

FROM THE PRINCIPAL OF MILLENNIUM SCHOOL

*This information guide is designed to communicate information to parents to help establish a productive partnership between family and school. A healthy school community is built on a strong parent - school relationship. It is a parent responsibility to be aware of policies and practices that are established to provide a safe learning environment for your child. **For additional and detailed information regarding Safety and Protection, Student Conduct, Health Information, Student Records, and other pertinent information please read the District 140 Parent/Student Handbook contained in the District Calendar.***

Thank you for your support,

Mary Jo Werbiansky

MILLENNIUM SCHOOL HOURS FOR THE 2011-2012 SCHOOL YEAR

OFFICE HOURS	7:30 – 3:30
TEACHING STAFF	7:40 - 2:40
STUDENTS	7:45-7:50 ARRIVE 7:50 ENTER BUILDING 7:55 ENTER CLASSROOMS 8:00 TARDY BELL 2:15 DISMISSAL BEGINS 2:30 DISMISSAL IS COMPLETE
EARLY CHILDHOOD A.M.	7:55 - 10:30
KINDERGARTEN A.M.	7:55 - 11:10
EARLY CHILDHOOD P.M.	11:50 - 2:25

IMPORTANT PHONE NUMBERS

Millennium School	532 - 3150	District Office	532 - 6462
Transportation	532 - 6462	Special Services	532 - 8537

ASSISTANCE

If you have any questions or need assistance please feel free to call your child’s teacher or our school. Our number is 532-3150. You can call 532-3150 at any time and leave a message directly. Please state the day and time that you are calling, along with your name and phone number and what your message is. We will then respond to you as quickly as possible at the beginning of the next school day.

ARRIVAL / DISMISSAL PROCEDURES

- If your child is a bus rider and will not be riding the bus, please send a note to the Millennium office.
- **If there are changes to your plan for picking up your child you must contact the office and the teacher!**
- The north opening to the parking lot is entrance only; the south side is exit only.
- AM Kindergarten Dismissal, Early Childhood, and Project Pro will use the bus lane in the front of the building.
- CAR POOLING IS STRONGLY ENCOURAGED!!!
- The Tinley Park Police assisted us in developing a safe arrival and dismissal plan. Please follow staff direction and have patience. We enter and exit a large number of students from our building. Student safety is our number one priority.

BACKDOOR WALKERS

Towne Point students can walk to school by crossing with the crossing guard. **Radcliff Place** students can walk to school along the sidewalk on 179th Street or they can use the sidewalk in the neighborhood that connects with the school playground. All walking students must use the sidewalks. Caution should be used due to the fact that buses enter the back lot. Students are not allowed on the blacktop or playground during arrival or dismissal times. Backdoor walkers may line up outside at the door with their grade level posted to enter the building. Backdoor walkers will meet in the Commons at the end of the school day. They will be dismissed after all buses have left the property.

FRONT DOOR WALKERS

Students who live East of 84th Avenue who do not have bus service should cross with the crossing guard at 84th Avenue and Cloverview. Students must use the sidewalks. The parking lot is off limits to walkers.

FRONT DOOR CAR RIDERS

ARRIVAL: Parents who choose to drive their children to school line up at the front of the school. They should be prepared for long wait times. Drivers should pull up to the curb SINGLE FILE pulling all the way to the end of the island. Individual cars cannot stop at the front door; this slows down the process. Students must exit their cars on the SCHOOL SIDE of their cars. Drivers need to exercise caution and drive slowly. Staff members are not responsible for opening and closing vehicle doors.

DISMISSAL: Drivers should use 2 lanes for dismissal. All cars should be turned off. Parents walk to front sidewalk to pick up their children and escort them to their vehicle. Buses block exit lanes until all students and parents are in their cars. Those arriving late must enter the building and sign their child out.

BACK DOOR CAR RIDERS

A designated number of families may drop off and pick up in the back. These families have received a letter with instructions. If you would like to be on a waiting list for this group, please contact the school. Preference is given to carpools and those who live west of the school.

BUS RIDERS

Students who have bus service are encouraged to use it. School rules apply on buses. Students who do not follow the rules receive a written reprimand. **Bus privileges can be lost.** Buses drop off and pick up students at the back of the building.

DAY CARE VANS

Children riding day care vans will be dropped off and picked up at the **back** of the building.

Ivy League

A before and after school care program is housed at the school. Information is available at the front desk. This is a private company housed in our building for parent convenience. Parents who choose this option drop off and pick up their students at the back of the building using door #4.

SPECIAL ENTRANCE FOR FOURTH AND FIFTH GRADE

Fifth grade students are encouraged to line up at Door #3 to enter the building in the morning. Fourth grade students may line up at Door #4. Walkers and bus riders should walk to that door. Car riders can exit their cars and use the sidewalk on the north side of the building to walk to door #3. In bad weather situations 4th and 5th graders can enter with the other students.

BIKE RIDERS

Students must follow established safety rules set up by the State and Local Police. If these rules are not adhered to bike privileges will be withheld. Please review these bicycle rules with your children.

1. Walk bikes on and off school property.
2. Only one child to a bike.
3. Follow all State and Local safety rules.
4. Each bike should be locked up with its own lock at a designated area.

Scooters and skateboards are discouraged and must be carried while on school property.

ABSENCE/ATTENDANCE POLICY

Students are expected to be in attendance each day school is in session. If a student is unable to attend classes, parents must notify the Millennium office by calling 532-3150 by 8:30 a.m. Millennium is equipped with Voice Mail so you may leave a message between 3:30 p.m. and 7:30 a.m. You only need to call 532-3150. If you need to report an absence, after the beep leave your child’s name, room number, teacher’s name, and reason for absence. If you fail to contact the school, we will contact you to verify your child’s absence. **VACATIONS WILL BE CONSIDERED UNEXCUSED ABSENCES.**

TARDINESS

SCHOOL BEGINS AT 7:55. Students are expected to arrive at school on time. If your child is tardy, he/she is missing a very important part of the curriculum. If your child is going to be late, please call the school office. When you bring your child to school tardy, please come into the office and sign your child in.

TELEPHONE MESSAGES

Only in extreme emergencies is it possible to deliver telephone messages to individual students. It is very disruptive to the students when classrooms are interrupted during a lesson.

VACATIONS

AVOID SCHEDULING ANY VACATIONS DURING THE SCHOOL YEAR. If you are planning a trip, please let the office and the classroom teacher know at least **ONE WEEK** prior to the trip. Student’s absences will be marked as unexcused during this time. Work missed during this time is neither eligible to be graded nor factored into student’s final grade.

EMERGENCIES AND STUDENT SAFETY

CANCELLATION OF SCHOOL

Cancellation of school takes place only during circumstances such as extreme weather, equipment failure, or public crisis. Because of the hardship, which can be caused, school is not usually canceled unless a significant safety risk has been created by unusual circumstances.

EMERGENCY DRILLS

Each classroom has posted evacuation procedures for students pertaining to fire, lockdown and tornado/disaster drills. Students are expected to follow procedures and obey instructions from their teachers in the event of a drill. Millennium will conduct fire, disaster and lockdown drills, so students become aware and familiar with the routine. In the event of an emergency that causes our building to be off-limits, students will be transported via bus to Prairie View.

EMERGENCY PLANS AND SCHOOL CLOSINGS

Refer to district handbook located in the district calendar

VISITORS

Visitors are welcome at Millennium School, but please remember that student safety is our prime concern. Our front foyer is open to allow visitors to check in with the office. All other doors are locked. Report to the school office and, if necessary, obtain a visitor pass. **Please do not stop into a teacher's classroom without an appointment.** If you need to deliver items to students, report to the school office and the office personnel will be more than happy to accommodate you.

VOLUNTEERS

The safety of your children is of the utmost importance. Volunteers will be asked to sign a waiver and have their license copied. Volunteers may be needed during the school year for various activities. Please contact your child's teacher if you would like to volunteer.

EMERGENCY INFORMATION

In the event of an emergency, we will make every effort to contact parents. If we are unable to do so, the school will contact the person listed as an alternate in case of emergency. **It is extremely important for your child's safety that we have up-to-date emergency information on file.** Without written consent, students will only be release to adults who are listed on your Emergency Information Form. Please feel free to list more than two emergency contacts.

SCHOOL NURSE

HEALTH PROBLEMS

If a teacher suspects a child is ill while in class, he/she'll send that child to the office. A body temperature is always taken before we call parents to come to school to receive their child. The nurse follows district policy regarding infectious disease, head lice, temperatures, etc. When an outbreak of an illness or condition occurs in a classroom an informative note is sent home. If a child is absent three days or more, parents are encouraged to provide the school nurse with a note from their physician. Students must be fever free for 24 hours before returning to school. Students with fevers of 100 degrees or more are sent home.

MEDICATIONS

Kirby School District 140 has a policy for medication administration in the school setting. Authorization is required by the parent or legal guardian and the licensed prescriber in order for a child to receive medications at school. The form can be obtained from the School Nurse. Our district policy states that children are not to transport medications to school unless authorization is given by parent and doctor for the child to self-possess asthma medication and / or

medications used for allergy emergencies. All other medications are to be dropped off at school by an adult; children are not allowed to transport medication to school. School staff are not allowed to administer over-the-counter medications to students without the medication authorization form completed by the parent and the licensed prescriber as well. Children are discouraged to bring over-the-counter medications to school. All medication is kept locked in the health office unless the child is authorized to self-possess asthma medication or medications used for allergy emergencies. Please contact your school nurse with any questions about the dispensing of medications in the school setting.

VISION AND HEARING SCREENINGS

Vision and hearing screenings are conducted by the school nurse for children in kindergarten and second grade, or at the recommendation of teachers. Screenings are not exams and do not replace regular appointments with your doctor.

STUDENT ACTIVITIES and RESPONSIBILITIES

PATROL

The fifth graders will be selected to be patrol people. These students are trained and take their responsibility very seriously. They make sure during entrance and dismissal times that the students stay on the sidewalks surrounding the school. They also alert the supervisor to any problems before or after school in which our students may be involved.

LUNCH/RECESS

1st Lunch (3rd, 4th & 5th Grade)	11:10 - 11:50
2nd Lunch (Kdg., 1st, & 2nd Grade)	11:55 - 12:35

DUE TO THE WELLNESS POLICY AND ALLERGIES, WE DO NOT PROVIDE FOOD FOR THOSE WHO HAVE FORGOTTEN LUNCHES. STUDENTS SHOULD NOT SHARE FOOD.

If your child carries his/her lunch to school, please make every effort to see that he/she remembers this responsibility on a daily basis. **All lunch boxes and bags should have your child's name and room number on the outside.** All lunch time activities are held in our classrooms or commons area, including our monthly hot lunch dates. Each student is responsible for cleaning up his/her desk or table. **Students are expected to work as a team to keep their classroom and commons area clean.** Washroom use is granted during lunch time with permission from the Aides. Children are not permitted to wander at their own will.

The students have a 40-minute lunch/recess period each day. Students have approximately 20 minutes to eat lunch and at least 15 minutes of outdoor recess, weather permitting. Always assume we will be going outside and dress your child accordingly. Only students with signed medical excuses are allowed to remain inside during outdoor recess.

Temperature or Wind Chill	
25 ° and above	Students go outside
20 - 25 °	Students can go outside for a shortened period
below 20°	Students stay inside

DELIVERING LUNCHES

Although children should come to school with their lunch, on occasion parents deliver lunches. Please do not bring fountain drinks from fast food restaurants due to spills. There are grade level bins available in the foyer. Simply use the marker available to label the grade and room number along with your child's name and leave it in the bin. Please try not to deliver late; we cannot guarantee available staff.

PLAYGROUND RULES

Students are to remain on the play field or blacktop during school hours. When the field is muddy, that area is off limits. **DODGEBALL, BASEBALL, AND FOOTBALL ARE NOT PERMITTED.** Other dangerous activities, such as skateboarding, piggyback riding, rock throwing, GYMNASTICS, and snowball throwing are not permitted. Misuse or destruction of playground equipment will not be permitted. Students should wear shoes made for playtime. **Flip-flops, sandals and heels are not allowed.** LUNCH AIDES are the authorities at recess.

AFTER SCHOOL ACTIVITIES

Millennium School offers a variety of after school and before school activities. Information will be sent home regularly regarding each activity and students may register for the activity of their choice. Permission slips are required for each student for each activity. Parents are responsible for student's transportation home from these programs.

HOMEWORK

Students at Millennium School will receive varying amounts of homework depending upon their grade level. It is very important that parents become aware of the homework policy of their child's teacher. Homework is an extension of daily class work and is sometimes unfinished work. Homework may also be an extension of the learning concepts for the day that may be completed at home to reinforce various new facts. Reports or long-range projects may also be assigned and are necessary to help reinforce reading and writing skills. If you have questions regarding your child's homework, please contact your child's teacher. Vacations during school time are considered unexcused absences. SEE VACATIONS under Absence and Attendance.

PARENT/TEACHER CONFERENCES

Parents are asked to call school if they have questions and concerns about their child's progress. Teachers will also call when they feel additional contacts are necessary. Please call to schedule an appointment. Parents who arrive unannounced for a conference disrupt the school schedule and might not be accommodated. Yearly parent/teacher conferences take place in November. Please sign up for a time during Open House.

AWARDS/RECOGNITION

Millennium will institute a number of recognition programs appropriate for elementary students. Millennium reserves the right to add and modify programs to fit the climate and resources surrounding our school.

- CHARACTER COUNTS Good Citizens – Students are acknowledged for good citizenship by receiving GOLDEN TICKETS which are placed in a treasure chest for a weekly drawing. Students receive a certificate, get their group picture taken and displayed in the commons, and choose a small prize. Conversely, RED TICKETS are used when necessary to shape behavior.
- D.A.R.E. (Drug Abuse Resistance Education) - at the conclusion of the eight week program, fifth graders receive a certificate for satisfactorily completing the program. Additionally, selected students receive awards for their posters, speeches, and skits. The D.A.R.E. officer determines the awards.
- Read to Succeed - reading incentive program whereby students who complete 600 minutes of individual reading will receive a free ticket to Great America.

- Accelerated Reader - an easy to use computer-based tool that inspires students to read more and better books. Each student selects his or her own reading material. With the book completed, the student works through a computerized multiple choice test. Upon completing each test, the students get immediate feedback in the form of reading points. The points are based on the length and reading level of the book, and on the student's test score. The reading points provide instant reinforcement for the student's efforts. Recognition is given to students accumulating various totals of AR points. Accelerated Reader is not part of our adopted curriculum, but an extra reading activity.

VALUABLES

Common sense and consideration is the best guide in determining whether or not to bring personal possessions to school. The school administrator and staff cannot be responsible for valuables that students bring to school. Students should leave all valuables at home. Do not bring possessions such as, but not limited to: electronic games, collector cards, beanie babies, CD Players, I Pods, or valuable jewelry. HEELYS (shoes with wheels on the bottom) ARE NOT ALLOWED IN SCHOOL.

LOST AND FOUND

A box is located at the front of the school. Unclaimed items are donated to charity at the end of the school year.

CLASSROOM PARTIES

Halloween Parties and Winter Break Parties are planned for all grade levels. Valentine parties are planned for Kindergarten through second grade. Third, fourth and fifth grades have an alternate activity. Parents interested in helping with parties should sign up with PTO before OPEN HOUSE.

Parent Teacher Organization

PTO VOLUNTEERS NEEDED!!!!

All parents are encouraged to join Millennium's PTO. The Parent Teacher Organization is a resource to help the students and staff have a positive academic experience. Officers hold their position for two years and offices rotate every other year for election eligibility. Many volunteers are necessary to accomplish the tasks of the PTO. They provide such services as hot lunch, Market Day, assemblies, and Field Day. Please become a member of this highly regarded group.

It is highly recommended that parents and children review the Kirby School District Handbook contained in the District Calendar. The following are excerpts from some of the policies.

SCHOOL BOARD POLICY 500.18.7 - BUS REGULATIONS

Each student is responsible for his/her behavior at the bus stop and on the bus. Bus drivers will write "violation notices" against students who disregard safety rules. Students may be suspended from bus riding privileges for repeated or gross disobedience. Certain kinds of serious infractions warrant an immediate suspension from the bus riding privileges. These include fighting, vandalism, throwing objects, disrespect towards the bus driver, foul or obscene language, and bringing dangerous objects onto the bus.

Students should be seated at all times while riding the bus and refrain from loud/unnecessary noises. Remember, school bus riders, while in transit, are under the jurisdiction of the school bus driver unless the Board of Education designates another adult to supervise the bus riders. Please review the Bus Riders Safety Instructions which you receive when enrolling your child for a new year.

SCHOOL BOARD POLICY 500.25 - SUPERVISION OF STUDENTS BEFORE AND AFTER SCHOOL

No student shall be permitted on school grounds more than ten (10) minutes before or after the regular school day for students, except when participating in a school-sponsored activity or when on school grounds due to the early arrival or late departure of a school bus to which the student is assigned.

SCHOOL BOARD POLICY 500.16 - STUDENT DRESS CODE

Students are expected to dress in a neat and clean manner. Clothing that violates one or more of the following shall not be worn during school or school-sponsored activities.

1. Clothing that is suggestive or indecent.
2. Clothing that creates a health or safety hazard.
3. Clothing that substantially disrupts the educational process.

Such clothing includes but is not limited to thongs, halter tops, see-through blouses, tube tops, bare midriff shirts, inappropriate tank tops or shorts, clothing that contains any pictures, words, or symbols which glorify, promote, encourage, or advertise tobacco products, illegal drugs or alcohol, and clothing or articles which depict gang or satanic symbols. Parents or legal guardians should make every effort to review their child's attire so that it is appropriate and falls under this policy.

SCHOOL BOARD POLICY 500.30 - WEAPON FREE SCHOOL

Any student who is determined to have brought a weapon to school and/or have possessed a weapon on school property which could endanger the health, safety, and welfare of the school community, shall be expelled from school for a period of not less than one (1) year. For purposes of this policy, the term "weapon" means possession, use, control or transfer of any object 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, firearm as defined in Section 1.1 of the Firearm Owners Identification Act, use of weapon brass knuckles, billy clubs, or "look-alikes" thereof. Such items as baseball bats, pipes, bottles, locks, sticks, pencils, and pens may be considered weapons if used or attempted to be used to cause bodily harm.

The Board of Education may, upon the recommendation of the Superintendent, reduce the period of expulsion on a case-by-case basis where the reduction is warranted by the best interests of the student and the school community.

Administration shall be required to refer the violation of the Board of Education policy to the local law enforcement agency.

STUDENT BEHAVIOR CODE

A student attends school so that he may develop his individual capacities to their fullest and become, for this own benefit and that of others, the best person that it is possible for him to become. To do this, the student should:

1. Make a sincere effort to do his best work.
2. Develop a standard of personal conduct that is reflected in socially approved behavior.
3. Accept responsibility for his own actions.
4. Respect the rights of others.
5. Comply with the authority of teachers and administrators.
6. Obey school rules and regulations.
7. Be regular and punctual in meeting all school obligations.
8. Dress appropriately and maintain habits of personal cleanliness.
9. Help maintain school property free from damage and defacement.
10. No verbal abuse will be allowed.

Students are required to follow these standards. A student's behavior is the responsibility of the student and parent. In the event of continued infractions, detention, suspension or expulsion from school may be imposed.

AGGRESSIVE BEHAVIOR (BULLYING) POLICY 500.18.11 Bullying on the basis of actual or perceived race, color, religion, sex, national origin, ancestry, age, marital status, physical or mental disability, military status, sexual orientation, gender-related identity or expression, unfavorable discharge from military service, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristics is prohibited in the school district. Bullying will not be permitted or tolerated during any school-sponsored education program or activity; 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; or through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment. Students who are identified as having demonstrated aggressive behavior or behaviors that put them at risk for aggressive behavior including but not limited to —bullying|| which is hereby defined as 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 person or property; (2) causing a substantially detrimental effect on the student's physical or mental health; (3) substantially interfering with the student's academic performance; or (4) substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school. Bullying may take various forms including harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. This list is meant to be illustrative and non-exhaustive. The principal or designee shall promptly notify the student's parents or guardian of the referral and shall attempt to schedule a parent-teacher conference to discuss the referral and to recommend such available early intervention procedures as are deemed reasonably appropriate. Students who are found to have engaged in bullying shall be subject to appropriate discipline. The Superintendent will establish procedures by which a teacher can refer a student to the principal as a student who may be at risk for aggressive behavior or is believed to have engaged in bullying behaviors. For the purposes of gang resistance education and training, the school district will collaborate with State and local law enforcement agencies. Any student who believes that they have been or are currently the victim of bullying or other aggressive behavior should immediately report the situation to their teacher, a counselor/social worker or school administrator. Every student is encouraged, and every staff member is required, to report any situation that they believe to be bullying behavior directed to a student.