

Overview of Changes for 2011-12 Parent/Student Handbook

Beginning with the 2009-10 school year, the Parent/Student Handbook became accessible only on the district's website. There is an electronic signature page that parents sign acknowledging that they have read and/or are aware of the handbook and have discussed or will discuss important items with their child (ren). The office staff in both schools are responsible for keeping track of the parents who have signed and following up on those who have not.

Changes to be made based on the meetings of the Handbook Advisory Committee organized and directed by the Director of Curriculum and attended by parents, staff, and administrators, are as follows:

1. Updated Intro Page

INTRODUCTION

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

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

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

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

District Offices

Superintendent and Business Offices are located at: 640 Freedom Way, Lindenhurst, IL 60046
Phone: 847-245-1600

District Offices

Special Services, Curriculum,
and Technology Offices located at: 18550 Millburn Road, Wadsworth, IL 60083
Phone: 847-356-8331

Web Site: www.millburn24.net

Mr. Jason Lind, Superintendent
Dr. Stephen Johns, Business Manager
Dr. Cheryl A. Kucera, Director of Curriculum
Ms. Joanne Rathunde, Director of Technology
Ms. Elizabeth Keefe, Director of Special Services

Ms. Marybeth DeLaMar, Principal
Millburn Central School
18550 Millburn Road
Wadsworth, IL 60083

Phone: 847-356-8331
Fax: 847-356-9722

Mr. Jake Jorgenson, Principal
Millburn West School
640 Freedom Way
Lindenhurst, IL 60046

Phone: 847-245-1600
Fax: 847-265-8198

Ms. Nancy Stream, Gifted Education Coordinator
Ms. Amber Stewart, Transportation Coordinator

2. Updated Board of Education, District Assessed Valuation, and Facts Page

BOARD OF EDUCATION

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

Robert Reding, President
Lisa Scanio, Vice President
Chris Stream, Secretary

Diane Campbell, Member
Jane Gattone, Member
Scott Miller, Member
Joseph Pineau, Member

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

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

DISTRICT ASSESSED VALUATION

2002	200,795,599
2003	210,030,407
2004	227,797,303
2005	255,334,783
2006	273,522,605
2007	287,345,846
2008	295,596,148
2009	295,460,340
2010	282,912,210

FACTS ABOUT MILLBURN SCHOOL DISTRICT 24

(As of June 10, 2011)

Early Childhood through Eighth Grade

15.5 Square Mile Area

1,553 Students enrolled

Six Administrators

Certified Personnel 103 full-time, 2 part-time)

Estimated teacher to pupil ratio of **26:1**

3. Updated Expected Behaviors Section

Expected Behavior for Concerts and Programs

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

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

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

4. Updated Field Trips Section

Field Trips

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

5. Updated Regs for Chaperones (see highlighted section)

Regulations for Field Trip Chaperones

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

5. Updated Activity Night Rules

Millburn District 24 Activity Nights Rules

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

- Activity Night is open to current Millburn District 24 middle school students only.
- Student must have current, valid Millburn I.D.
- Chaperones WILL be treated with respect.
- Do not leave the building unless you are going home.
- The only restrooms to be used are those designated. Only 2 students are allowed in restroom at a time.
- No dancing that could be considered dangerous, violent, physically inappropriate, or indecent.
- No picking up, carrying, spinning, or dragging of another student.
- No running or gymnastics.
- No throwing of any object.
- No fighting.
- No gum chewing
- School dress code applies to entire Activity Night.
- Language that is unacceptable at school is unacceptable at the Activity Nights.
- Students must be picked up at 9:00 p.m. School phones are NOT available; have arrangements made prior to dropping your student off. No student may walk home at the conclusion of Activity Nights.
- No smoking, drugs, or alcohol.
- On Activity Nights, cell phones can only be used after 9:00 p.m.
- Student must have less than 4 detentions in the quarter in which the Activity Night is occurring.
- Student must not have served a suspension of any kind since the last Activity Night. This includes in-school isolation, out-of-school suspension, and bus suspensions.
- Additional rules will apply to any added activities. The students will have those rules read to them prior to those activities. The rules will be within working rules already in place in the Millburn District 24.
- 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. ~~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 Activity Nights that start prior to 6:30 P.M.~~

6. Updated

Request for Transportation Change

The information you provide on the Student Bus Registration Form is considered permanent and your child will be assigned to a bus based on the location of pick up and drop off. **Changes to these arrangements need to be made by completing the Transportation Change form and will be effective in three (3) school days.** (Should your schedule change from your regular routine, you must make arrangements to pick your child up at school or meet him or her at the bus stop by the caregiver. For example, if your child goes to a caregiver on a regular basis and you have a day off during the week, you must make arrangements to have your child picked up at the caregiver 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.

7. Added

Students with Food Allergies

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

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

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

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

8. Added

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