

---

# 2024-2025

# 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)

## Table of Contents

<b>INTRODUCTION</b>	<b>7</b>
<b>BOARD OF EDUCATION</b>	<b>8</b>
DISTRICT ASSESSED VALUATION FACTS ABOUT MILLBURN SCHOOL DISTRICT 24	
<b>MISSION STATEMENT</b>	<b>9</b>
OUR PHILOSOPHY POSITIVE BEHAVIORAL INTERVENTIONS AND SUPPORTS (PBIS)	
<b>DISTRICT ORGANIZATION</b>	<b>10</b>
RESTORATIVE PRACTICE COMMUNICATION CHAIN	
<b>DISTRICT CURRICULUM</b>	<b>11</b>
CURRICULUM DEVELOPMENT GIFTED EDUCATION SEX EDUCATION INSTRUCTION STANDARDIZED TESTING	
<b>EMERGENCY PROCEDURES</b>	<b>12</b>
BUS EVACUATION DRILLS CRISIS CONTACT INFORMATION EMERGENCY MANAGEMENT DRILLS EVACUATION DRILLS	
<b>GENERAL INFORMATION</b>	<b>13</b>
EMERGENCY SCHOOL CLOSING ACCOMMODATING INDIVIDUALS WITH DISABILITIES AI (ARTIFICIAL INTELLIGENCE) BEHAVIOR AS IT RELATES TO PHOTOGRAPHING AND/OR RECORDING CELEBRATIONS, BIRTHDAYS, AND SPECIAL OCCASIONS DAMAGED/LOST BOOKS OR MATERIALS FUNDRAISING GIFTS LOCKERS LOST AND FOUND LUNCH AND MILK MONTHLY CALENDAR, NEWSLETTER, AND VIRTUAL BACKPACK MILLBURN PARENT GROUP – EPIC (EDUCATORS AND PARENTS INVOLVEMENT CONNECTION) PESTICIDE APPLICATION NOTICE SEX OFFENDER AND VIOLENT OFFENDER COMMUNITY NOTIFICATION LAWS STUDENT INFORMATION SYSTEM VIDEO RECORDING DEVICES VISITORS TO SCHOOL PROPERTY	

**STUDENT ADMISSION, REGISTRATION, & RECORDS PROCEDURES** 20

- AGE REQUIREMENTS
- EARLY ADMISSION TO KINDERGARTEN
- EARLY ADMISSION TO FIRST GRADE
- BIRTH CERTIFICATE
- FEE WAIVERS
- FREE AND REDUCED LUNCH AND MILK
- HOME-SCHOOLED STUDENTS TRANSFER OF CREDITS
- PHYSICAL EXAMINATIONS, IMMUNIZATIONS AND DENTAL EXAMINATIONS
- RETURNING STUDENTS
- PUSHCOIN – PAYING ONLINE
- RESIDENCE CHANGE WITHIN DISTRICT BOUNDARIES
- RESIDENCE - FRAUDULENT
- SCHOOL SUPPLIES FURNISHED BY STUDENTS
- TRANSFER FROM ANOTHER SCHOOL DISTRICT
- TEXTBOOKS

**STUDENT RECORDS –NOTIFICATION OF CONFIDENTIALITY** 23

- STUDENT RECORDS – ACCESS
- STUDENT RECORDS – MAINTENANCE

**SPECIAL EDUCATION PROCEDURES –NOTIFICATION OF AVAILABILITY** 24

**SPECIAL SCREENING SERVICES - NOTIFICATION OF AVAILABILITY** 25

- CHILD FIND
- VISION AND HEARING
- SPEECH AND LANGUAGE
- PRESCHOOL SCREENING
- BIRTH TO THREE-YEAR OLD CHILDREN

**ACADEMIC PROCEDURES, REQUIREMENTS, & ELIGIBILITY** 26

- REQUIREMENTS
- HONOR ROLL RECOGNITION
- GRADING SCALE
- REPORTING TO PARENTS
- EIGHTH GRADE GRADUATION REQUIREMENTS
- ACADEMIC RETENTION
- HOME AND HOSPITAL INSTRUCTION
- FEDERAL GUIDELINES (SECTION 504 AND AMERICANS WITH DISABILITIES ACT)
- HOMEWORK
- MAKE-UP WORK
- ASSIGNMENT NOTEBOOK
- ADDITIONAL ACADEMIC SERVICES

## **STUDENT ATTENDANCE AND ABSENCE PROCEDURES**

28

ABSENCE  
ATTENDANCE  
TARDINESS  
TRUANCY  
VACATION OR EXTENDED TIME AWAY FROM SCHOOL  
NOTES REQUIRED  
OUTDOOR ACTIVITY GUIDELINES  
DRESSING FOR WINTER  
PHYSICAL EDUCATION PARTICIPATION  
PREGNANT STUDENTS

## **HEALTH SERVICES**

30

CHILDRENS' ILLNESSES  
STUDENTS WITH LIFE THREATENING FOOD ALLERGIES OR LIFE THREATENING CHRONIC ILLNESS

## **STUDENT EXTRACURRICULAR ACTIVITIES**

32

ACADEMIC ELIGIBILITY  
ACTIVITIES ELIGIBILITY  
ATHLETIC RULES AND CODE OF CONDUCT  
IESA  
REQUIREMENTS FOR PARTICIPATION  
TEAM UNIFORM  
STUDENT ATHLETE CONCUSSIONS AND HEAD INJURIES  
RULES FOR LEAVING AN ATHLETIC EVENT  
BEHAVIORAL CONDUCT  
RULES FOR LEAVING AN ATHLETIC EVENT  
INTERSCHOLASTIC ATHLETICS AND CHEERLEADING  
INSTRUMENTAL MUSIC  
ACTIVITY FEES  
NATIONAL JUNIOR HONOR SOCIETY  
SPECTATORS AND HOME ATHLETIC EVENTS  
MATH TEAM  
SCHOLASTIC BOWL  
SERVICE COUNCIL  
STUDENT YEARBOOK

## **GENERAL RULES AND PROCEDURES**

34

FOR YOUR CHILD'S PROTECTION  
REMOVING CHILD FROM SCHOOL (DURING SCHOOL DAY)  
MILLBURN ELEMENTARY SCHOOL – SPECIAL PROCEDURES FOR PICK UP  
MILLBURN MIDDLE SCHOOL – SPECIAL PROCEDURES FOR WALKING, DROP OFF, AND MORNING SUPERVISION  
BICYCLES, SKATEBOARDS, ROLLER BLADES, ETC.  
ENTERING BUILDING AFTER RECESS  
DRESS CODE  
USE OF SCHOOL BUSINESS TELEPHONE  
CELL PHONES AND OTHER ELECTRONIC DEVICES

RECESS	
RECESS RULES FOR GRADES K-5	
RECESS RULES FOR MIDDLE SCHOOL	
EXPECTED BEHAVIOR FOR CONCERTS AND PROGRAMS	
FIELD TRIPS	
EXPECTED BEHAVIOR OF STUDENTS ON FIELD TRIPS	
REGULATIONS FOR FIELD TRIP CHAPERONES	
EPIC ACTIVITY NIGHTS	
MILLBURN DISTRICT 24 ACTIVITY NIGHTS RULES	
BUS PROCEDURES	
REQUEST FOR TRANSPORTATION CHANGE	
BUS RULES	
VIDEO RECORDING DEVICES	

**ACHIEVEMENTS AND AWARDS** **42**

ANDERSON LAHEY AWARD	
ATHLETIC AWARDS	
BAND OR CHORUS AWARDS	
MILLBURN FOUNDATION SCHOLARSHIP AWARDS	
PRESIDENTIAL ACADEMIC FITNESS	

**STUDENT AND PARENT RIGHTS AND RESPONSIBILITIES** **42**

DUE PROCESS	
SEARCH AND SEIZURE	

**STUDENT MANAGEMENT CODE** **44**

**STUDENT BEHAVIOR** **45**

STUDENT MANAGEMENT PLAN	
POSTED EXPECTED BEHAVIORS	
PROHIBITED STUDENT CONDUCT	
DISCIPLINARY MEASURES	
CORPORAL PUNISHMENT	
WEAPONS PROHIBITION	
GANG AND GANG ACTIVITY PROHIBITED	
PREVENTION OF AND RESPONSE TO BULLYING, INTIMIDATION, AND HARASSMENT	
ALLEGED INCIDENT OF BULLYING	
TEEN DATING VIOLENCE PROHIBITED	
EXAMPLES OF UNACCEPTABLE BEHAVIOR	
DISCIPLINARY ACTION	
RESOLUTION OPTIONS	
DETENTION PROCEDURE	
HARASSMENT	
ZERO TOLERANCE POLICY	
PENALTIES FOR VIOLATION	
POLICY TO PROHIBIT GANGS AND GANG-RELATED ACTIVITIES	

**TITLE IX POLICY AND GRIEVANCE PROCEDURES** **57**

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. This handbook may be amended during the year without notice.

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

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

Dr. Jason Lind, Superintendent of Schools

Carly Kraft, Business Manager

Mr. Adam Rowlands, Director of Special Services

Ms. Christine Nichols, EL Coordinator

Ms. Meghan Konicki, Gifted Education (AIM) Coordinator

### **Millburn Elementary School**

Mr. Bennett Walshire, Principal

18550 Millburn Road

Wadsworth, IL 60083

Phone: 847-356-8331

Fax: 847-356-9722

### **Millburn Elementary School**

Ms. Kari Gedville, Assistant Principal

18550 Millburn Road

Wadsworth, IL 60083

Phone: 847-356-8331

Fax: 847-356-9722

### **Millburn Middle School**

Mr. Jake Jorgenson, Principal

640 Freedom Way

Lindenhurst, IL 60046

Phone: 847-245-1600

Fax: 847-265-8198

### **Millburn Middle School**

Ms. Courtney Lastacy, Assistant Principal

640 Freedom Way

Lindenhurst, IL 60046

Phone: 847-245-1600

Fax: 847-265-8198

**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.

**John Lorentzen, President**  
**Peter Pettorini, Vice President**  
**Jillyen Phelps, Secretary**  
**Brendan Murphy, Member**

**John Ruggles, Member**  
**Fred Skeppstrom, Member**  
**Lisa Wooster, 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 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.

Within the student handbook there are only summaries of board of education policies governing the school district. The board of education policies are available to the public at the school district office and on our [website](#).

**DISTRICT ASSESSED VALUATION**

2007	\$287,345,846
2008	\$295,596,148
2009	\$295,460,340
2010	\$282,912,210
2011	\$253,776,843
2012	\$230,452,304
2013	\$212,557,834
2014	\$204,195,002
2015	\$215,699,157
2016	\$224,408,790
2017	\$225,649,446
2018	\$229,145,950
2019	\$232,271,704
2020	\$236,640,673
2021	\$241,149,856
2022	\$260,275,514
2023	\$279,278,957

**FACTS ABOUT MILLBURN SCHOOL DISTRICT 24**

*(As of July, 2024)*

Early Childhood through Eighth Grade

15.5 Square Mile Area

1146 Students enrolled

**Administrators include:**

Superintendent, Business Manager/CSBO, Director of Special Services, Elementary School Principal, Middle School Principal, Elementary School Assistant Principal, Middle School Assistant Principal

Licensed Personnel 103 full-time, 4 part-time

Estimated teacher to pupil ratio of 17:1

**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 Supports (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.
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.

PBIS involves setting school-wide behavioral expectations.

At Millburn Elementary School those expectations are as follows:

- Be Kind
- Be Responsible
- Be Safe

At Millburn Middle School those expectations are as follows:

- Be Kind
- Be Safe
- Be Mindful

Behavioral expectations are taught to students in all settings and situations throughout the school day. Our emphasis is on acknowledging appropriate behavior and celebrating positive growth in individuals in our school community.

### **Restorative Practices**

In conjunction with PBIS, Millburn is also a Restorative Practices District. Restorative Practices **promote inclusiveness, relationship-building and problem-solving**, through such restorative methods as circles. These strategies are proactive for teaching positive behaviors and creating respectful learning communities. Restorative circles can also be implemented when responding to unexpected student behavior. These practices facilitate conflict resolution by creating a space to bring victims, offenders and their supporters together to address and repair wrongdoing.

## **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.

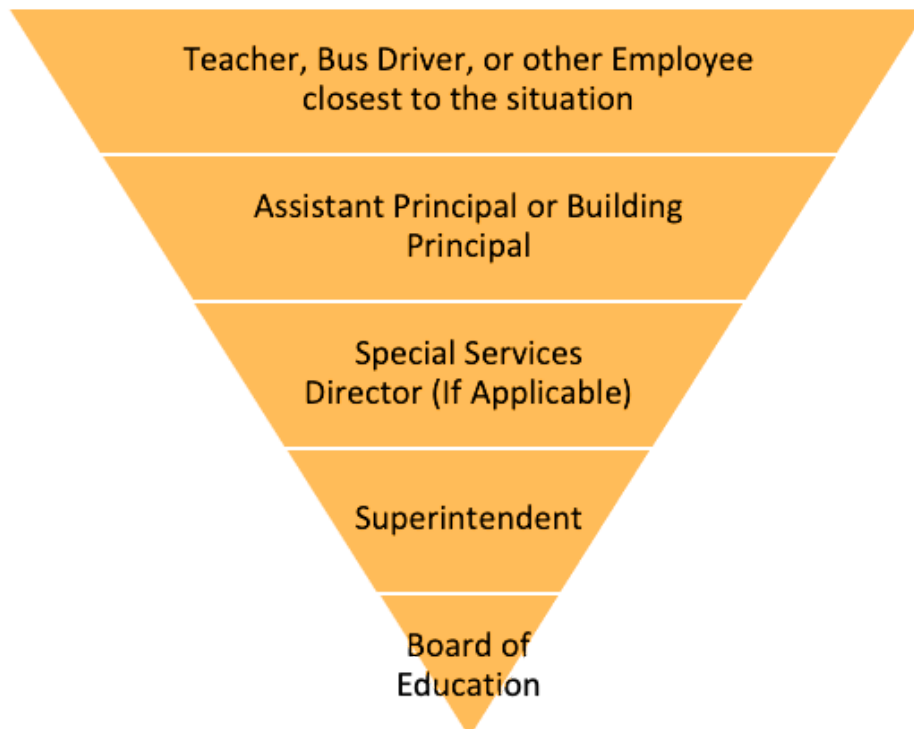
### **Communication Chain**

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 OR CONCERN:**

- STEP #1: Contact the Teacher, Bus Driver, or other Employee closest to the situation**
- STEP #2: Contact the Assistant Principal or Building Principal**
- STEP #3: Contact the Special Services Director (If Applicable)**
- STEP #4: Contact the Superintendent**
- STEP #5: 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 Learners (EL), 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 may have an opportunity to travel to Springfield as a culminating activity about the 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, Meghan Konicki.

### **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 appropriately charged devices;
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**

### **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.**

### **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.

## **CRISIS CONTACT INFORMATION**

### **Crisis Text Line**

To reach the Crisis Text Line Text HOME to 741741 from anywhere in the United States, anytime. Crisis Text Line is here for any crisis. A live, trained Crisis Counselor receives the text and responds, all from a secure online platform. The volunteer Crisis Counselor will help move individuals from a hot moment to a cool moment.

### **Safe2Help**

Learning about ways to help yourself is a first step to feeling better. If you need more help or prefer to talk to a person, Safe2Help's trained staff are available 24 hours a day, 7 days a week. The Safe2Help Illinois helpline can be reached by calling 844-4-SAFEIL or by texting SAFE2 to 72332.

### **Suicide & Crisis Lifeline**

The 988 Suicide & Crisis Lifeline is a national network of local crisis centers that provides free and confidential emotional support to people in suicidal crisis or emotional distress 24 hours a day, 7 days a week.

### **Referral GPS**

ReferralGPS is a web-based service (<https://referralgps.com/find-help/LAKE>) focuses on assisting our students, staff, and community in finding local mental-health and substance use related treatment. The service compliments the districts existing systems of support as a tool for student service teams and families to connect with treatment. Along with a searchable database of treatment options, ReferralGPS provides Care Navigation to assist families in triage, appointment setting, and follow up care.

### **Emergency Management Drills**

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

### **Evacuation 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.

### **Lock Down Drills**

Lockdown is the initial physical response to provide a time barrier during an active shooter/intruder event. Procedures are posted in classrooms and reviewed by each teacher with their students.

### **Tornado/Inclement Weather Drills**

Drop, Cover and Hold procedures may be used when an incident occurs with little or no warning. This action is taken to protect students and staff from flying or falling debris resulting from explosions, structural failures, severe weather or an earthquake.

### **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 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), Radio stations begin broadcasting at 6:00 a.m. Chicago stations will also be contacted, but sometimes our announcements get lost in their volume of calls. Information about school closings 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 view more information regarding The ECC service go to Millburn's website and click on the "Inclement Weather Guide" Quick Link on the left side of the home page.

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.

## **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 should notify the superintendent or building principal if they have a disability that will require special assistance or required services. This notification should occur as far in advance as possible of the school-sponsored function, program, or meeting.

### **AI (Artificial Intelligence)**

"Artificial intelligence" or "AI" is intelligence demonstrated by computers, as opposed to human intelligence. "Intelligence" encompasses the ability to learn, reason, generalize, and infer meaning. Examples of AI technology include ChatGPT and other chatbots and large language models.

AI is not a substitute for schoolwork that requires original thought. Students may not claim AI generated content as their own work. The use of AI to take tests, complete assignments, create multimedia projects, write papers, or complete school work without permission of a teacher or administrator is strictly prohibited. The use of AI for these purposes constitutes cheating or plagiarism.

In certain situations, AI may be used as a learning tool or a student aid. Students who wish to use AI for legitimate educational purposes must have permission from a teacher or an administrator. Students may use AI, including AI image or voice generator technology, to violate school rules or school district policies.

In order to ensure academic integrity, tests, assignments, projects, papers, and other school work may be checked by AI content detectors and/or plagiarism recognition software.

### **Behavior As It Relates to Photographing and/or Recording [Student Behavior Policy 7:190](#)**

The school administration is authorized to discipline students for gross disobedience or misconduct, including but not limited to using a cellular telephone, video recording device, personal digital assistant (PDA), or other electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. **Please note: This includes taking photos of staff members, classrooms, or other students.**

Prohibited conduct specifically includes, without limitation, creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device, or cellular phone.

Unless otherwise banned under this policy or by the Building Principal, all electronic devices must be kept powered-off or silenced 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.

### **Celebrations, Birthdays, and Special Occasions**

EPIC sponsors a classroom celebration for Halloween and Valentine's Day for students at the Elementary School and a grade level activity at the Middle School.

Please note: The sending of flowers, balloons, professional clowns, etc. to school for any special occasion is prohibited.

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 edible treat bags!

In order to continue our approach to healthy eating, we have adopted a non-edible approach to celebrating birthdays or other any other special occasions.

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 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. **\*\* 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.
- **Middle School Lunch:** In middle school, it is acceptable to supply a special lunch for your child only or sign them out to join you for lunch.

### **Damaged/Lost Books or Materials**

Books or school materials 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. ([Student Fundraising Activities Policy 7:325](#))

### **Gifts**

Millburn School District 24 **does not** encourage monetary collections for staff gifts. Families who wish to express their appreciation might do so with a small, simple gesture of thanks. ([Ethics Act's Gift Ban Policy 2:105](#))

### **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 titled, "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/advisory 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. Unclaimed items are donated at the end of the year after parents and students have had several chances to claim the items.

### **Lunch and Milk**

Whitsons Culinary Group 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.

### **Millburn Parent Group – EPIC (Educators and Parents Involvement Connection)**

EPIC (aka: Millburn Education Foundation) is a non-for-profit 501(c)(3) organization that exists to enrich student learning through community involvement by generating resources that enhance learning experiences for the students of Millburn School District 24. EPIC is a volunteer group comprised of Millburn District 24 parents/guardians and educators. EPIC creatively generates, accepts and distributes resources used to enrich and enhance the opportunities, educational experiences, and relationships of Millburn's students, parents and school staff. This collaboration, along with community businesses, offer support to our district through volunteer efforts and monetary and in-kind donations.

Through our fundraising efforts and events, EPIC is able to provide and assist in learning opportunities, programs and experiences and to sponsor community events. The governing board of EPIC meets regularly and holds three community involvement meetings throughout the school year. Elections for new board members are held in the spring.

Visit the EPIC website for more information about our organization, committees, committee chairs, volunteer opportunities, fundraising and corporate sponsorship and matching donations. [www.millburnEPIC.com](http://www.millburnEPIC.com)

### **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.

### **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/>.

### **(Web Based) Student Information System**

The web-based student information system (PowerSchool) has a parent connection, which offers parents an opportunity to see a students' schedule, track attendance, and view final report card grades.

### **Learning Management System**

*Schoology* is our Learning Management System used with students in grades 3 – 8 where they can digitally submit homework assignments, review grades, participate in interactive discussions, receive announcements and feedback, take tests, write academic blogs and more. As a parent, you will be able to view your child's activity and grades within the platform.

*Seesaw* is a platform used with students in EC- 2<sup>nd</sup> grade. Teachers can empower students to create, reflect, share, and collaborate. Students "show what they know" using photos, videos, drawings, text, PDFs, and links. It's a place to get student work in one place and share with families, and nothing is shared without teacher approval.

### **Acceptable Use of District 24 Technology Network**

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 website, 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.

**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. There may be 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.

**Video Recording Devices** - (Board Policy [7:220 Bus Conduct](#), [7:340 Student Records](#), [5:130 Employee Ethics: Conduct; and Conflict of Interest](#), 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 the 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** - ([Visitors to and Conduct on School Property Policy 8:30](#))

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 main office and receive permission to remain on school property. All visitors should provide a valid picture ID 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 required to sign in, and 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.

We ask that parents not come to school for lunch with their child. If there are extenuating circumstances, please consult with the building administration.

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.

### **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. ([School Admissions and Student Transfers To and From Non-District School Policy 7:50](#))

### **Early Admission to Kindergarten**

Millburn School District CCSD 24 has established guidelines and procedures for parents requesting early admission to kindergarten when a child's birthday falls between the State of Illinois requirement of September 1 and December 31 of a given school year and s/he has completed a private kindergarten program. The district recognizes that children develop at different rates socially, emotionally, physically, and academically, so kindergarten readiness can vary. Criteria and procedures for early admission follow.

Initial Criteria for Early Admission to Kindergarten:

1. The child must live within Millburn School District boundaries and turn five years old after September 1st and by December 31st of the ensuing school year.
2. Parents must submit the following paperwork by April 15 to the district office prior to the school year to initiate the process.
  1. Early Entrance to Kindergarten Application
  2. The child's birth certificate
  3. Proof of Residence
  4. Parent Checklist
  5. Teacher Questionnaire
  6. Letter of Recommendation, if not currently enrolled in pre-school
3. New residents who move in after the April 15 deadline, should contact the district offices as soon as possible to make arrangements for early admission screening.
4. Candidates and their parent(s) will be required to attend a screening with the kindergarten staff before the school year ends. The date will be arranged with all parties.

### **Early Admission to First Grade**

Millburn School District CCSD 24 has established guidelines and procedures for parents requesting early admission to first grade when a child's birthday falls between the State of Illinois requirement of September 1 and December 31 of a given school year and s/he has completed a private kindergarten program. The district recognizes that children develop at different rates socially, emotionally, physically, and academically, so first grade readiness can vary. Criteria and procedures for early admission follow.

Initial Criteria for Early Admission to First Grade

1. The child must live within Millburn School District boundaries and turn six years old after September 1st and by December 31 of the ensuing school year.
2. Parents must submit the following paperwork by April 15 to the district office prior to the school year to initiate the process.
  - a. Early Entrance to First Grade Application
  - b. The child's birth certificate
  - c. Proof of Residence
  - d. Parent Checklist
  - e. Teacher Questionnaire
  - f. Progress Report from a completed kindergarten program
3. New residents who move in after the April 15 deadline, should contact the district offices as soon as possible to make arrangements for early admission screening.
4. Candidates and their parent(s) will be required to attend a screening with the kindergarten staff before the school year ends. The date will be arranged with all parties.

### **Birth Certificate**

According to Public Act 84-1430 the District is required to have a copy of a student's birth certificate. You must bring a certified original birth certificate from the county of your child's birth to the school your child attends so that we may make a copy for our records. A hospital certificate is not permissible. The purpose of requiring a certified copy of the child's birth certificate is to ensure that the pupil has not been listed as a missing child; it is not a document designed to verify residency for school enrollment purposes. According to the Missing Children Records Act [[325 ILCS 50/5](#)], a pupil must provide a certified copy of his or her birth certificate to the school district within 30 days of enrollment. ([School Admissions and Student Transfers To and From Non-District Schools Policy 7:50](#))

Upon failure to comply, the school or other entity shall immediately notify the Illinois State Police or local law enforcement agency of such failure, and shall notify the person enrolling the child in writing that he or she has 10 additional days to comply. [[325 ILCS 50/5](#)] There is no basis in law to exclude a pupil for failure to produce a birth certificate or other proof even if the parent fails to provide such proof after the 10 additional days.

### **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. ([Waiver of Student Fees Policy 4:140](#))

### **Free and Reduced Lunch and Milk**

Each year the federal government establishes family economic guidelines whereby students may qualify for free or reduced lunch and milk. These forms are made available online and in school offices every July before the beginning of the school year.

Millburn School District participates in the National School Lunch Program, which oversees free and reduced lunches. Students who only take a portion of the lunch, such as only taking the milk, will be charged full price instead of it being provided free or reduced. Students must accept the whole lunch to avoid being charged the full price.

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 Transferring In**

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.

([Nonpublic School Students, Including Parochial and Home-Schooled Students Policy 7:40](#))

### **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 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 a 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. ([Health, Eye, and Dental Examinations; Immunizations; and Exclusion Policy 7:100](#))

### **PushCoin – Paying Online *Note: Electronic payments are highly encouraged***

For your convenience, Millburn District 24 has contracted with PushCoin, a third party 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. PushCoin can be accessed via the district's website. Parents may pay online with a credit/debit card (Discover, VISA, or MasterCard) or by eCheck that directly debits a bank account. The eCheck funding option is always free for parents and the school district. There is an additional fee per transaction to use credit or debit cards. The fee will be in addition to the original transaction amount. You will be able to see the total cost before submitting the transaction. For more information, visit <https://www.millburn24.net/Page/6862>.

Checks are made payable to Millburn School District 24.

### **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 and is subject to verification. Such changes include relocating within District 24.

### **Residence - Fraudulent**

District 24 will utilize a third-party company and a centralized residency manager to verify student residency. The third-party company conducts verification for every student by utilizing databases which access public information, in-person visits to residential addresses, surveillance, and/or personal interviews.

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. ([Residence Policy 7:60](#))

### **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. The district provides an Early Bird discount by a specific date provided to parents each year.

### **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 EPIC 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 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. ([School Admissions and Student Transfers To and From Non-District Schools Policy 7:50](#))

### **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 indicates otherwise. District 24 may charge the actual cost, provided that the costs does not exceed \$.35 per page, for copying information in the student's records; however, no individual shall be precluded from copying information because of financial hardship.

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

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

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

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

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

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

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.

Millburn School District #24 provides a continuum of special education services to meet the needs of all eligible students with disabilities as required by the Individuals with Disabilities Education Act (IDEA), Article 14 of the School Code, Section 504 of the Rehabilitation Act of 1973 and their implementing regulations. The term "children with disabilities" for purposes of IDEA and School Code means children ages 3-21 for whom it is determined that special education and related services are required.

In addition, Millburn is a member of the Special Education District of Lake County (SEDOL), which is a special education joint agreement comprised of public school districts to provide a continuum of programs, services and accommodations for children with disabilities. Services available through SEDOL include, but are not limited to, smaller classes for specialized instruction, resource services, inclusion services, early childhood classes, speech and language services, occupational therapy, hearing and vision itinerant services, social work and physical therapy. The District also employs school psychologists to complete evaluations, provide teacher consultation, and provide direct service to students.

#### **Child Find**

The State Child Find regulations at 23 IL Adm Code 226.100 state, a) Each school district shall be responsible for actively seeking out and identifying all children from birth through age 21 within the district (and those parentally-placed private school children for whom the district is responsible under 34 CFR 300.131) who may be eligible for special education and related services. Procedures developed to fulfill the child find responsibility shall include: 1) An annual screening of children under the age of 5 for the purpose of identifying those who may need early intervention or special education and related services.

### **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.

Vision Exams:

- a) Vision screening services shall be provided on an ongoing basis for all preschool children 3 years of age (or older) in any public or private educational program or licensed child-care facility.
- b) Vision screening services shall be provided annually for all school age children who are in kindergarten, second and eighth grades; in all special education classes; referred by teachers; and transfer students. Vision screening is recommended in grades 4, 6, 10 and 12. Such screening services shall be provided in all public, independent, private and parochial schools.
- c) In lieu of the screening services required in subsection (a) of this Section, a completed and signed report form, indicating that an eye examination by an M.D. specializing in diseases of the eye or a licensed optometrist has been administered within the previous 12 months, is acceptable.
- d) The parent or legal guardian of a student may object to vision screening tests for their child on religious grounds. If a religious objection is made, a written and signed statement from the parent or legal guardian detailing such objections must be presented to the screening entity.
- e) Individuals conducting vision screening tests shall give a child's parent or guardian written notification, before the vision screening is conducted, that states, "Vision screening is not a substitute for a complete eye and vision evaluation by an eye doctor. Your child is not required to undergo this vision screening if an optometrist or ophthalmologist has completed and signed a report form indicating that an examination has been administered within the previous 12 months."

*Section 685.110 Frequency of Vision Screening*

Hearing Exams:

- a) Hearing screening services shall be provided on an ongoing basis for all preschool children three years of age or older in any public or private educational program or licensed child care facility.
- b) Hearing screening services shall be provided annually for all school age children who are in grades K (kindergarten), 1, 2, and 3; are in any special education class; have been referred by a teacher; or are transfer students. These screening services shall be provided in all public, private, and parochial schools. Hearing screening is recommended in grades 4, 6, 8, 10, and 12.
- c) In lieu of the screening services required in subsections (a) and (b) of this Section, a completed and signed report form, indicating that the child has had an ear examination by a physician and an audiological evaluation completed by an audiologist within the previous 12 months is acceptable.
- d) In cases of known hearing loss, an audiological evaluation completed by an audiologist within the previous 12 months may be accepted instead of threshold monitoring services.
- e) Hearing screening services in public, private and parochial schools shall be provided annually for all special education children using screening methods contained in Section 675.120 of this Part.
- f) The parent or legal guardian of a student may object to hearing screening tests for their children on religious grounds. If a religious objection is made, a written and signed statement from the parent or legal guardian detailing such objections must be presented to the local school authority. General philosophical or moral reluctance to allow hearing screening will not provide a sufficient basis for an exception to statutory requirements.

*Section 675.110 Frequency of Hearing Screening*

**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 our District 24 office regarding evaluation.

**Birth to Three-Year-old children:** Parents of birth to three-year-old children, who feel their children exhibit some developmental delays, may have the child screened and evaluated through our local Child and Family Connections (CFC) office. To find our local CFC office, call (800) 843-6154.

### **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 22 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.

**Grading Scale - MES**

Millburn Elementary Teachers use scoring guides/ proficiency scales to clearly define learning targets that communicate the knowledge and skills necessary for students to reach mastery on each priority standard. These scoring guides help students and parents understand the level of mastery they have achieved at any given time.

There may be times that a teacher cannot provide a grade, such as extended vacations, medical leaves, alternative curriculum. If this is the case, NA (Not Assessed) will be put in the report card.

## MES Grading Criteria

<b>3</b>	<p>Meeting: Meets or exceeds the standard of the grade</p> <ul style="list-style-type: none"> <li>• Demonstrates solid and consistent understanding of skills</li> <li>• Applies knowledge and skills that lead to above average work based on grade level expectations</li> <li>• Requires minimal support to complete work when applying the particular standard</li> </ul>
<b>2</b>	<p>Approaching: Approaching the standard of the grade</p> <ul style="list-style-type: none"> <li>• Demonstrates partial or inconsistent understanding of skills</li> <li>• Requires additional reinforcement and practice of skills to produce work that is average based on grade level expectations</li> <li>• Requires regular support to complete work when applying particular standards</li> </ul>
<b>1</b>	<p>Attempting: Does not yet meet the standard of the grade; needs support</p> <ul style="list-style-type: none"> <li>• Demonstrates minimal understanding of skills</li> <li>• Requires additional instruction and practice of skills, work produced does not meet grade level expectations</li> <li>• Requires additional time and significant support to complete work when applying particular standards</li> </ul>

**Grading Scale - MMS**

97%-100%	A	87%-89%	B	77%-79%	C	67%-69%	D
93%-96%	A	83%-86%	B	73%-76%	C	63%-66%	D
90%-92%	A-	80%-82%	B-	70%-72%	C-	60%-62%	D-
						59% and below	F

**Honor Roll Recognition**

HONOR ROLL	GRADE POINT AVERAGE
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 students will receive recognition quarterly. New honor rolls are determined at the conclusion of each quarter.

### **Reporting to Parents**

Report cards for students in grades kindergarten-fifth grade are issued by trimesters. Report cards will be sent home with the students or sent digitally via email. Students in grades 6-8 receive quarterly report cards. 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.

### **Academic Retention**

Decisions to promote or retain students in any classes shall be based on their academics, attendance, state assessment, Measures of Academic Progress (MAP), or other testing or any other criteria established by the School Board. Students determined by District 24 who do 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.

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.

### **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 and checking Schoology for 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**

The classroom teachers will not be required to supply missed work. Middle School students can access the learning 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, stay in for recess, 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 online sources from the Millburn Media Centers to do research on the Internet. To access these online sources go to [www.millburn24.net](http://www.millburn24.net) - Departments – Technology.

## **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, 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 State of Illinois considers ten percent days of absence as chronic absenteeism. 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.

Grade	Student is tardy if:	Student is marked half-day absent if:	Student is marked full day absent if:
K-5	Less than or equal to 30 minutes is missed	Greater than 31 minutes, but less than or equal to 150 minutes is missed	Greater than 151 minutes is missed
6-8	Less than or equal to 51 minutes is missed	Greater than 52 minutes, but less than or equal to 150 minutes is missed	Greater than 151 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**

A ‘Truant’ student is defined as a child who is subject to compulsory school attendance and who is absent without valid cause, as defined under this Section, from such attendance for more than 1% but less than 5% of the past 180 school days. *Ref. 105 ILCS 5/26-2a.*

**Chronic Truancy**

"Chronic or habitual truant" shall be defined as a child who is subject to compulsory school attendance and who is absent without valid cause from such attendance for 5% or more of the previous 180 regular attendance days. *Ref. 105 ILCS 5/26-2a.*

**Truant Minor**

"Truant minor" is defined as a chronic truant to whom supportive services, including prevention, diagnostic, intervention and remedial services, alternative programs and other school and community resources have been provided and have failed to result in the cessation of chronic truancy, or have been offered and refused. *Ref. 105 ILCS 5/26-2a.*

**Excused Absences**

Valid cause for absence is called an excused absence. Excused absence shall be illness, including the mental or behavioral health of the student, observance of a religious holiday, death in the immediate family, or family emergency and shall include such other situations beyond the control of the student, as determined by the board of education in each district, or such other circumstances which cause reasonable concern to the parent for the mental, emotional, or physical health or safety 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.*

**Mental or Behavioral Health** *(Effective January, 2022)*

The Illinois School Code includes that the mental or behavioral health of a student is a valid cause for absence from school and constitutes an excused absence. Parents/guardians may keep their student home from school for the student’s mental or behavioral health for up to 5 school days in a school year. Medical documentation for these absences cannot be required. Students must be given the opportunity to make up missed school work. Students may be referred to the appropriate school support personnel and

tiered interventions after the second mental or behavioral health day is used. Millburn's attendance policies reflect mental and behavioral health absences as excused absences. *Ref. 105 ILCS 5/26-1*

### **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 a bicycle to and from school and living 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 recess for one (1) day with a parent written request.
2. Other exceptions will be made only upon receipt of a doctor's note (i.e. ear infections, asthmatics, etc.)
3. Children who cannot participate in P.E. or athletic practice will not be allowed to participate in outdoor recess activity.

### **Dressing for Winter**

Whenever possible, we try to get the students out in the fresh air for recess. However, many are inadequately dressed for this time of year (middle school students especially). Your child **MUST** be dressed appropriately for the weather. 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. (Medical absences longer than one day must be issued by a physician).

### **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. We request that you keep your child home if he or she is not feeling well. 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.

Millburn Health Services is NOT a walk-in clinic. Our Health Services Nurse cannot diagnose illness or identify a rash, this 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 Services 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.

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.

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 Services 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
--------------	----------	---------------------------	------	----------	--------------------------	---------

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
-------------------------	--------------	-----------	-------------------------	-----------

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 Services 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)

**Students with Life Threatening Food Allergies or Life Threatening Chronic Illness**

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 or an emergency action plan will be developed and implemented to provide the needed support 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 such as an emergency action plan.

## **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 before or 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 with a current grade of an F, or two D's shall be ineligible for participation in any interscholastic athletic activity until the grade/s have met the eligibility requirements. Teachers shall inform the student, parent, and coach when the athlete has two D's or one F in their class. Ineligibility will start two days later and continue until the teacher has informed the student and coach that the student is eligible. IE; Grade notification on Friday, eligibility starts on Monday. Ineligible students participating in these programs receiving notice are still expected to practice with the team. Please note: Students must realize that there will be a "turn around time" on grading for missing assignments, or improved assignments.

### **Activities Eligibility**

Every sixth-eighth grade student who is participating in a team sport will be required to be at practice unless excused by the coach or upon receipt of a parental signed note. If a student will not be able to attend practice, the coach should be notified prior to the scheduled practice. Unexcused absence will result in the student not participating in the next scheduled game and further may result in the student being removed from the team. Middle School students who are absent or are signed out of school after 11:40 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 extracurricular functions (games, practices).

### **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 online at PushCoin.com. 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.

### **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 dance. 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.

### **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.

### **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.

### **Interscholastic Athletics and Cheerleading**

Interscholastic athletics are open to grades 6 through 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 beginners class starts in September every year. Group lessons are given at all levels. These lessons are on a rotating schedule during the school day.

### **Math Team**

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

### **National Junior Honor Society**

The Millburn Middle School National Junior Honor Society is an organization that identifies and recognizes seventh and eighth grade 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.

### **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.

### **Rules for Leaving an Athletic Event**

When a student is leaving for an away athletic event without 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.

### **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. After school activities may be limited in cases of office managed behavior referrals and/or discipline. *Ref. Visitors To and Conduct On School Property.*

### **Scholastic Bowl**

This is a team of students in grades 6 through 8 that practice throughout the year. The team(s) compete against other teams in our conference as well as a conference tournament. The competition consists 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.

### **Student Service Council**

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

### **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.

### **Team Uniform**

Sports teams will be required to wear a team uniform. The district allows a student to modify his or her athletic or team uniform for the purpose of modesty in clothing or attire that is accordance with the requirements of his or her religion or his or her cultural values or modesty preferences. A student is not required to receive the prior approval of the school board for such modification.

## **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 main office to sign the child out. The office secretary will call your child to the main 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 (At Dismissal)**

Parents will need to wait in the pick up line until a staff member comes to you to sign your student 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 8:10 a.m. Please make sure students do not get to school before 8:10 a.m. as there is no supervision earlier than 8:10 a.m. Supervision is located at the Main Entrance, the playground, and the Cafeteria Entrance starting at 8:10 a.m. Students must report to their grade level entry door as they arrive. 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 8:10 a.m. Please do not use the west side of the building as a drop off/pick up location.

### **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 Recess**

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.

### **Appearance**

A student's appearance, including dress and hygiene, must not disrupt the educational process or compromise standards of health and safety. The District does not prohibit hairstyles historically associated with race, ethnicity, or hair texture, including, but not limited to, protective hairstyles such as braids, locks, and twists. Students who disrupt the educational process or compromise standards of health and safety must modify their appearance.

### **Attire Expectations**

The primary responsibility for a student's attire resides with the students and their parents or guardians. Millburn District 24 is responsible for seeing that the attire does not interfere with the health or safety of any student and that student attire does not contribute to a hostile or intimidating atmosphere for any student. To facilitate an academic environment, the following attire expectations will apply to students of all genders.

These attire expectations exist to create an atmosphere which focuses on positive student outcomes, maintains a focus on learning, and fosters personal pride. Students should dress in a way that permits participation in all daily activities. (recess, gym class, working on the floor, getting in and out of a desk or cafeteria bench, etc.)

#### **Students must wear:**

- Clothing that ensures all underwear is fully covered (This does not include visible straps on undergarments worn under other clothing ie. spaghetti straps).
- Students must wear a shirt, pants/jeans or the equivalent (skirt, sweatpants, dress or shorts).
- Footwear.

#### **Students may wear:**

- Religious headwear.
- Headwear that does not cover the ear or face.
- Ripped jeans as long as underwear is not exposed.

#### **Students cannot wear clothing with:**

- Violent language or images.
- Language or images alluding to sexual content.
- Images or language indicative of or inclusive of profanity.
- Images or language depicting drugs, tobacco or alcohol.
- Gang related attire.
- Any clothing that reveals visible undergarments.
- Any item that obscures the face or ear (except for a mask that covers the mouth and nose for health reasons, or as a religious observance).

Should a student wear anything to school in conflict with above statements, they may be asked to do one or more of the following:

- Correct the situation on their own (perhaps a replacement item from their locker / backpack or borrow from a friend).
- Report to the office for a replacement item (the office will have a variety of spirit wear items that can be used as a replacement and purchased or cleaned and returned).

If this is a recurring event or the student refuses to correct the problem, contact will be made to the parent and further action may result. Please note, the attire expectations apply to all school related functions including field trips, activity nights and other school sponsored events. Also, the administration reserves the right to require a letter from the student’s doctor or religious leader to provide a waiver.

**Use of School Business Telephone**

Classroom phones can be used at the discretion of the teacher.

**Cell Phones & Other Electronic Devices**

Students are expected to keep their cell phones out of sight and not in use during the school day. Again, phones are to remain out of sight and not in use. Please review descriptions that follow regarding electronic devices.

The school is not responsible for lost or stolen personal possessions.

**iPad Technology Violations**  
**At school and on the bus**

Example violations may include but are not limited to:

- Airdropping without permission (includes pictures and school work).
- Using internet sites without permission.
- Physical damage to iPad.
- Inappropriate Schoology comments.
- Leaving your iPad unsupervised.
- Unauthorized downloading of apps, music, and/or images.
- Taking pictures.
- Playing unauthorized games.
- Inappropriate use of email, Google Docs, etc...
- Changing settings without permission.
- Taking possession of someone else’s iPad without their knowledge or permission.
- Logging into someone else’s account.

Zero Violations = Great job! You have all the privileges set by the school.
All students will be taught the expectations for iPads during the first 2 weeks of school. Verbal warnings/reteaching will be utilized during this 2 week period. Starting the 3rd week of school, the below leveling system will be implemented.
Level 1

One Violation = Notification of Behavior and Reteaching
<b>Level 2</b> Two Violations = Notification of Detention and Reteaching Restrictions may be implemented
<b>Level 3</b> Three Violations = Notification of Saturday Detention and Reteaching. Further restrictions may include: airdropping, games, apps, internet, temporary loss of take-home rights, use in classrooms

Depending on the severity of the behavior, levels and consequences can be expedited.

**Cell Phone/Smartwatch Technology Violations**  
**At school and on the bus**

Cell phones should be turned off and out of sight at all times. If they are seen or heard by a staff member, the below violation leveling system will be implemented. Teachers may give special permission to use for particular activities in the classroom.

Smartwatches can be worn but should be silenced and only used as a watch during school hours.

Example cell phone/smartwatch violations may include but are not limited to:

- Texting.
- Taking pictures.
- Making calls.
- Playing games.
- Airdropping without permission.
- Listening to music without permission.
- Earbuds in without permission.
- Phone out without permission.
- Use of social media such as Facebook, Snapchat, Instagram, etc...
- Mistreatment of others via social media, text, or other means.

Zero Violations = Great job! You have all the privileges set by the school.
All students will be taught the expectations for cell phones/smartwatches during the first 2 weeks of school. Verbal warnings will be given during this 2 week period. Starting the 3rd week of school, the below leveling system will be implemented.
<b>Level 1</b> One Violation = Notification of Behavior and Reteaching
<b>Level 2</b> Two Violations = Notification of Detention and Reteaching Cell phone dropped off in office in the morning and picked up in the afternoon for 1 week
<b>Level 3</b> Three Violations = Notification of Saturday Detention and Reteaching

Restrictions may include: Cell phone dropped off in office in the morning and picked up in the afternoon for a period of time

Level 4

Four Violations = Restrictions

May include: Cell phone dropped off in the office in the morning and picked up after school

Depending on the severity of the behavior, levels and consequences can be expedited.

### **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 remain seated in the cafeteria.

### **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 devices 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. No gum or candy is allowed.
5. Eating is allowed at specified lunch or snack time.

### **Regulations for Field Trip Chaperones**

1. Be on time.
2. 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 headcount 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 the 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 is allowed.
10. Eating is allowed at specified lunch or snack time.
11. Siblings are not allowed on field trips (including overnight field trips).

### **Activity Nights Rules**

Attendance at EPIC/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 event 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.
- Students 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 the 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 the 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.
- Students must have less than 4 detentions in the quarter in which the Activity Night is occurring.
- Students 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.

Bus routes are sent via email to parents. 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, is subject to residency verification, will be effective no sooner than 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 **five 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 DESIGNATED TO THEM.

All school rules pertaining to student conduct are applicable when riding the school buses. 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 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 the 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 a Minor Referral in PBIS. The Administrator may investigate the situation and issue further discipline.

SECOND or SUBSEQUENT OFFENSE – Bus driver completes a Major Referral in PBIS. Administrator investigates situation. He or she may issue 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. Note: Upon receipt of a bus suspension, the middle school student will not be allowed to attend the next regularly scheduled middle school Activity Night.

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, and choir are considered.

### **Band or Chorus Awards**

Awards are presented to any student who participates in band or chorus.

### **EPIC 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 and PARENT RIGHTS & RESPONSIBILITIES**

Students 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.
- 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.

#### **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 Report any incidents of verbal or physical threats, menacing or abuse.

- |  |   |
|--|---|
| <p>5 Follow discipline guidelines adopted by the school and District.</p> <p>6 Read and understand the <i>Parent/Student Handbook</i>.</p> <p>7 Report violations of school rules.</p> | <p>5 Access their own records within appropriate guidelines.</p> <p>6 Whenever possible, receive discipline information in a language they can understand.</p> <p>7 Be treated with respect and fairness.</p> |
|--|---|

**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 for 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**

The Superintendent or designee shall notify students and their parents/guardians of each of the following in accordance with the Right to Privacy in the School Setting Act, 105 ILCS 75/:

1. School officials may not 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.
2. School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination.

## **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 keep students, school personnel, and others safe, or for self-defense or defense of property. 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 any Millburn staff member 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 students 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. Students who display expected behaviors throughout the school day may be acknowledged through a positive behavior incentive program.

## **Posted Expected Behaviors**



# Mustang Mindset

	HALLWAY	BATHROOM	CAFETERIA	PLAYGROUND	BUS	SPECIAL EVENTS
<b>BE KIND</b>	Keep hands & feet to self Quiet voices Hold doors for others	Respect privacy Use kind words and actions Wait your turn	Respect everyone's space Use kind words and actions Invite others to sit by you	Take turns Use kind words and actions Invite others to play	Use indoor voice Use kind words and actions Listen for your stop	Eyes & ears on speaker Participate appropriately Use appropriate applause
<b>BE RESPONSIBLE</b>	Use 2 hands to carry iPad Go directly to destination	Place trash in garbage can Use time wisely Go, flush, wash Report problems to an adult	Leave your area clean Sit with feet under the table Keep items in assigned area Use indoor voices	Line up quietly when called Use and return equipment appropriately Play by the rules Report problems to an adult	Keep backpack closed Food and drink stays in backpack Report problems to an adult	Sit appropriately Enter & exit quietly
<b>BE SAFE</b>	Listen and follow directions from adults Walk and face forward Stay to the right Keep hallways clean & clear	Wash hands Walk at all times Keep water in sink Keep supplies in the proper place	Listen and follow directions from adults Walk at all times Keep items in assigned area Use indoor voices	Listen and follow directions from adults Walk to and from building Stay in assigned area Keep hands & feet to self	Listen and follow directions from adults Stay seated & face forward Watch for traffic when near the bus Keep hands & feet to self	Listen and follow directions from adults Walk at all times Stay in assigned area Keep hands & feet to self



# COUGAR CODE



Millburn Middle School	Classroom	Hallway	Bathroom	Cafeteria	Recess	Locker Room	Bus	Special Events / Assembly
<b>Be Kind</b>	Respect others Wait your turn Listen actively Use kind words and tone	Use appropriate voice and volume Use positive language	Demonstrate courteous behavior Clean space up Use proper voice and volume	Talk at respectful level Include others Use kind words and tone Be patient when waiting	Respect personal space Include peers in activities	Demonstrate courteous behavior Clean up Use proper voice and volume	Talk with appropriate volume Use kind language Say "Thank you" to the bus driver	Stay in your space Demonstrate that you are engaged Listen for the speaker's voice Be alert and quiet
<b>Be Responsible</b>	Use resources available Complete quality work on time Be engaged, present an ready Set goals	Move to class quickly Follow locker use expeditions Acknowledge people appropriately	Manage timing of breaks Keep visits brief Follow expectations of technology use	Keep items in your space Clean up Look for appropriate solutions	Listen and follow directions Play by the rules Return equipment	Manage your time Exit as soon as you are done Follow expectations of technology use	Technology use is private, independent and respectful Report problem behavior	Learn something new Make eye contact Understand and match behavior to the event
<b>Be Mindful</b>	Use technology as directed Care for yourself and property Leave class with permission only Notify adult of mistreatment Think before you speak	Walk and move under control Keep space between peers Be aware of others Feet on the floor Hands at your side	Respect privacy Use facilities as intended Wash hands Keep electronics in classroom Notify staff of any issues	Walk and move under control Eat your own food Follow staff directions Use pass system when missing lunch	Tell supervisor if you see mistreatment Wear weather appropriate clothes Use equipment as intended	Respect privacy Use facilities as intended Do not bring electronics into this space Notify staff member of any issues	Listen and follow directions Use your assigned seat Know the emergency steps	Follow directions from the adult Enter in a line and stay in order to your seats Use the stairs up and down the bleachers

## Prohibited Student Conduct

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

1. Using, possessing, distributing, purchasing, or selling tobacco or nicotine materials, including without limitation, electronic cigarettes.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling, or offering for sale:
  - a. Any illegal drug or controlled substance, or cannabis (including marijuana, hashish, and medical cannabis unless the student is authorized to be administered a medical cannabis infused product under Ashley's Law).
  - 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 unless the student is authorized to be administered a medical cannabis infused product under Ashley's Law.

- e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
- f. Any substance inhaled, injected, smoked, consumed, or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in tablet or powdered form.
- g. Look-alike or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by 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.
- h. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.

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

1. Using, possessing, controlling, or transferring a weapon as that term is defined in the Weapons section of this policy, or violating the Weapons section of this policy.
2. Using or possessing an electronic paging device. Using a cellular telephone, video recording device, personal digital assistant (PDA), or other electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device, or cellular phone. Unless otherwise banned under this policy or by the Building Principal, all electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's individualized education program (IEP); (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.
3. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
4. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a District staff member's request to stop, present school identification, or submit to a search.
5. 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.
6. Engaging in hazing or any kind of bullying or aggressive behavior that does physical or psychological harm to a staff person or another student, or urging other students to engage in such conduct. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network, or other comparable conduct.
7. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning), and sexual assault. This does not include the non-disruptive: (a) expression of gender or sexual orientation or preference, or (b) display of affection during non-instructional time.
8. Teen dating violence, as described in Board policy 7:185, Teen Dating Violence Prohibited.
9. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property.
10. Entering school property or a school facility without proper authorization.
11. In the absence of a reasonable belief that an emergency exists, calling emergency responders (such as calling 911); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus, or at any school activity.
12. Being absent without a recognized excuse; State law and School Board policy regarding truancy control will be used with chronic and habitual truants.

13. Being involved with any public school fraternity, sorority, or secret society, by: (a) being a member; (b) promising to join; (c) pledging to become a member; or (d) soliciting any other person to join, promise to join, or be pledged to become a member.
14. Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia.
15. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism, and hazing.
16. 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.
17. Operating an unmanned aircraft system (UAS) or drone for any purpose on school grounds or at any school event unless granted permission by the Superintendent or designee.
18. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

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

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

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

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

A student is subject to disciplinary action for engaging in prohibited student conduct, as described in the section with that name below, whenever the student's conduct is reasonably related to school or school activities, including, but not limited to:

1. On, or within sight of, school grounds before, during, or after school hours or at any time;
2. Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function, or event; or
4. Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including, but not limited to, conduct that may reasonably be considered to: (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 voluntarily due to behavioral or academic difficulties. Potential disciplinary measures include, without limitation, any of the following:

1. Notifying parent(s)/guardian(s).
2. Disciplinary conference.
3. Withholding of privileges.

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

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

### **Corporal Punishment**

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

### **Isolated Time Out, Time Out, and Physical Restraint**

Neither isolated time out, time out, nor physical restraint shall be used to discipline or punish a student. These methods are only authorized for use as permitted in 105 ILCS 5/10-20.33, State Board of Education rules (23 Ill.Admin.Code §§ 1.280, 1.285), and the District's procedure(s).

### **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 at least one calendar year but not more than two calendar years:

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

The expulsion requirement under either paragraph one or two above may be modified by the Superintendent, and the Superintendent's determination may be modified by the Board on a case-by-case basis. The Superintendent or designee may grant

an exception to this policy, upon the prior request of an adult supervisor, for students in theatre, cooking, ROTC, martial arts, and similar programs, whether or not school-sponsored, provided the item is not equipped, nor intended, to do bodily harm.

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

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

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

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

Please report instances of bullying to the administration immediately. Students can do so on their iPads, via the website, anonymously, or in person at school. Here is the link to the [See Something, Say Something: Bullying & Harassment Online Report](#).

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 District goals.

Bullying on the basis of actual or perceived race, color, national origin, 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 nonschool-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. This paragraph (item #4) applies only when a school administrator or teacher receives a report that bullying through this means has occurred; it does not require staff members to monitor any nonschool-related activity, function, or program.

Definitions from 105 ILCS 5/27-23.7

Bullying includes cyberbullying 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.

Cyberbullying means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications.

Cyberbullying includes the creation of a webpage, weblog, social media pages, sites or content, in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of bullying. Cyberbullying also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of bullying.

Restorative measures means a continuum of school-based alternatives to exclusionary discipline, such as suspensions and expulsions, that: (i) are adapted to the particular needs of the school and community, (ii) contribute to maintaining school safety, (iii) protect the integrity of a positive and productive learning climate, (iv) teach students the personal and interpersonal skills they will need to be successful in school and society, (v) serve to build and restore relationships among students, families, schools, and communities, and (vi) reduce the likelihood of future disruption by balancing accountability with an understanding of students' behavioral health needs in order to keep students in school.

School personnel means persons employed by, on contract with, or who volunteer in a school district, including without limitation school and school district administrators, teachers, school guidance counselors, school social workers, school counselors, school psychologists, school nurses, cafeteria workers, custodians, bus drivers, school resource officers, and security guards.

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.

Administration make all reasonable efforts to complete all investigations of bullying within 10 school days after the date the report of the incident of bullying was received.

<b>Complaint Manager:</b>	<b>Complaint Manager:</b>
<b>Carly Kraft</b>	<b>Adam Rowlands</b>
<b>18550 Millburn Road, Wadsworth, IL 60083</b>	<b>18550 Millburn Road, Wadsworth, IL 60083</b>
<b>ckraft@millburn24.net</b>	<b>arowlands@millburn24.net</b>
<b>847-245-2920</b>	<b>847-505-8963</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*.

### **Alleged Incident of Bullying**

Millburn School District administration shall provide notice to parents/guardians of all students involved in the alleged incident of bullying within 24 hours after the school's administration is made aware of the students' involvement in the incident and discussing, as appropriate, the availability of social work services, counseling, school psychological services, other interventions, and restorative measures. The school or school district will make diligent efforts to notify a parent or legal guardian, utilizing all contact information the school has available or that can be reasonably obtained by the school within the 24-hour period.

### **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. 2:260, Uniform Grievance Procedure. This policy provides a method for any student, parent/guardian, employee, or community member to file a complaint if he or she believes that the School Board, its employees, or its agents have violated his or her rights under the State or federal Constitution, State or federal statute, Board policy, or various enumerated bases.
  - b. 2:265, Title IX Sexual Harassment Grievance Procedure. This policy prohibits any person from engaging in sexual harassment in violation of Title IX of the Education Amendments of 1972. Prohibited conduct includes but is not limited to sexual assault, dating violence, domestic violence, and stalking.
  - c. 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).
  - d. 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.

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

1. 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.
2. 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.
3. 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.
4. Cutting Class - unexcused absence from a class.
5. Disrespect/Defiance of Authority - refusal to comply with reasonable requests of school personnel (including substitute teachers), or refusal to obey classroom and school requests.

6. Elevators – using the elevators without the approval of the administration.
  7. Fire Alarms - setting the alarm under false pretenses.
  8. Firecrackers - the use, possession, or sale of firecrackers or similar devices.
  9. 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.
  10. Gang-Related Activity
  11. 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.
  12. Inappropriate Use of Cellular Phones, Beepers, Lasers, etc. (during the school day) - See section on Electronic Devices/Equipment.
  13. Internet Misuse or Attempt at Misuse – see section on Unacceptable Use in the *Internet Acceptable Use Agreement*.
  14. Lying – not being truthful
  15. 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.
  16. Physical Assault - threatening or engaging in physical contact for the purpose of inflicting harm on another student or adult. See Section IV.
  17. Pornographic Materials – pictures or written material containing pornographic images or wording.
  18. Recess Rules - not following playground rules.
  19. Solicitation - of money, or something of value from another person in return for protection, or in connection with a threat to inflict harm.
  20. Tardiness - unexcused lateness to class
  21. Theft – taking items not belonging to self
  22. Tobacco, Tobacco Products, Electronic Cigarettes, Alcohol, and Controlled and/or Illegal Substances - the use, possession, distribution or sale of these substances. See Section IV.
  23. Truancy – unexcused absenteeism
  24. 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.
  25. 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 Study
- 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.

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

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

1. 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.
2. Failure of the parent to acknowledge a detention notice may result in the student being issued an automatic half day of isolation (in lieu of the detention) to be served that day. The parents will be notified by the issuing staff member.
3. Failure by a student to appear for a detention period will result in an automatic second detention.
4. On the date a detention is being served, the student may be ineligible to participate in extracurricular functions.
5. 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.

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 an in-school isolation, the middle school student may not be allowed to attend the next regularly scheduled middle school Activity Night.

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 may not be allowed to attend the next regularly scheduled middle school Activity Night.

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 Activity Night.

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.

### **III. Harassment**

No person, including a School District employee or agent, or student, shall harass, intimidate, or bully a student on the basis of actual or perceived: race; color; national origin; military status; unfavorable discharge status from 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; 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. The District will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, sexual, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, 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.

### **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 website, 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 device with internet access shall have a filtering application 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 the 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. There may be 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.