spirit Days, such as a designated "hat day."
- Clothing choices should be such that a child can participate in any type of school scenarios such as sitting on the floor, using paints, and other potentially messy learning opportunities.
- PE Clothes – Middle School students must wear Millburn PE shirt and shorts for PE class. Students wear Millburn PE shirt and shorts only during PE classes unless directed by school personnel.
- If necessary school personnel may ask a student to remove, cover or replace any item that creates a disruption to learning.
- If necessary school personnel may ask a student to remove or replace any item that has a potential to be harmful to people or property.

Should a student wear anything to school that is deemed inappropriate, they may be asked to put it in their locker, wear their PE clothing as a replacement, or sent to the office to wait until replacement clothing can be brought to school. A parent will be contacted to make the arrangements. In Middle School a student could receive a detention upon second or subsequent events.

The dress code applies to all school related functions including Activity Nights and other school sponsored events. Final decisions on any proper attire questions will rest with the administration.

### **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 *ten minutes before and ten minutes after school hours* 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 devices or handheld games may be used while riding on the school bus. All devices must be used independently, privately, and respectfully. They must be placed in a backpack, pocket, or purse prior to exiting the bus in the morning and not taken out until student is on the bus in the afternoon.

Cell phones must remain turned off and out of sight. Middle School rules: up to October 16, students choosing not to abide by these guidelines will have their electronic devices confiscated and held in the administrative office until the student's parent claims the item. After October 16, the device will be taken away, held until the student's parent claims the item, AND a detention (major) referral will be issued.

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. Fighting or "play fighting" on school property will not be tolerated.
4. Students are not to play in or near the mud, water, swale, or retention pond.
5. Students are not allowed to eat, drink, or chew gum on the playground.
6. 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.
7. Hardballs, skateboards, hockey sticks, and remote control vehicles are not permitted.
8. Kicking or throwing of snow or slush is prohibited.
9. Students are not allowed in or near roads or busy intersections. If equipment goes into the road, a supervisor will retrieve it.
10. Students are not allowed to enter the building without permission. Washrooms are to be used before recess.
11. 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 be no distracting of performers, waving or 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 you not leave the auditorium during the performances or leave the program when 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. 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 alcohol consumption or smoking in front of students is allowed.
10. No gum or candy is allowed.
11. Eating is allowed at specified lunch or snack time.
12. Siblings are not allowed on field trips (including overnight field trips).

### **Activity Nights Rules**

Attendance at PTO/school-sponsored Activity Nights is a privilege. Only students who attend the school may attend the Activity Nights. All rules that apply to school behavior, apply to the Activity Nights (see *Student Management Code*). Students who violate the school's discipline code will be required to leave the dance immediately and the student's parent/guardian will be contacted. The school may also impose other discipline as outlined in the school's discipline code.

Students 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 their designated grade level pick up time. 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 at their designated grade level pick up time or at the Check In Desk.
- 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.
- Middle School students who are absent or are signed out of school after 180 minutes from the start of the day are not allowed to participate in any school-sponsored activities held after school or during the evening of the day of absence.

### **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 are posted on the website. Periodic schedule changes do occur. When sufficient time is available, notification will be made 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 need to be made by completing the Transportation Change form and will be effective in three (3) school days. (Should your schedule change from your regular routine, 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’s 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 on the website. 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.

**RIDERS CAN ONLY GET ON THE BUS STOP CLOSEST TO THEIR HOME.**

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. Be absolutely quiet when approaching a railroad crossing.
10. Never tamper with the bus or any of its equipment.
11. Assist in keeping the bus safe and sanitary at all times.
12. No eating or gum chewing is allowed on the bus.
13. No animals are allowed on the bus.
14. Keep books, packages, coats and all other objects out of the aisle.
15. Do not leave books, lunches or other articles on the bus.
16. Be courteous to fellow pupils, and the bus driver.
17. 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.
18. 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.
19. If a student misses their bus after school, they must report to the office immediately.
20. Electronic devices or handheld games may be used while riding on the school bus. All devices must be used independently, privately, and respectfully. They must be placed in a backpack, pocket, or purse prior to exiting the bus in the morning and not taken out until student is on the bus in the afternoon.

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 "Notification of Behavior." The Administrator may investigate the situation and issue further discipline.

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.

A student who is suspended from riding the school bus and who does not have alternative transportation to school shall be allowed the opportunity to make up all missed work for equivalent academic credit. It is the responsibility of the student's parent or guardian to notify the school that the student does not have alternative transportation to school.

**Video Recording Devices** - Board Policy 7:220 Bus Conduct, 7:340 Student Records, 5:130 Responsibilities Concerning Internal Information, Illinois State Code 720/ILCS 5/14-3(m)

Video recording devices have been added to the exterior of each school building, several interior hallways, and school buses. Children may be video recorded when they are riding a bus, or if they are in a location at school that contains a camera. The addition of cameras will enhance the ability of the administration to maintain student safety. Video recordings will be viewed when there is an educational purpose for viewing them. The video recordings are not public information and will be subject to the school code regulations. Student safety is our primary concern, and student right to privacy will be carefully guarded according to federal Family Educational Rights and Privacy Act (FERPA). Please refer to the BOE policies below for more details. Video may also be used when students are not present when there are incidents of vandalism, to determine snowfall amounts, alarm triggers, or other reasons not involving students.

## ACHIEVEMENTS & AWARDS

### Anderson-Lahey Award

This award is presented to the graduating eighth grade student in the 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 eighth grade students who participate in interscholastic sports.

### Band or Chorus Awards

Awards are presented to any student who participates in band or chorus. 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. Applications and instructions are on the website.

### 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 sixth grade through third quarter of eighth grade.  
A standardized achievement test total battery score at or above the 90th 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.

#### 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.

#### 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 right to:**

1. Discuss educational concerns with teachers and other school staff.
2. Read the *Parent/Student Handbook* on the website.
3. Receive fair discipline without discrimination.

- |   |   |
|---|---|
| 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. | 4. Report any incidents of verbal or physical threats, menacing or abuse.               |
| 5. Follow discipline guidelines adopted by the school and District.   | 5. Access their own records within appropriate guidelines.                              |
| 6. Read and understand the <i>Parent/Student Handbook</i> .   | 6. Whenever possible, receive discipline information in a language they can understand. |
| 7. Report violations of school rules.   | 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**

In order to maintain order and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. "School authorities" includes school liaison police officers.

School Property and Equipment as well as Personal Effects Left There by Students

School authorities may inspect and search school property and equipment owned or controlled by the school (such as, lockers, desks, and parking lots), as well as personal effects left there by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there. The Superintendent may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

Students

School authorities may search a student and/or the student's personal effects in the student's possession (such as, purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the District's student conduct rules. The search itself must be conducted in a manner that is reasonably related to its objective and not excessively intrusive in light of the student's age and sex, and the nature of the infraction.

When feasible, the search should be conducted as follows:

1. Outside the view of others, including students,
2. In the presence of a school administrator or adult witness, and
3. By a certificated employee or liaison police officer of the same sex as the student.

Immediately following a search, a written report shall be made by the school authority who conducted the search, and given to the Superintendent.

Seizure of Property

If a search produces evidence that the student has violated or is violating either the law or the District's policies or 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.

Notification Regarding Student Accounts or Profiles on Social Networking Websites

State law requires the District to notify students and their parents/guardians that school officials may request or require a student or his or her parent/guardian to provide a password or other related account information to gain access to the student's account or profile on a social networking website. This request may be made only if there is reasonable cause to believe that the student's account contains evidence that he or she violated a school disciplinary rule or Board policy.

## 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.

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.

## STUDENT BEHAVIOR

### Student Management Plan

At the beginning of the school year student will be taught the expected behaviors for all areas of the building. These expectations are posted around the school. (See chart below). Individual teachers will have the expectations for their classroom posted as well. In addition to expectations, teachers will have steps for classroom management in their classroom. Student who display expected behaviors throughout the school day may be acknowledged with a ticket that can be turned in for various rewards or activities.

Students who do not meet the expectations for acceptable behavior may receive any of the following:

#### Notification of Behavior from Staff

Minor infractions may result in a notification of behavior. This notice is to inform the parent/guardian of their child's behavior and if a classroom modification was necessary (i.e., change of seat). Parents/guardians will receive an email or phone call from the teacher.

#### Notification of Detention from Staff

Repeat offenses or a more serious infraction can result in an afterschool detention. A Notification of Detention will be emailed to a parent/guardian with details and the date the detention will be served.

#### Office Detention

Depending upon the behavior of the student, circumstances of the situation and student's previous patterns of behavior, one or more of the following options may be taken by school administration: parent conference, detention, correction to damaged property, restriction of privileges, bus suspension, Saturday School, in-school suspension, out-of-school suspension, expulsion, etc

### Posted Expected Behaviors

Do Your <b>PART</b> : Prepared And Respectful Together	<b>LUNCHROOM</b>	<b>BUS</b>	<b>HALLWAY</b>	<b>RECESS</b>	<b>BATHROOM</b>	<b>LOCKER ROOM</b>
<b>Do Your PART for:</b>  <b>SELF</b>	Eat your own food.  Walk.  Be prepared.  Follow directions.	Face forward.  Stay in your seat.  Wait for the bus to stop before exiting.	Walk.  Use soft voices.	Play by the rules.  Be on time to line up.  Get help when needed.	Keep to yourself.  Budget your time.  Use sink, soap, dryers, and toilets correctly.  Use proper hygiene.	Dress, lock your locker and get into gym quickly.  Give everyone his or her personal space.
<b>Do Your PART for:</b>  <b>OTHERS</b>	Clean up your area. Use soft voices. Hands and feet to yourself in line and at the table.	Hands and feet to yourself. Listen to the driver. Use kind words and soft voice.	Keeps hands and feet to yourself. Stay on the right. Keep hallway clean.	Play by the rules.  Keep hands and feet to yourself.  Listen to recess supervisor.	Give privacy to others.  Use soft voices.  Keep bathroom clean.	Keep only your own belongings in your locker.  Give everyone his or her personal space

### Prohibited Student Conduct

Students may be disciplined for gross disobedience or misconduct, including but not limited to the following:

1. Using, possessing, distributing, purchasing, selling or offering for sale tobacco or nicotine materials, including electronic cigarettes or e-cigarettes.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling or offering for sale:
  - a. Any illegal drug, controlled substance, or cannabis (including marijuana, medical cannabis and hashish).
  - b. Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.
  - c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
  - d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited.
  - e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
  - f. "Look-alike" or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance or other substance that is prohibited by this policy.
  - g. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.
  - h. Any substance inhaled, injected, smoked, consumed or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in a tablet or powdered form.

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

4. Using, possessing, controlling or transferring a “weapon” or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure.
5. Using or possessing an electronic paging device.
6. Using a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating and sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device or cellular telephone, commonly known as “sexting.” Unless otherwise banned under this policy or by the building principal, all cellular phones, smartphones and other electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student’s individualized education program (IEP); (c) it is used during the student’s lunch period; or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
7. Using or possessing a laser pointer unless under a staff member’s direct supervision and in the context of instruction.
8. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a staff member’s request to stop, present school identification or submit to a search.
9. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards and wrongfully obtaining test copies or scores.
10. Engaging in bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network or other comparable conduct.
11. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.
12. Engaging in teen dating violence.
13. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person’s personal property.
14. Entering school property or a school facility without proper authorization.
15. In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 9-1-1); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus or at any school activity.
16. Being absent without a recognized excuse.
17. Being involved with any public school fraternity, sorority, or secret society.
18. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
19. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and hazing.
20. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
21. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
22. Operating an unarmed aircraft system (AUS) or drone for any purpose on school grounds or at any school event unless granted permission by the building principal.

For purposes of these rules, the term “possession” includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is: (a) on the student’s person; (b) contained in another item belonging to, or under the control of, the student, such as in the student’s clothing, backpack, or automobile; (c) in a school’s student locker, desk, or other school property; (d) at any location on school property or at a school-sponsored event; or (e) in the case of drugs and alcohol, substances ingested by the person.

Efforts, including the use of positive interventions and supports shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else.

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

### **When and Where Conduct Rules Apply**

The grounds for disciplinary action also apply whenever the student's conduct is reasonably related to school or school activities, including but not limited to:

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

### **Disciplinary Measures**

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

1. Notifying parents/guardians.
2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen or damaged property.
6. In-school suspension.
7. After-school study or Saturday study provided the student's parent/guardian has been notified. (If transportation arrangements cannot be made in advance, an alternative disciplinary measure will be assigned to the student.)
8. Community service.
9. Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules.
10. Suspension of bus riding privileges.
11. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.
12. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years. An expelled student is prohibited from being on school grounds.
13. Transfer to an alternative program if the student is expelled or otherwise qualifies for transfer under State law.
14. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, such as, illegal drugs (controlled substances), "look-alikes," alcohol or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

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

### **Corporal Punishment**

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

## **Weapons Prohibition**

A student who is determined to have brought one of the following objects to school, any school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school shall be expelled for a period of not less than one year but not more than 2 calendar years:

A student who is determined to have brought one of the following objects to school, any school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school shall be expelled for a period of not less than one year but not more than 2 calendar years:

(1) A firearm, meaning any gun, rifle, shotgun, weapon as defined by Section 921 of Title 18 of the United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act, or firearm as defined in Section 24-1 of the Criminal Code of 1961. The expulsion period may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.

(2) A knife, brass knuckles or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including "look alikes" of any firearm as defined above.

The expulsion requirement may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.

## **Gang & Gang Activity Prohibited**

"Gang" is defined as any group, club or organization of two or more persons whose purposes include the commission of illegal acts. No student on or about school property or at any school activity or whenever the student's conduct is reasonably related to a school activity, shall: (1) wear, possess, use, distribute, display, or sell any clothing, jewelry, paraphernalia or other items which reasonably could be regarded as gang symbols; commit any act or omission, or use either verbal or non-verbal gestures, or handshakes showing membership or affiliation in a gang; or (2) use any speech or commit any act or omission in furtherance of the interest of any gang or gang activity, including, but not limited to, soliciting others for membership in any gangs; (3) request any person to pay protection or otherwise intimidate, harass or threaten any person; (4) commit any other illegal act or other violation of district policies, (5) or incite other students to act with physical violence upon any other person.

## **Re-Engagement of Returning Students**

The building principal or designee shall meet with a student returning to school from an out-of-school suspension, expulsion or alternative school setting. The goal of this meeting shall be to support the student's ability to be successful in school following a period of exclusion and shall include an opportunity for students who have been suspended to complete or make-up missed work for equivalent academic credit.

## **Prevention of and Response to Bullying, Intimidation, and Harassment**

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important school goals.

Bullying on the basis of actual or perceived race, color, national origin, immigration status, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic is prohibited in each of the following situations:

1. During any school-sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a non-school-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the



school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school.

*Bullying* includes cyber-bullying (bullying through the use of technology or any electronic communication) and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing the student or students in reasonable fear of harm to the student's or students' person or property;
2. Causing a substantially detrimental effect on the student's or students' physical or mental health;
3. Substantially interfering with the student's or students' academic performance; or
4. Substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.

Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Students are encouraged to immediately report bullying. A report may be made orally or in writing to the district complaint manager or any staff member with whom the student is comfortable speaking. All school staff members are available for help with a bully or to make a report about bullying. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the district complaint manager or any staff member. Anonymous reports are also accepted by phone call or in writing.

<b>Complaint Manager:</b>	<b>Complaint Manager:</b>
<b>Dr. Stephen Johns</b>	<b>Mrs. Elizabeth Keefe</b>
<b>18550 Millburn Road, Wadsworth, IL 60083</b>	<b>18550 Millburn Road, Wadsworth, IL 60083</b>
<b>sjohns@millburn24.net</b>	<b>ekeefe@millburn24.net</b>
<b>847-245-2920</b>	<b>847-245-2777</b>

A reprisal or retaliation against any person who reports an act of bullying is prohibited. A student's act of reprisal or retaliation will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.

A student will not be punished for reporting bullying or supplying information, even if the school's investigation concludes that no bullying occurred. However, knowingly making a false accusation or providing knowingly false information will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.

Students and parents/guardians are also encouraged to read the following school district policies: 7:20, *Harassment of Students Prohibited* and 7:180, *Prevention of and Response to Bullying, Intimidation and Harassment*.

### **Teen Dating Violence Prohibited**

Engaging in teen dating violence that takes place at school, on school property, at school-sponsored activities, or in vehicles used for school-provided transportation is prohibited. For purposes of this policy, the term *teen dating violence* occurs whenever a student who is 13 to 19 years of age uses or threatens to use physical, mental, or emotional abuse to control an individual in the dating relationship; or uses or threatens to use sexual violence in the dating relationship. The Superintendent or designee shall develop and maintain a program to respond to incidents of teen dating violence that:

1. Fully implements and enforces each of the following Board policies:
  - a. 7:20, *Harassment of Students Prohibited*. This policy prohibits any person from harassing intimidating, or bullying a student based on the student's actual or perceived characteristics of sex; sexual orientation; gender identity; and gender-related identity or expression (this policy includes more protected statuses).
  - b. 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*. This policy prohibits students from engaging in bullying, intimidation, and harassment at school, school-related events and electronically. Prohibited conduct includes threats, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying.
2. Encourages anyone with information about incidents of teen dating violence to report them to any of the following individuals:
  - a. Any school staff member. School staff shall respond to incidents of teen dating violence by following the District's established procedures for the prevention, identification, investigation, and response to bullying and school violence.

- b. The Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, or a Complaint Manager identified in policy 7:20, *Harassment of Students Prohibited*.
3. Incorporates age-appropriate instruction in grades 7 through 12, in accordance with the District’s comprehensive health education program in Board policy 6:60, *Curriculum Content*. This includes incorporating student social and emotional development into the District’s educational program as required by State law and in alignment with Board policy 6:65, *Student Social and Emotional Development*.
4. Incorporates education for school staff, as recommended by the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, or a Complaint Manager.
5. Notifies students and parents/guardians of this policy.

**I. Examples of Unacceptable Behavior and/or items include but are not limited to:**

- Name-calling, using derogatory slurs, causing psychological harm, threatening or causing physical harm, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.
- Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person’s alleged sexual activities.
- 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
- 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.
- 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 – see section on Unacceptable Use in the *Internet Acceptable Use Agreement*.
- Lying – not being truthful
- 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 – pictures or written material containing pornographic images or wording.
- Recess Rules - not following playground rules.
- 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 – taking items not belonging to self
- Tobacco, Tobacco Products, Electronic Cigarettes, Alcohol, and Controlled and/or Illegal Substances - the use, possession, distribution or sale of these substances. See Section IV.
- Truancy – unexcused absenteeism
- 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.

### RESOLUTION OPTIONS (listed in no particular order):

- 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 detention period under the supervision of a teacher/administrator. Note: It will be necessary to make special arrangements for your child's transportation to and/or from school. Detention pick up is 4:00 p.m. at the middle 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 lunchtime 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 staff member will complete the Notice of Detention. This form will be emailed to the parent. Parents should either print, sign, and return the notice or reply to the email to acknowledge receipt of notice and indicate that your child will be picked up at the end of the detention time.
- Failure to acknowledge a detention notice may 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 staff member.
- 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, Activity Nights, etc.) until the signed notice is returned and the detentions are served.
- On the date a detention is being served, the student may be ineligible to participate in extracurricular functions.
- 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.

After consultation with the issuing staff member, 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 middle school Activity Nights; **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, threat or acts of physical violence, 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 have their parents contacted about the offense and a conference may be scheduled.
- May be suspended from school for up to 10 days.
- 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 noted above. In addition students 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.

## 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.

**Acceptable Use of District 24 Technology Network**  
For Students, Parents, and Staff

All users of the District Technology Network (“System”) must comply with the District’s Acceptable Use Guidelines, as amended from time to time.

The System shall include all computer hardware and software owned or operated by the District, the District electronic mail, the District web site, and the District online services and access to the Internet. “Use” of the System shall include use of or obtaining access to the System from any computer whether owned or operated by the District.

Users have no expectation of privacy in their use of the System. The District (defined as the Superintendent and/or its designee) has the right to access, review, copy, delete, or disclose, as allowed by law, any message sent, received, or stored on the District’s electronic mail system. The District has the right to and does monitor use of the System by users, including user’s access to the Internet, as part of the System maintenance to determine whether the use is consistent with federal and state laws and District policies and guidelines.

Users should be aware that their personal computer files or system use may be subject to public disclosure under the *Illinois Freedom of Information Act*.

The use of the District’s network, including the Internet, is a privilege, not a right, and inappropriate use will result in a cancellation of this privilege. The System is to be used primarily for academic and administrative purposes and not as a public forum, or for general use.

**Terms and Conditions**

**Acceptable/Appropriate Use** – Access to the District’s network including the Internet must be for the purpose of education or research and be consistent with the educational objectives of the District. Including, but not limited to:

1. Curricular and instructional activities or in support of such activities.
2. Research consistent with the goals and purposes of the District.
3. Communications between students, faculty, staff and the local and global communities.
4. Development and implementation of the curricula.
5. Professional development of staff members.
6. Administrative or managerial record keeping, reporting data access, or research.
7. Limited personal use by employees not to interfere with job responsibilities.

**Unacceptable/Prohibited Use** – Individuals are responsible for individual actions and activities involving the network.

Examples of unacceptable use include, but are not limited to:

1. Engage in activities, which are inconsistent with the District’s educational mission or which interferes with an employee’s performance of work responsibilities.
2. Access, retrieve, or view obscene, profane or indecent materials. [“Indecent materials” are those materials, which, in context, depict or describe sexual activities or organs in terms patently offensive, as measured by contemporary community standards. “Obscene materials” are those materials which, taken as a whole, appeal to the prurient interest in sex, which portray sexual conduct in a patently offensive way in which, taken as whole do not have any serious literary, artistic, political or scientific value.]
3. Access, retrieve, view or disseminate any material in violation of any federal or state laws or regulation or District policy or rules. This includes, but is not limited to: improper use of copyrighted material; improper use of the System to commit fraud, or with the intent to commit fraud; improper use of passwords or access codes; or disclosing the full name, home address, or personal phone number of any student, district employee, or user.
4. Transfer any software to or from the System without authorization from the System Administrator.
5. Engage in for-profit or non-school sponsored commercial activities, including advertising or sales.
6. Harass, threaten, intimidate, or demean an individual or group of individuals because of sex, color, race, religion, disability, national origin, or sexual orientation.
7. Engage or participate in any activity against another person, which constitutes “Cyber-Bullying” or “Cyber-Harassment”.
8. Disrupt the educational process, including use that is reasonably foreseeable to result in a disruption, or interfere with the rights of others at any time, either during school days or after school hours.
9. Disrupt or interfere with the System.
10. Gain unauthorized access to or vandalize the data or files of another user.
11. Gain unauthorized access to or vandalize the System, or the technology system of any other individual or organization.

12. Forge or improperly alter electronic mail messages, use an account owned by another user without authorization, or disclose the user's individual password or that of another user.
13. Invade the privacy of any individual, including violating federal or state laws regarding limitations on the disclosure of student records.
14. Download, copy, print, or otherwise store or possess any data, which violates federal or state copyright laws or these guidelines.
15. Send nuisance electronic mail or other online messages such as chain letters, pyramid schemes, or obscene, harassing, or other unwelcome messages.
16. Send mass electronic mail to multiple users without prior authorization by the appropriate District administrator.
17. Conceal or misrepresent the user's identity while using the System.
18. Post material on the District's web site without the authorization of the appropriate District administrator.
19. Wastefully using resources, such as file space.
20. Posting anonymous messages.
21. Using the network while access privileges are suspended or revoked.

**E-mail Communications as Student Records** — Employees must be aware that according to the Federal Family Educational Rights and Privacy Act and the Illinois School Student Records Act, electronic mail communications which “concern a student and by which a student may be individually identified”, can qualify as the creation of a student record. Parents and/or students over age 18 exercising their statutory right to obtain access to their student files, by law, can be allowed access to this information. Employees should handle any email containing information about identifiable students in a confidential manner.

1. Care must be used in addressing such email communications, to ensure that they are sent only to authorized and intended recipients.
2. Distribution lists should be updated to keep addresses of intended recipients current, and to limit distribution only to people who are authorized to receive communication about particular students.

**The Children's Internet Protection Act** — Each District computer with Internet access shall have a filtering device that blocks entry to visual depictions that are:

1. Obscene.
2. Pornographic.
3. Harmful or inappropriate for students, as defined by the Children's Internet Protection Act and as determined by the District.

The District shall enforce the use of such filtering devices. An administrator, supervisor, or other authorized person may disable the filtering device for bona fide research or other lawful purposes, provided the person receives prior permission from the District or system administrator. The District shall include measures to address the following:

1. Restricting student access to inappropriate matter and harmful materials.
2. Student safety and security when using electronic communication.
3. Limiting unauthorized access, including “hacking” and other unlawful activities.
4. Limiting unauthorized disclosure, use, and dissemination of personal identification information.

**Network Etiquette** – Individuals are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

1. Be polite. Do not become abusive in the messages to others.
2. Use appropriate language. Do not swear or use vulgarities or any other inappropriate language.
3. Do not reveal personal address or telephone numbers of students or colleagues.
4. Recognize that electronic mail (E-mail) is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities. All messages may be monitored or read by school officials.
5. Do not use the network in any way that would disrupt its use by other users.
6. All communications and information accessible via the network should be considered private property unless listed as public domain.

**No Warranties** – The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damage you suffer. This includes loss of or damage to data resulting from delays, nondeliveries, missed deliveries, or service interruptions caused by its negligence, personal errors, or omissions. The District will not be responsible for any charges or fees resulting from unauthorized use of the Internet. Use of any information obtained via the network including the Internet is at your own risk. The District specifically denies any responsibilities for the accuracy or quality of information obtained through its services.



**Indemnification** - The user agrees to indemnify the District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of any breach of procedures.

**Security** – Network security is a high priority. If an individual can identify a security problem on the network including the Internet, the individual must notify the system administrator or Building Principal. Do not demonstrate the problem to other users. Keep the individual account and password confidential. Do not use another individual’s account without written permission from the individual or the classroom teacher. Attempts to log-on to the network including the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network.

**Vandalism** – Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the network including the Internet, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.