

# B H S

## Bloomington High School 2009-2010

### STUDENT PARENT HANDBOOK

The Mission of Bloomington High School is to prepare students for the challenges of a demanding global society. This responsibility is shared by faculty, staff, parents/guardians, the community, and most importantly, students. We believe in providing educational equity for our dynamic and diverse population. As responsible citizens, our students will face challenges that require increasingly complex problem-solving skills and the ability to adapt and apply knowledge. Accordingly, our responsibility is to assist all students in mastering the knowledge and skills for successful independent and lifelong learning. Further, we help students acquire effective communication skills needed for individual interaction and collaboration. Finally, we accept the responsibility to inspire our students to achieve their full potential.

Attendance: 828-1231

Main Office: 828-5201

Bloomington Area Career Center: 829-8671

Regional Office of Education: 888-5120

BHS on the Web: [www.bhs87.org](http://www.bhs87.org)

Property of: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_

In case of emergency, please notify:

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

The information in this book was the best available at press time. Watch for additional information and changes.



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2880 U.S. Hwy. 231 S., Suite 200 • Lafayette, IN 47909 • (765) 471-8883

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# TABLE OF CONTENT

Bloomington High School Administration.....	3	Academic Monographs.....	20
Non-Discrimination and Sexual Harassment Policies.....	3	Bloomington High School National Honor Society.....	20
Introduction.....	3	Student Program Changes.....	21
Special Notice.....	3	Physical Education Exemption.....	21
Board of Education.....	4	Requirements to Take Drivers Education.....	21
District 87 Administration.....	4	Early Graduation from High School.....	22
Guidance Office Directory.....	5	Partial Day Students.....	22
School Directory.....	5	Exchange Programs.....	23
BHS Spring Exam and Graduation Dates.....	6	Adult Education, Evening, Correspondence, and Summer Courses.....	23
College Admissions Testing Dates.....	6	College and University Classes.....	24
American College Test (ACT).....	6	Part-Time College and University Enrollment.....	24
General School Information.....	7	Full-Time University or College Enrollment.....	24
Calling Bloomington High School.....	7	Alternative Education Program.....	24
Daily Schedule.....	7	Save Program.....	24
Lunch.....	7	Student Services and Activities.....	24
School Meal Program.....	8	Eligibility.....	25
Special Diets.....	8	Travel to and From Competitions.....	25
Student Fees and Charges.....	8	Student Activities.....	25
Student Accident Insurance.....	9	Student Council.....	25
Hall and Physical Education Lockers.....	9	School Sponsored Dances.....	26
Building Security and Safety.....	9	Athletics.....	26
Sex Offender Community Notification.....	10	Guidance and Counseling Services.....	26
Missing Children Records Act.....	10	Project OZ.....	27
Asbestos Management Plan.....	10	Prairie States Achievement Exam.....	27
Telephones.....	10	College Admissions Testing Programs.....	27
Lost and Found.....	10	Student Accident Insurance.....	27
Medical Excuses From Physical Education Classes.....	10	Health Services.....	27
Transportation.....	11	New Students Any Grade - Immunizations.....	28
Bus Behavior.....	11	Physical Examination.....	29
Bus Discipline.....	12	Ninth Grade - Immunizations.....	29
Weather-Related Cancellations.....	13	Vision and Hearing Exams.....	29
Visitors.....	13	Head Lice.....	30
Conference Membership.....	14	Homebound Students.....	30
Illinois High School Association.....	14	Attendance.....	30
NCAA Requirements.....	14	Reporting of Absence.....	31
Customs and Traditions.....	14	Approved Absence.....	31
Some Items to Remember.....	14	Pre-Arranged Approved Absence.....	32
School Colors, Emblem and Song.....	14	Unapproved Absence.....	32
Emergency Drills.....	15	Makeup Work.....	33
Fire Drill.....	15	Tardiness.....	33
Civil Defense Drills /Tornado Drills.....	15	Rules and Policies.....	34
Crisis Plans.....	15	School Policies.....	34
Transportation.....	16	Disciplinary Guidelines.....	36
Lockdown.....	16	Bullying.....	38
Academic Information.....	16	Safe Environment.....	38
Response to Intervention (RTI).....	16	Types of Discipline.....	38
Grades.....	16	Student Records.....	40
Semester Examinations.....	16	Permanent Record.....	40
Semester Final Grade.....	17	Temporary Record.....	40
Loss of Credit.....	17	Access to Records by School Personnel.....	41
Mastery Learning and Grading.....	18	Review of Records.....	41
Withdrawal Procedures.....	18	Release of Transcripts and Other Records.....	41
Class Membership Requirements.....	19	Directory Information.....	41
Graduation Requirements.....	19	Trips and Educational Tours.....	43
Scholastic Honors.....	19	Integrated Pest Management Notice.....	43

# **BLOOMINGTON HIGH SCHOOL ADMINISTRATION**

1202 E. LOCUST STREET, BLOOMINGTON, IL 61701-3394  
(309) 828-5201 (SWITCHBOARD 7:00 AM - 4:00 PM SCHOOL DAYS)

Mr. Tim Moore, Principal  
[mooret@district87.org](mailto:mooret@district87.org)

Ms. Lisa Martinez, Associate Principal  
[martinezl@district87.org](mailto:martinezl@district87.org)

Ms. Tawn Foltz, Assistant Principal (P-Z)  
[foltzt@district87.org](mailto:foltzt@district87.org)

Mr. David LaFrance, Assistant Principal (A-G)  
[lafranced@district87.org](mailto:lafranced@district87.org)

Mrs. Stacey Rogers, Assistant Principal (H-O)  
[rogerss@district87.org](mailto:rogerss@district87.org)

Mr. John Szabo, Athletic Director  
[szabojohn@district87.org](mailto:szabojohn@district87.org)

## **NON-DISCRIMINATION AND SEXUAL HARASSMENT POLICIES**

No student, employee, or applicant for employment shall, on the basis of age, race, color, gender, religion, national origin, marital status, or disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under, any education program or activity. Correspondence concerning these issues may be addressed to the Principal's office.

Bloomington High School, District 87, is in full compliance with Title IX of the Education Amendments of 1972 passed by the Congress of the United States as an amendment to the Civil Rights Act of 1964. This law prohibits discrimination by sex in educational programs that receive federal money.

Persons who feel they have been, on the basis of gender, excluded from participation in, have been denied the benefits of, or have been subjected to discrimination under any activity or program of Bloomington High School, may appeal such discrimination, by phone or in writing, to the Principal, Bloomington High School, 1202 East Locust Street, Bloomington, IL. 61701-3394.

Bloomington High School will not tolerate any form of sexual harassment, whether by a fellow student, volunteer, or a staff member. Sexual harassment may include unwelcome sexual advances or requests for sexual favors, repeated and uninvited sexually oriented verbal kidding, repeated and uninvited demeaning sexual innuendos, unwelcome touching, such as patting, pinching, or intentional brushing against another's body. Either gender may be the victim of sexual harassment. Students who believe they have been subjected to sexual harassment should contact any counselor or administrator.

### **INTRODUCTION**

The purpose of this Handbook for Students and Parents of Bloomington High School is to provide a concise guide to the policies and operating procedures of our school. These policies and procedures are adopted by the Board of Education, and therefore, become official Board policies.

This handbook is divided into parts of greatest interest to our citizenry - General School Information, Academic Information, Student Services and Activities, Attendance, and Rules and Policies. Each student is urged to study the contents of this book carefully and to review it with his/her parents or guardians. An index has been provided to help in locating information. Students and parents who have questions about the provisions of this book are encouraged to talk to their counselor or a member of the administrative staff.

**The provisions of this handbook apply to all students enrolled in Bloomington High School regardless of where classes may be scheduled or where the activity is held.**

### **SPECIAL NOTICE**

**It is recommended that special attention be given to pages 36 through 40, as the information contained in this section discusses expectations for students' behavior in school and at school-sponsored activities. The Board of Education has made clear their stand on consumption and/or possession of illegal drugs, alcohol, and weapons.**

Adopted by Board of Education  
June 2009

## **BOARD OF EDUCATION**

Mr. John Dirks, President  
1122 East Monroe  
Bloomington, IL 61701  
Home: 828-4794  
Work: 766-3532  
E-mail: dirksj@district87.org

Mrs. Millecent Roth, Vice President  
1101 Broadmoor Dr.  
Bloomington, IL 61704  
Home: 662-9890  
E-mail: rothm@district87.org

Mrs. Judith Webster  
2 Berenz Place  
Bloomington, IL 61701  
Home: 287-4023  
E-mail: websterj@district87.org

Mr. Joseph Butcher  
1920 E. Jackson  
Bloomington, IL 61701  
Home: 662-7169  
E-mail: butcherj@district87.org

Mrs. Mary Yount  
1312 Crown Court  
Bloomington, IL 61704  
Home: 662-3504  
E-mail: yountm@district87.org

Mr. Michael Harrison, Sr.  
510 Chelsea Drive  
Bloomington, IL 61704  
Home: 310-5155  
E-mail: harrisonm@district87.org

Dr. Steve Perry  
47 White Place  
Bloomington, IL 61701  
Home: 828-4893  
E-mail: perrys@district87.org

## **DISTRICT 87 ADMINISTRATION**

300 East Monroe Street, Bloomington, IL 61702-0249  
309-827-6031

<http://www.district87.org>

Dr. Robert S. Nielsen (nielsenr@district87.org)  
Superintendent

Mrs. Becky Francois (francoisb@district87.org)  
Director of Special Education

Mrs. Teresa Hill (hillt@district87.org)  
Assistant Superintendent of Curriculum

Mrs. Connie Mueller (muellerc@district87.org)  
Supervisor of Food Services

Mr. David Wood (woodd@district87.org)  
Chief Financial and Legal Officer

Mr. Colin B. Manahan VI (manahanc@district87.org)  
Director of Building and Grounds

Mr. Barry M. Reilly (reillyb@district87.org)  
Assistant Superintendent of Human Resources

Mr. Tom Frazier (frazier@district87.org)  
Director of Area Career Center

Mrs. Corliss Tello (telloc@district87.org)  
Assoc. Director of Special Education

## GUIDANCE OFFICE DIRECTORY

Mrs. Carol Smithson, Counselor (A - G) .....	(smithsonc@district87.org)
Ms. Deb Stevenson, Counselor (H - O) .....	(stevensonnd@district87.org)
Mrs. Stacie Gardner, Counselor (P - Z) .....	(gardners@district87.org)
Ms. Cindy Lundberg, Counselor (Special Populations) .....	(lundbergc@district87.org)
Mrs. Mary Ann Whalen, School Psychologist .....	(whalenm@district87.org)
Mr. Troy Marcy, Speech Pathologist .....	(marcyt@district87.org)
Ms. Laneeda Evans, School Social Worker .....	(evansl@district87.org)
Mrs. Mary Ratzsch, Registrar .....	(ratzschm@district87.org)

## SCHOOL DIRECTORY

Aegis (Newspaper)	Mr. Alan Kuchefski	Room G200
Aepix (Yearbook)	Ms. Jessica Reid-Knox	Room G200
Activities Director	Mr. Doug Jordan	Room P146
Athletic Office Assistant	Ms Crystal Taylor	Athletic Office
Attendance Office Assistant	Ms. Juanita Helm	Student Affairs
Administrative Office Assistants	Mrs. Donna Salch	Main Office
	Mrs. Kathleen Jeakins	Student Affairs
	Ms. Debi Luster	Student Affairs
	Mrs. Ginny Busing	Student Affairs
	Mrs. Shellan Pollard	Student Affairs
Business and Applied Technology	Mr. Rich Gordon	Room G224
Cafeteria Office	Mrs. Karen Collins	Cafeteria
Driver Education	Mr. Jamie Codron	North Gym
English Department	Mr. Tom Waterson	Room G208
Fine Arts / Music Department	Mr. Max Chernick	Room A171
Foreign Language	Mrs. Besler	Room G205
Health Service (School Nurse)	Mrs. Michelle Maurer	Student Affairs
Lead Teacher Office Assistant	Mrs. Dianne Barrick	Room P38
Library Office	Mrs. Keran Johnson	Library Office
Main Office Receptionist	Mrs. Julie Fields	Main Office
Mathematics Department Office	Mrs. Nancy Powell	Room P39
Physical Education & Health Department	Mr. Don Anderson	North Gym
Registrar	Mrs. Mary Ratzsch	Guidance
Science Department	Ms. Diane Goerlitz	Room P34
Social Science	Mr. Rich Baldwin	Room P148
Special Education	Mr. Lawrence Washington	Room G222
School Resource Officer	Mr. Marvin Arnold	Library
Project Oz Youth Specialist	Mr. Jay Shannon	Room P125

## BHS SPRING EXAM AND GRADUATION DATES

Number of Emergency Days Used	Dates of Exams *	Last Day (Grades 9-11) **	Graduation
0	5/20 5/21 5/24	May 25	Sun 6/6
1	5/21 5/24 5/25	May 26	Sun 6/6
2	5/24 5/25 5/26	May 27	Sun 6/6
3	5/25 5/26 5/27	May 28	Sun 6/6
4	5/26 5/27 5/28	June 1	Sun 6/6
5	5/27 5/28 6/1	June 2	Sun 6/6

\* Dismissal at 2:15 on first exam day, 12:38 on second and third days

\*\* Students come for approx. half hour

## COLLEGE ADMISSIONS TESTING DATES

Please see guidance section of this handbook for additional information on these tests. Please consult the official test bulletins. These dates are believed accurate as of the date the handbook was printed. Consult Guidance Office for other test centers in Illinois for both the ACT and the SAT. BHS CODE NUMBER for these exams - 140-335

### PSAT, NATIONAL MERIT SCHOLARSHIP QUALIFYING TEST, PSAE AND PLAN TEST

September 23	EXPLORE Test
October 7	PLAN Test
October 14	PSAT/NMSQT Test, BHS Cafeteria, 7:30 - 10:30 AM
April 28-29	PSAE Test

### AMERICAN COLLEGE TEST (ACT)

Test Date	Registration Deadline	Late Registration Deadline
Sept. 12, 2009	August 7, 2009	August 21, 2009
Oct. 24, 2009	Sept. 18, 2009	October 2, 2009
Dec. 12, 2009	Nov. 6, 2009	Nov. 20, 2009
Feb. 6, 2010	Jan. 5, 2010	Jan. 15, 2010
April 10, 2010	March 5, 2010	March 19, 2010
June 12, 2010	May7, 2010	May 21, 2010

### COLLEGE BOARD SCHOLASTIC APTITUDE SAT AND SAT II

Log onto [collegeboard.com](http://collegeboard.com) for testing dates and locations

### ADVANCED PLACEMENT (AP) EXAMS

#### Week 1

	<u>Morning</u>	<u>Afternoon</u>
Monday, May 3	Government & Politics: US	French Language
Tuesday, May 4	Spanish Language Computer Science A	Statistics
Wednesday, May 5	Calculus AB or BC	
Thursday, May 6	English Literature	
Friday, May 7	U.S. History	Studio Art (portfolios due)

#### Week 2

	<u>Morning</u>	<u>Afternoon</u>
Monday, May10	Biology Music Theory	Physics (all exams)
Tuesday, May 11	Environmental Science Chemistry	Psychology
Wednesday, May 12	English Language	
Thursday, May 13	Macroeconomics	Microeconomics

Students interested in taking any AP Exam not listed above should contact the AP Coordinator.

## GENERAL SCHOOL INFORMATION

This section of the Handbook informs you about general operational procedures, school conference membership, and the customs and traditions of Bloomington High School. Should you have further questions, talk with your teachers, counselor, or any school administrator.

### CALLING BLOOMINGTON HIGH SCHOOL

The office is normally open from 7:00 until 4:00 on school days, and 8:00-12:00 and 1:00 until 3:00 on teacher institute, early dismissal days, and during the summer. The office is not regularly open on holiday periods including Thanksgiving, Christmas, and the Spring break periods. The office also closes at 3:00 the day before the Thanksgiving, winter, and spring breaks. Parents are advised that student and parent volunteers may answer the switchboard or individual office phones and that callers should inquire to whom they are speaking when discussing anything of a confidential nature. Should District 87 be closed due to weather, the announcement will be made on WJBC-AM 1230.

Main Number (309) 828-5201

24 Hour Attendance Number (309) 828-1231

Bloomington Area Career Center (309) 829-8671

Regional Alternative Education (309) 828-5807

District 87 Board Office (309) 827-6031

G.E.D. Office (Regional Program) (309) 888-9884

Heartland Community College (309) 268-8000

Bloomington High School on the Internet <http://www.bhs87.org>

### DAILY SCHEDULE

Students arriving prior to 7:15 a.m. should enter by the north or south main door and remain in the Student Center or first floor corridor until 7:15 a.m. Students with an approved late arrival should enter at 8:15 a.m. and remain in the Student Center until 8:20 a.m.

Locker Bell	7:15 am
Warning Bell	7:25 am
First Period	7:30 - 8:20
Second Period	8:24 - 9:14
Third Period	9:18 - 10:08
Fourth Period	10:12 - 11:02
Fifth Period	11:06-12:27
Lunch	A: 11:02-11:31 B: 11:31-12:02 C: 11:56-12:27
Sixth Period	12:31 - 1:21
Seventh Period	1:25 - 2:15
Detention Period	2:30 - 4:30

**2:30 STUDENTS ARE TO BE OUT OF BUILDING UNLESS WITH A BHS STAFF MEMBER**

### LUNCH

All students will eat lunch at school (**except those students authorized to leave the building because of their school program**) during a lunch period noted on the daily schedule. **Lunches are to be eaten only in the cafeteria.** No food or drink may leave the cafeteria. The student's Assistant Principal must approve any exception.

Students may exercise any one of three optional plans for lunch.

1. Purchase entire lunch. Students will take their place in the lines in the order they arrive.
2. Supplement sack lunch from home. To supplement lunch brought from home, students may purchase individual food items.
3. Bring sack lunch from home.

**Absolutely no food may be purchased, delivered, or brought in from local vendors for students during the lunch periods.**

**Bloomington High School maintains a closed campus, so students are to remain in the building during lunch. Students are not allowed in the parking lots during lunch periods.** Students are to remain in either the cafeteria or the student center and are only allowed to go to their lockers during passing periods. Students are not permitted to eat any foods or snacks outside of the cafeteria without permission. **Students leaving campus without permission during lunch or at any other time will be subject to disciplinary action.**

## **SCHOOL MEAL PROGRAM**

All District 87 schools provide an opportunity for students to eat breakfast and lunch at school. School meals follow the Dietary Guidelines for Americans and encourage students to eat more fruits and vegetables, whole grains and low fat dairy products. Menus can be viewed at: <http://www.district87.org/esc/foodservice/index.shtml>.

Breakfast entries are offered on a rotating basis and cereal, toast, juice, and milk are offered on a daily basis. Children who eat breakfast are better able to concentrate and excel in school. Please check with the individual elementary school for times and specific procedures.

A variety of lunch entries are available daily on a rotating basis and students may also bring sack lunches. Free and reduced meal prices are available for students qualifying for these federal programs. Applications are available at the each school office and the District office.

## **SPECIAL DIETS**

Students requiring an individual diet from the school cafeteria for a health related reason, must have an annual order from a licensed physician and must file a Menu Modification form with the school nurse. Some diets require a student to avoid certain foods because of allergies or intolerance but do not require special preparation by the school cafeteria. Parents/guardians can obtain the Menu Modification form from the school nurse.

The form must include:

- 1) Identification of the condition requiring the menu modification or substitute.
- 2) Explanation of the restriction to the child's diet.
- 3) Identification of the specific food or foods that must be omitted from the child's diet.
- 4) Identification of the specific food or foods that must be substituted and/or modified.

The school nurse will notify the District's Food Service office of the need for a special diet and forward that office a copy of the Menu Modification form.

## **STUDENT FEES AND CHARGES**

Registration and certain other fees shall be paid at time of enrolling. The registration fee covers textbook rentals, workbooks, and laboratory fees. Uniforms and locks for physical education, school supplies, and other materials are the responsibility of the student.

Registration, meal, and driver education fees will be reduced or waived for students who meet the eligibility criteria set by the federal government for the free and reduced meal program (Board Policy #4.140). Free and reduced meal program applications are available at each school office and the District office.

School meals may be paid for on line at "My Lunch Money" [www.mylunchmoney.com](http://www.mylunchmoney.com).

Students who accumulate debts to the district will be referred to collection agencies.

Students are required to take proper care of their textbooks and property of the school and other students (e.g. locks, materials, supplies, and equipment). Students must pay for textbooks or property they damage or lose. The Principal shall determine the replacement cost and collect the payment. Payment shall be made within a week of being notified of the replacement cost unless the Principal defers payment until a later date. Failure to make such payment will be cause for suspension.

A high school student will receive a T/A, T/B, T/C, T/D, or T/F mark grade for a course in which a textbook is lost or damaged and not paid for. No credit will be granted until the textbook is found and returned or paid for.

Students in Driver Education must pay a separate fee by the second/ third week of classroom instruction. For enrollment and refund purposes, this fee is composed of \$50.00 for classroom instruction and \$200.00 for behind the wheel instruction.

A permit is required to park on the high school campus. This permit will be sold at registration and the main high school office. To be eligible to purchase a parking permit, a student must be registered for the current school year and have paid all other fees and charges. Permits are sold on a priority basis first to seniors and juniors. Based on experience, few, if any, sophomores will be able to purchase permits. Visitor spaces are available for parents to visit the school.

## STUDENT ACCIDENT INSURANCE

Accident insurance is made available on an optional basis to students by arrangement with insurance companies. Forms to register for this are available in August at registration. All claims are handled directly with the agent and not through the school.

A physical exam by a medical doctor and proof of up-to-date medical exams is required for students participating in interscholastic sports. Accident insurance is also required unless proof of adequate coverage is submitted by the parents.

## HALL AND PHYSICAL EDUCATION LOCKERS

Each student is assigned a hall locker equipped with a built-in combination lock. **Padlocks are not to be used on hall lockers. Students also have a physical education locker for which they need to bring a secure padlock.** These lockers are provided for the storage of inexpensive personal property and such school property as the student has been assigned. Lockers are not appropriate for storage of valuables, electronics, or expensive clothing. It must be kept locked at all times when not in use. Each student will be held responsible for any locker assigned and its condition. Doubling or sharing of lockers will not be permitted, and the combination should not be shared with friends. If at any time the lock does not function properly or other problems arise, the facts should be reported to the Student Affairs Office at once.

School lockers are the property of the Bloomington Public Schools. Lockers are provided free of charge. At no time does the Bloomington School District relinquish its exclusive control of lockers provided for the convenience of students. School Authorities for any reason may conduct inspections at any time without notice, without student consent, and without a search warrant.

Hall lockers are to be emptied of all belongings on the last day of finals in the spring. Physical education lockers are to be emptied of all belongings on the day of the spring final examination in this class. Students in fall physical education who are not continuing in physical education in the spring semester should clear their lockers the day of the fall final examination. Seniors who are exempt from the physical education final examination are to clear lockers on their last class day. Students absent on these days should arrange to have someone collect their belongings.

## BUILDING SECURITY AND SAFETY

Bloomington Public Schools, District 87 has implemented a specific emergency crisis plan for each school and has trained staff in anticipation of various types of emergencies. Entry points to buildings will be secured during the school day. Upon entering, all visitors must sign in, provide a photo ID and wear an appropriate visitor badge.

To secure facilities, ensure a safe environment, monitor conduct, and enforce school rules, parents, students and other visitors are advised that the following security techniques may be used on Bloomington School District property, at school-sponsored events, and on buses used for the transportation of students:

- Video surveillance
- Audio recording on all District 87 buses
- Motion detectors
- Security by police and school resource officers
- Patrols by dogs trained to detect drugs and weapons
- Breath analyzers to detect the presence of alcohol

No one on district property has an expectation of privacy while in common areas including among others, hallways, parking lots, grounds, cafeteria, school buses, and gymnasiums.

In addition, after 7:30 AM, many entrance points to the building will be locked. These doors will be available for emergency exit through a panic bar. Signs will be posted directing visitors to the nearest unlocked entrance. All visitors must sign in upon entering and wear an appropriate visitor badge.

# SEX OFFENDER COMMUNITY NOTIFICATION

Information regarding sex offenders is available to the public on the Statewide Sex Offender Database. This can be found on the Illinois State Police web site at [www.isp.state.il.us/sor/](http://www.isp.state.il.us/sor/).

Anyone with any information concerning a sex offender living close to a school, with children attending a school, or coming within 500 feet of school property should immediately notify the Principal of that school.

## MISSING CHILDREN RECORDS ACT

Pursuant to the Missing Children Records Act, upon enrollment of a student for the first time in District #87, parents will be asked to provide a certified copy of their student's birth certificate or reliable proof of the student's identity and age and an affidavit explaining the inability to produce a copy of the certified birth certificate. If the parent fails to provide this information or the information received appears to be inaccurate or suspicious, the District will notify the Department of State Police or the Bloomington Police Department for investigation.

## ASBESTOS MANAGEMENT PLAN

All public schools are required by law to notify students and parents concerning asbestos. It has been determined by the Illinois Department of Public Health and the Federal Environmental Protection Agency that asbestos is a potential health hazard, and precautions should be taken to avoid disturbing any asbestos containing materials.

As required, Bloomington High School was initially inspected for asbestos. Our inspection was conducted on May 2006. The AHERA law requires that a visual surveillance of asbestos containing areas be completed every six months, and a re-inspection conducted every three years. Any evidence of disturbance or change in condition will be documented in the Management Plan as required.

The Bloomington High School Asbestos Management Plan is available for public review at the Director of Buildings and Grounds Office located at the District 87 Education Service Center. Persons wishing to review the plans should call to make an appointment during office hours. Any concerns related to asbestos containing materials should be directed to the District Director of Buildings and Grounds. The address and phone number are listed at the front of this handbook.

## TELEPHONES

Students who find it necessary to make emergency calls during school hours may use the telephone in the Student Affairs Office with an appropriate pass from a teacher or administrator.

## LOST AND FOUND

Lost and found articles are kept in the Guidance Office. Any articles found around the building should be turned in to this office at once. Lost articles should be claimed as soon as possible by the owner.

## MEDICAL EXCUSES FROM PHYSICAL EDUCATION CLASSES

1. **Excuses for one to three days:** A student who needs to be excused from physical education for one or two days must bring a note from the parent or guardian. The note may be confirmed by telephone. The student is to bring the note to the nurse for approval before physical education class and will attend class. The student is required to dress for class, but will not have to participate. If the class is involved in a required activity, the student may be required to make up the activity at a later date.
2. **Short-term medicals (nine weeks or less):** The nurse will confirm the verification from the physician, and the student will continue to go to class. When authorized by the physician, the student will participate subject to whatever limitations the physician specifies. The physician should be specific about activities that the student is to avoid.
3. **Long-term medicals (more than nine weeks):** Students with long-term medical excuses from physical education classes must bring a letter of verification from their physician to the school nurse on the first day of school, or as soon as possible following a diagnosis. The student will attend regular physical education class subject to the procedures for short-term medical situations until a program change to adaptive physical education is effective.

# TRANSPORTATION

Transportation is provided to all students living one and one half (1 ½) miles or more from school and to students living less than one and one half (1 ½) miles from school where the state Department of Transportation has identified a safety hazard for walking. Transportation is also provided for field trips and extra curricular activities.

Transportation services are contracted through a private company, currently Illinois Central School Bus (ICSB), and all bus drivers and monitors are employees of ICSB.

All BJHS and BHS students must have a valid bus pass or school ID card to ride the bus. Non-bus riders must have permission from the school Principal to ride the bus.

All buses are equipped with a surveillance camera system that records both audio and video. Surveillance tapes are student records and may be viewed only by approved District and ICSB staff as part of student discipline and bus safety investigations. Surveillance tapes may be shared with parents in special circumstances where the privacy of all students is maintained.

In the event school is cancelled or dismissed early for any reason, please listen to the media for details. Parents are strongly encouraged to have an emergency plan in place in the event school is cancelled or dismissed early in an emergency. If emergency sirens sound while students are being transported, the bus will proceed to the nearest school so that students can be sheltered indoors. Transportation services will continue only after the National Weather Service cancels the emergency watch/warning.

Bus emergency evacuation drills are held at least twice a year.

Parents who have a question about a specific bus, driver, bus stop or bus schedule should contact ICSB (309-827-4100). The District web site has information on the most frequently asked transportation questions at: <http://www.district87.org/>

Buses can only stop at bus stops designated by the District and ICSB; students should never chase or run toward a moving bus. Parents should contact the school if their child's transportation arrangements need to be changed in any way. The school will forward this information to First Student for appropriate action. Route adjustments typically take three (3) days to be completed

## BUS BEHAVIOR

The school bus is considered an extension of the classroom and student behavior on the bus and at bus stops is expected to be the same as that in the classroom. Student discipline is enforced on the bus and at bus stops to ensure a safe ride to and from school. While on the bus, riders are under the jurisdiction of the school bus driver and bus monitor unless the local Board of Education designates some other adult to supervise the riders. In addition to the basic Student Discipline Guidelines, the following specific regulations govern school bus riders and are designed to ensure the safety of everyone on the bus. Violation of any of these rules may be reported to the Principal for discipline including the loss of bus riding privileges:

1. Be ready and waiting at the designated bus stop five (5) minutes before the scheduled stop time.
2. Stay off the road at all times while waiting for the bus.
3. Wait until the bus comes to a complete stop before attempting to board the bus.
4. Do not cross the street to board the bus or after leaving the bus until the driver signals it is safe.
5. Remain ten (10) feet from all sides of the bus and do not cross behind the bus.
6. Follow the driver's instructions and assist in keeping the bus safe and sanitary.
7. Remain seated and facing the front of the bus.
8. Do not lower windows below the safety line and keep arms, legs and head out of the aisles and inside the bus.
9. Keep hands and feet to yourself. Keep all personal belongings under control on your lap or where specified by the driver.
10. Do not throw things inside or outside the bus.
11. Avoid loud talking and laughing which can divert the driver's attention. Be absolutely quiet when approaching and crossing a railroad crossing.
12. Do not make obscene verbal remarks or gestures to persons inside or outside the bus.
13. Do not smoke on the school bus or at the bus stop.

## BUS DISCIPLINE

If students refuse to follow the bus behavior rules, a bus driver or monitor may file a written bus conduct report with a principal who is responsible for student discipline. If a student is disciplined based on a bus conduct report, the parents of that student will be given a copy of the report. In extreme cases, ICSEB or the school administration may authorize a bus driver to return the bus to the school so the principal can immediately deal with inappropriate student behavior. If a bus is returned to school, the bus schedule will be delayed for that route as well as for subsequent routes at other schools.

## NOTICE TO PARENTS AND GUARDIANS FROM THE STATE BOARD OF EDUCATION

Parent(s) or legal guardian(s) who must provide transportation to and from school, **because free transportation is not available for their children**, may be eligible to receive money from the state to help offset some of the cost, for example, bus fares, or mileage reimbursement for private automobiles at a rate specified each year. If you can answer **yes** to the following questions for 2009-10 school year, you may be eligible to receive reimbursement for providing such transportation.

- 1) Was the pupil under the age of 21 at the close of the school year?
- 2) Was the pupil a full-time student in grades kindergarten through 12?
- 3) Did the pupil either live 1½ miles or more from school or live less than 1½ miles from school, but **must be transported** due to a serious safety hazard approved by the Illinois Department of Transportation (see following paragraphs.)
- 4) Did the pupil attend a school within Illinois which meets Illinois compulsory attendance laws?
- 5) Did the parent/guardian incur transportation expenses resulting from transporting the pupil to and from school?

If you answered yes to the above questions, lived in Illinois, and wish to file a claim, you must go to the school where each of your children are enrolled by June 30, 2007-08 to complete a claim application. Claim forms should be available from February 2009 through June 30, 2009.

In addition, parent(s)/guardian(s) who had pupils living less than 1½ miles from the school attended must have **already verified** that a safety hazard exists by completing an Application for Determination of Serious Safety Hazards. Parents can obtain a copy of the Application for Determination of Serious Safety Hazards from the Office of the Regional Superintendent of Schools for the county in which they reside by February 1, 2008. In McLean County, the Regional Office is located at 905 North Main Street, Suite 1, Normal, IL. (888-5120). The Regional Superintendent of Schools is required to send the application to the Illinois Department of Transportation within 15 days. The Illinois Department of Transportation reviews and approves or denies the application and returns it to the Regional Superintendent of Schools within 30 days. Upon receipt of the reviewed application, the Regional Superintendent of Schools will mail it to the parent/guardian who requested the safety hazard be verified. **If the safety hazard is approved, the parent/guardian must go to the school the pupil attends and complete the claim form.** Parents who received verification of a safety hazard on or after October 1, 1996, and whose children attend the same school and live at the same address, do not have to reapply for safety hazard verification.

Once all claims are completed at the school, the claim forms will be sent to the Illinois State Board of Education. If your claim is approved, you should receive a check directly from the state for the lesser of the cost of transporting your child/children or the average per pupil reimbursement paid to public schools for transporting regular education pupils. If insufficient funds are appropriated by the General Assembly, all claims will be prorated.

If you have any questions, please call or come to the school as soon as possible.

**Bicycles/Motorcycles/Skateboards:** Students riding bicycles to school are to park them in the racks provided in the area west of the gymnasium. Students riding motorcycles to school are to park them in the area east of the gymnasium under the roof overhang. Sidewalks are not to be used for parking and must be kept clear at all times. Skateboards, roller blades, and skates are not to be used on school property at any time.

**Automobiles:** Parking on school premises is a privilege reserved for students who are making satisfactory progress toward graduation and are contributing to a positive educational environment, and in consideration for the purchase of a parking permit. Before a permit can be issued, the student must produce a valid driver's license. The vehicle must be in the name of the student, or their parent, or legal guardian. Parking permission may be denied or withdrawn for educational or disciplinary reasons, including violation of the following regulations. **Vehicles on school premises in violation of these regulations are subject to towing at the owner's expense/risk and may have their parking sticker revoked. Students should not expect to be warned prior to being towed.**

All students who have permission to park automobiles on school premises between the hours of 7:00 a.m. and 5:00 p.m. on regular school days must purchase a parking permit and be governed by the following:

1. A B.H.S. parking permit sticker must be purchased at registration and be displayed on the **driver's side of the rear window**. Permits are sold on a first-come, first-served basis. Permits are not transferable to other persons or vehicles. Any transferred permit is subject to confiscation without a refund and towing. Permits will not be sold to sophomores until after Junior and Senior needs are met. **Sophomores should not assume permits will be available for them.**
2. There are two student parking areas: the lot directly east of the gymnasiums and the north parking lot. Student parking will not be permitted in any other area on school premises, nor at Bloomington Junior High School during the school day, 7:00 a.m. - 5:00 p.m.
3. Speed limits of 7 miles per hour on all campus driveways must be observed. One-way signs are to be observed. Careless, reckless, or hazardous driving on school property will result in suspension of driving privileges. Parking privileges which are suspended or revoked do not qualify for a refund of the permit fee.
4. Students are not to loiter in automobiles or in the school parking lot.
5. Once parked, the student is not to go to the automobile without permission from the Student Affairs Office until the student leaves for the school day.
6. Students driving or riding to school in automobiles and who arrive late due to car trouble will not have their tardiness approved.
7. Parents who visit the school may park in visitors parking areas, sign in with a valid photo ID, and wear a visitor pass upon entering the building.
8. The school reserves the right to search automobiles parked on school property for general inspection or when there is reasonable suspicion that the student has in the automobile an illegal or harmful prohibited substance or an object that could be considered to be used as a weapon.
9. Students park at their own risk. In the event of theft or vandalism, the student should contact their insurance carrier. The school is not liable for theft or damage to cars parked on school property with or without a permit.
10. Students are not allowed to park in the faculty lot or any numbered, reserved spaces, at any time.

**Student parking is a privilege for any student driving. This privilege may be removed if school rules and regulations are not followed. If any of the above regulations are not followed, the vehicle may be towed without warning at the owner's expense and risk.**

## **WEATHER-RELATED CANCELLATIONS**

Because District 87 is located inside the city limits, it is rare that schools would close due to winter weather conditions. When such a determination is made, the information is provided to WJBC (1230-AM) and to the Pantagraph City Line (829-9000 Category 4201), usually by 6:00 AM. Please do not call the school since the switchboard would be closed at that hour. If a decision is made to close early due to either heat or wintry weather, the decision would be announced on WJBC. If it is necessary to cancel sports or other activities, this would be announced on WJBC. Weather closings will also be posted on the school and/or district web site. Because weather conditions can interfere with posting on the Internet, this information is considered unofficial until confirmed by listening to WJBC.

## **VISITORS**

All visitors are required to sign in upon entering the building and provide a photo ID. All visitors are also required to wear school provided identification. Visitors parking on the school lots need to sign in so their cars will not be subject to parking enforcement.

Students who wish to bring a guest must make arrangements with a BHS administrator at least one week in advance. In general, permission to visit is limited and will be granted only to student guests residing outside Bloomington-Normal.

**Visitor's privileges may be revoked or suspended at any time. Fridays and days immediately before and after any vacation period and/or closing days of school are considered to be inappropriate times for visitors.**

**State law provides that "teachers and other employees may request any person entering a public school building to identify himself and the purpose of his entry." A person who refuses to provide such information is guilty of a Class A misdemeanor. (Section 24-25 of the School Code of Illinois).**

## CONFERENCE MEMBERSHIP

Bloomington High School is a member of the Big 12 Conference. This conference is divided into East and West Divisions. Members of the East Division are Champaign Centennial, Champaign Central, Danville, Mattoon, and Urbana. Members of the West Division are Bloomington, Decatur Eisenhower, Decatur MacArthur, Normal Community, and Normal Community West. The conference conducts regularly scheduled events in athletics, speech, and music.

## ILLINOIS HIGH SCHOOL ASSOCIATION

Bloomington High School is a member of the Illinois High School Association. All inter-school events, such as contests in athletics, music and speech are governed by the rules and policies of the Association. The District No-Pass/No Play policy states along with other criteria of eligibility, **that a student shall be doing passing work in at least five credited classes of high school work per week.** If you have questions concerning eligibility criteria, feel free to contact your coach, the athletic director, or the Principal.

## NCAA REQUIREMENTS

The National Collegiate Athletic Association (NCAA) has established minimum eligibility requirements for students. This process involves a minimum GPA in courses the NCAA considers to be "core courses" in English, foreign language, mathematics, science, and social science. Algebra I and geometry are required for this minimum eligibility. Students interested in collegiate athletics are advised to consult the latest list of NCAA-approved classes, which is kept with the Registrar in the guidance office.

## CUSTOMS AND TRADITIONS

It has long been the custom for students of Bloomington High School to recognize the conduct appropriate for a given situation and to conduct themselves in a respectful manner. It is expected that this custom will continue and that students will exhibit the courtesy that has brought many compliments to our school.

## SOME ITEMS TO REMEMBER

School Spirit is reflected in the way students treat their school:

1. Treat our building and property in the proper manner so that we may continue to be proud of our school.
2. Since the halls are narrow, congregating will be done in the Student Center.
3. Classroom parties, as a rule, are not permitted during the school day, unless approved by the administration.
4. Students should show appreciation to faculty members by their spirit and enjoyment in working together. Tangible evidence in the form of a gift is unnecessary. Oral or written statements of appreciation are adequate and in good taste.

## SCHOOL COLORS, EMBLEM AND SONG

### 1. BLOOMINGTON HIGH SCHOOL COLORS

The Purple and Gold colors of Bloomington High School were selected by the Class of 1890 as a tribute to a member of their class.

### 2. BLOOMINGTON HIGH SCHOOL EMBLEM

The book and quill are symbolic of learning which is the fundamental purpose of Bloomington High School. The shield is a traditional symbol. The Greek word "Aegis", meaning shield, was selected as the name of the school publication. The Aegis was first published on January 1, 1897. The publication was to be the shield - the guardian of the interests of the school.

### 3. BLOOMINGTON HIGH SCHOOL NICKNAME

The Purple Raiders

### 4. BLOOMINGTON HIGH SCHOOL CHEER SONG

Bloomington, we love thy name  
We will bring thee greater fame  
We're for you, yes, everyone  
'Til the victory is won  
Rah! Rah! Rah!  
All for Bloomington, our cry,  
All for B.H.S. or die.  
Come stand as one and all your praises sing  
For Bloomington the echoes ring.

# EMERGENCY DRILLS

## FIRE DRILL

1. The state law requires all schools to have fire drills. Fire drills are intended for the safety of all concerned and every drill should be carried out as if it were a real emergency. There should be no running, but all persons are to move **quickly** and **quietly** to their point of safety away from the building and remain quiet while awaiting further instruction.
2. Teachers shall instruct each of their classes as to the evacuation procedures from the particular classroom.
3. When an alarm sounds, the teacher shall instruct students to leave the building according to the evacuation instructions.
4. **If the fire alarm sounds during a passing period, all persons should proceed to the nearest exit and continue on the sidewalk to a point of safety clear of the building.**

## CIVIL DEFENSE DRILLS /TORNADO DRILLS

Civil defense drills are designed to move all personnel to “**safety areas**” of the building in the event of a severe storm warning or similar emergency. The safety areas of the building include the **ground floors of the gymnasiums** (excluding the main floor areas and the pool), **the tunnel area, the library, and the ground floor of the Purple wing (Rooms P-13 to P-45).**

When insufficient time is available to move to safety areas, instructions will be passed by the intercom or messenger to move as follows:

1. **Ground floor classes in Purple Wing (Rooms P-13 to P-45) are to stay in the classrooms.**
2. **Students in physical education classes are to proceed to locker and shower rooms.**
3. **Students in all other classes are to proceed to halls, avoiding areas near outside and classroom doors (where classrooms have outside windows) and crouch against a south or west wall shielding the face as much as possible.**

## CRISIS PLANS

Should an emergency or disaster situation arise while school is in session, District 87 schools have made preparations to respond effectively to such situations and to care for all students.

The District has a detailed emergency operations plan which has been developed with the assistance of our police and fire departments to respond to a variety of issues including a major catastrophe. During an emergency crisis, the District will do everything it can to protect your child and to communicate with all parents as quickly as possible.

In a crisis, a parent’s first instinct is often to call the school or come to the school to get their child. This is not in the best interests of you or your child. Our focus will be on the immediate safety needs of students and staff and District staff will not be able to work with individual parent calls and concerns.

## PARENT /GUARDIAN INSTRUCTIONS DURING AN EMERGENCY

To assist us deal with an emergency crisis as efficiently and effectively as possible, please read and cooperate with the following instructions carefully:

1. Please do not telephone the school and tie up lines needed for emergency communication.
2. Please do not come to the school during the emergency or crisis.
3. During an emergency, we must know where every student is at all times and students will be kept at their school until the emergency passes and it is safe. Once it is safe, students will be dismissed using the normal transportation and dismissal procedures or parents and guardians will be allowed to pick them up. Students will be released only to their parents or guardians.
4. Go to the District web site [www.district87.org](http://www.district87.org) and click on the emergency information link for information and directions.
5. The District will notify the media of the situation and use them to pass on parent information and instructions. Please listen to WJBC (1230 AM) for details.
6. The District may use an automated phone system to call all parents with information. To insure that you receive such a telephone call, please make sure that the school has your current phone number on record.
7. Please discuss these matters with your student and immediate family. Plan ahead to understand what you should do during an emergency. Impress upon your student the need for them to remain at school and to follow the directions of school personnel in times of an emergency crisis.

## TRANSPORTATION

The decision to cancel school, change the time school starts or ends, or keep students at school will be based upon the nature of the emergency crisis including the time of day, the weather, and the ability to transport students.

If an event takes place while students are being transported which limits further transportation (for example, emergency siren goes off or roads are closed), students already on the bus will remain under the supervision of the driver and school staff. The driver will communicate through the radio with bus company, school and district personnel. Bus drivers will make every attempt to deliver students to their bus stops safely but may have to take students to the nearest school to be housed safely. On the way to school, any child not yet on the bus remains the responsibility of the parent or guardian.

## HAZARDOUS RELEASE (CHEMICAL SPILL) NEAR THE SCHOOL

- Shelter-in-Place procedures will be implemented.
- All students and staff will move inside and report to their rooms.
- Efforts will be made to prevent outside air from entering classrooms.
- Students arriving at school during the event report to the school office or a designated area because classrooms will be inaccessible.

## LOCKDOWN

- No one will be allowed in or out of the school site.
- Students and staff will be held in a secure area.
- The police will have control of the school site and will control all access.
- When the incident is over, an "All Clear" signal will be given.

## ACADEMIC INFORMATION

The purpose of this section of the handbook is to provide information about such items as grading and final examination procedures, graduation requirements, student program changes and opportunities for participation in classes or programs beyond the regular high school program. Students are advised to consult the current [Course Description Guide](#) which includes information on graduation requirements, grade point average, class rank, and other requirements. Students are urged to seek further information from teachers, counselors, or administrators if you have any questions.

## RESPONSE TO INTERVENTION (RTI)

District 87 believes all children can succeed. Response to Intervention (RTI) is designed to evaluate all students and provide academic instruction and intervention appropriate for each student. All students are given assessments in the fall, winter and spring and a continuum of curriculum and instructional interventions are provided to those in need of assistance. Student progress is monitored to ensure their success in the classroom.

## GRADES

Teachers will use a variety of assessment measures, including teacher observation, teacher tests, projects, essays and in some instances district, state and national tests, in order to evaluate the progress of their students. Throughout the semester, grades will be reported as a percentage score and will be sent home in the form of progress reports (a progress report at approx. 4 weeks, a midterm progress report at approx. 9 weeks indicating the midpoint of the semester, and a third progress report at approx. 13 weeks). The following grading scale will be utilized:

90-100% = A    80-89% = B    70-79% = C    60-69% = D    Below 60% = F

The grade of a "D", while passing, represents clearly unsatisfactory performance, a lack of mastery of the subject, and may result in failure of the class.

## SEMESTER EXAMINATIONS

Each semester course will have a final examination covering the content of the course. All students must take a semester final exam to be eligible for credit. (See exemption policy below).

Students missing **first semester final exams** who have an APPROVED ABSENCE are to make up the exam with the subject teacher. These students should contact their teachers as soon as they return to determine the date and time of the makeup exam. Normally, makeup exams must be completed within the first two weeks of the new semester. Students are to make arrangements with their teacher promptly upon their return to school. Students with pre-arranged absences for examinations are not permitted to take examinations early unless approved by the Principal. Such approval is very rare.

Students missing **second semester final exams** who have an APPROVED ABSENCE may make up the exam for full credit provided they do so before the start of the next school year. The student should arrange to take it with the subject teacher before teacher dismissal time on the last day of school for teachers. In cases where this is not possible, the assistant Principal may permit the student to arrange to make up the examination prior to the start of the next school year. Makeup examinations are scheduled through the Guidance Office. Students with pre-arranged absences for examinations are not permitted to take examinations early unless approved by the Principal. Such approval is very rare.

**Students who miss final examinations without an approved absence, or who neglect to make up an examination by the time limits specified above will receive an “F” for the course with loss of credit for the entire semester course.** Students with unapproved absences are not normally given the privilege of making up the exam. The student’s Assistant Principal can review such situations if special circumstances exist. In reviewing the circumstances, the Assistant Principal may allow the student to take the exam, but authorize a grade penalty for the final course grade, thereby allowing the student to pass the course if the overall semester average is passing.

Seniors shall be exempt from semester exams in accordance with the following policy:

Seniors must have:

- 1) Six or fewer absences (Approved or Unapproved)\* in a course for the semester.
- 2) Earned a “Meets or Exceeds” on the Prairie State Achievement Exam (Reading and Math) required by the State of Illinois
- 3) Possess a grade of “B” (80%) or above for the semester grades in each course

Seniors who are exempted are excused from school during the time the exam from which exemption has been earned is administered. Students with an A or B for the semester may choose to take the semester examination, but it is not required to maintain the grade earned

**\* The only absences that would be excluded from this total would be field trips, testing, and non-disciplinary visits to the office, counselor, or the nurse.**

**Special note regarding examinations in AP classes:** Teachers of AP classes have the option of giving their final examination early in coordination with the national AP exam schedule. The grade on this exam can count towards the semester grade. The determination of whether this grade will also be recorded as an examination grade for seniors will be made in accordance with the above exemption policy. When the examination is given early, the teacher may expect non-exempt students to complete a meaningful substitute activity on the examination day for which attendance will be taken.

## **SEMESTER FINAL GRADE**

The semester final grade is the grade that appears on transcripts and is the only grade reported to colleges and employers. This is the only “permanent” grade recorded for the course.

The semester final grade is obtained from the running semester grade (80%) and the semester final exam grade (20%). The determination of the semester final grade can be calculated as follows:

**(Semester Percentage X .80) + (Final Exam Percentage X .20) = Overall Semester Grade**

## **LOSS OF CREDIT**

Students will lose academic credit for the entire semester in the following situations:

1. **If the student fails to take the final exam.** For purposes of this rule, merely attending, but not completing examination questions does not constitute taking the final exam. The final semester grade in such instances would be an “F.” This includes students who are unapproved absent the day of exams or students who fail to make up exams.
2. **If the student is removed from class for disciplinary reasons or chronic absenteeism.** The final semester grade in such instances would receive a grade in accordance with the withdrawal procedures, below.
3. **If the student fails to demonstrate mastery of a significant course outcome (see below).** The final semester grade in such instances would be an “F,” even if the student subsequently drops the course.

Any exception to these situations requires specific administrative approval.

## MASTERY LEARNING AND GRADING

Bloomington High School grades according to the mastery-learning concept. An earned credit represents mastery of all significant course outcomes. A student who does not demonstrate mastery of the significant course outcomes is not awarded credit simply because the overall average is passing. In cases where a student has not demonstrated mastery of a significant course outcome as evidenced by performance on a test, project, or series of graded activities, the student, parent, counselor, and Assistant Principal will be notified in writing of the specific items to be mastered and the specific deadline by which the student must show mastery. The notice will also specify the consequences if the student does not demonstrate mastery by the deadline. The teacher may provide this written notice to the student and it will be the student's responsibility to deliver this to the parent. The teacher can also notify the parent using the computerized progress reports. Mastery may be demonstrated by retests, taking a different test, completion or resubmission of assignments, or alternate demonstrations of mastery. The typical period of time would be approximately two weeks during which the student would be expected to see the teacher for help as needed and complete the demonstration of mastery.

If the student succeeds in demonstrating mastery, the teacher may replace the original grade with a higher grade in accordance with the teacher's grading policy. Makeup work for an unapproved absence or failure to turn in an assignment on time would not normally count higher than a "D." Cases resulting from cheating would normally retain the original failing grade. In these cases, the subsequent demonstration of mastery would permit the student to pass the course as a whole, provided the overall average was passing.

Failure to demonstrate mastery of a significant course outcome by the written deadline will be grounds for failure for the quarter, and in serious situations, failure and loss of credit for the entire semester course.

It should be noted that many courses have a culminating activity, such as a major paper, which occurs at the end of a course and for which it is impossible to afford students additional time. Such assignments are indicated in written guidelines provided to students at the start of the course. A student who fails to turn in such a project, or whose work does not demonstrate mastery may receive an "F" for the quarter, or lose credit for the course in accordance with the written guidelines provided to the student at the start of the course.

## WITHDRAWAL PROCEDURES

**Withdrawal from School or Transfer to another School:** Any student, who is withdrawing or transferring from Bloomington High School for any reason, should contact the counselor or guidance secretary five school days prior to the withdrawal date. Students who are transferring to another school will receive a "grade to date" in those classes for which this information is available.

**Withdrawal from an Individual Class:** A student who withdraws from an individual class will be placed in a study hall and will lose credit for that class. A student who withdraws from a class prior to the midterm of each semester will have a "WP" (Withdraw Passing) or a "WF" (Withdraw Failing) placed in their permanent record. Students are advised that "WP" and "WF" grades may be viewed negatively by some colleges and scholarship programs. For example, a grade of "WF" is sometimes treated as an "F". Some programs also look at the number of courses taken each year and may ask for an explanation if the number is unusually low. A student who withdraws from a class after the semester midpoint will receive a grade of "F" for the entire semester.

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## CLASS MEMBERSHIP REQUIREMENTS

Graduation and class membership requirements are based upon semesters completed and units earned. One-half unit is earned for successful completion of a subject that meets five days per week for one semester.

Freshmen	Promotion from Grade 8
Sophomore	Six Credits
Junior	Twelve Credits
Senior	BHS class schedule sufficient for graduation in June

## GRADUATION REQUIREMENTS

Required subjects are usually earned in the following years:

<u>Freshman</u>		<u>Sophomore</u>	
English	(1)	English/Speech	(1/2 + 1/2)
Mathematics	(1)	Mathematics	(1)
Science	(1)	Science	(1)
World Studies	(1)	Safety & Phys. Ed.	(1)
Phys. Ed./Health	(1/2 + 1/2)		
Fine/Prac Arts or For. Language	(1)		
<u>Junior</u>		<u>Senior</u>	
English	(1)	English	(1)
Am. His.	(1)	Am. Govt.	(1/2)
Math	(1)	Cons Ed Req	(1/2 or pass state test)
Science	(1)	Soc. Science Elec.	(1/2)
Phys. Ed.	(1)	Phys. Ed.	(1)

Students must earn a minimum of twenty-three and one-half units in order to graduate from Bloomington High School. Four units must be earned in language arts (one unit in ninth grade, one unit in tenth grade, one unit in eleventh grade, and one-unit in twelfth grade) three units in science including at least one physical science and at least one biological science; three units in math; three units in social studies (one unit in World History, one unit in American History, and one-half unit in American Government); four units in physical education (one unit in ninth grade, one unit in tenth grade, one unit in eleventh grade, and one unit in twelfth grade); and one unit in music, art, foreign language, applied technology, or vocational education.

The student must also satisfy consumer education and other State of Illinois requirements. All juniors must take the Prairie State Achievement Exam (PSAE). This test is a combination of ACT, Workkeys, and state developed tests. PSAE scores are recorded on students' transcripts that will be reviewed by colleges and employers.

Note: The consumer education requirement may be met by passing a state proficiency test. Alternatively, the student may pass a half-unit course in addition to the requirements in social science and the fine and practical arts. The approved courses for this purpose are resource management, economics, first semester of Intro to Business, or Interrelated Cooperative Education, and WECEP. This course would count towards the twenty-three and a half units required for graduation.

## SCHOLASTIC HONORS

The **Scholastic Honor Roll** is published each semester and lists those students who have received all "A" and "B" grades for the period or whose grade point average for the quarter is 4.6 or better. Students earning all "A"'s are eligible for the quarterly **Principal's List**. A semester **Principal's List** is published each semester listing students earning straight A's in their semester final course grades. In order to be eligible for these lists, or the Purple and Gold Card lists below, a student must have grades in at least six credit-bearing classes.

Students earning all C's or better with attendance 94% or better are eligible for the semester Purple Card, which may be used at listed stores for a discount on purchases. Students earning all "B"'s or better with attendance 94% or better are eligible for the semester Gold Card, which may be used at listed stores for a discount on purchases. A student may not have any incomplete grades to be eligible for the Purple or Gold Cards.

## ACADEMIC MONOGRAMS

### Criteria

This annual award will be given at the beginning of the school year based on previous school year work.

1. Student must be a full time student (at least 6 credit hours per year).
2. Cumulative GPA must be **4.4** or higher.
3. No semester grade lower than "C" allowed.
4. **Students can initially qualify for award after completion of sophomore year (12 credits minimum). A student who does not qualify after the sophomore year can still qualify after the junior and/or senior year.**
5. Transfer students can qualify for the award after one year at BHS (assuming a transfer student meets all other criteria).

## BLOOMINGTON HIGH SCHOOL NATIONAL HONOR SOCIETY

### Prerequisites

1. **Students must attend BHS for at least one semester.**
2. Membership is open to academically qualified juniors and seniors based on the mid-junior or mid-senior year transcript. The minimum GPA is 4.6.

### Criteria

1. Scholarship – The Faculty Council will evaluate an essay hand written by the student. Students who wish to be considered will write the essay under supervision by the NHS sponsor or a Faculty Council member after school in February or March.
2. Leadership – The student will provide thorough documentation of school, work, and community leadership on the Student Profile Form which must be turned in to the NHS sponsor by Monday, March 8, 2010.
3. Service – A minimum of 20 hours of correctly documented community service is required by March of the year of selection. There is a volunteer log sheet available from the NHS sponsor to all students. The volunteer log and/or a letter from a supervisor (**not an immediate family member**) documenting the number of volunteer hours is submitted to the NHS sponsor attached to the Student Profile Form by Monday, March 8, 2010.
4. Character – The student is recommended to the Faculty Council by his/her Assistant Principal and by at least four of his/her teachers at BHS as demonstrating the following six qualities: respect, responsibility, trustworthiness, fairness, caring, and citizenship. The NHS sponsor will collect the recommendations from the BHS faculty for each student who has completed and has turned in all forms on time. Also, the written essay should reflect the student's character.

### Selection

The process of selection is subjective, fair, and applied consistently to all candidates. Membership is not automatically awarded solely based on academic performance. All four areas of the above criteria are considered equally by the Faculty Council. Membership is granted to only those students selected by the Faculty Council. The NHS sponsor is not a member of the Faculty Council, which is appointed by the Principal. There is no quota or percentage of members per class. Students who meet the selection criteria will be inducted regardless of number.

### Notification

The NHS sponsor notifies students of final selection in April one week before the induction ceremony. Selection to the National Honor Society is a privilege, not a right. Non-selected students are encouraged to meet with the NHS sponsor for feedback. Non-selected students may choose to appeal the decision before the induction ceremony in writing to the Principal and the Faculty Council. Non-selected juniors who remain academically eligible may submit new forms during the senior year.

## Obligations

Once admitted to membership, there are required individual and group service components. In addition, members who violate school rules or civil laws will be removed from membership in accordance with local and national procedures.

**Ranking in the senior class shall be determined by grade point averages.** Students with a grade point of 5.621 or higher will be designated as valedictorians. In the event there is no such student, the student(s) with the highest grade point average will be designated as valedictorian(s). The class salutatorians will include students with a grade point average of 5.552 or higher. In the event there is no such student, the student(s) with the next highest grade point average will be designated as salutatorian(s). Members of the senior class with a final grade point average of "A" (5.0 GPA, or above) shall be designated as Honor Graduates. A tentative list of honor graduates, including the valedictorian and salutatorian, will be prepared at the end of the third grading period. This list will be provided when there is a need for such a list prior to the completion of exams. For example, local media outlets often request names and pictures for publication prior to graduation. The final determination of valedictorian(s), salutatorian(s) and honor graduates will be made after all grades are completed. Participation as a valedictorian or salutatorian at graduation is subject to the provisions elsewhere in this handbook governing removal from school-sponsored events and/or extra-curricular activities.

## STUDENT PROGRAM CHANGES

It is expected that students will continue in the specific courses selected during registration period in the preceding spring. Once school begins in the fall, a change will be considered if initiated during the first ten school days only if:

1. An error was made in scheduling. The counselor should be notified immediately.
2. It can be justified because of a change in career plans.
3. A course is required for admission at the college or university the student plans to attend.
4. The change is necessary because the student failed a class that was not made up over the summer.
5. The student can justify withdrawing from a seventh subject.
6. An extreme personal emergency exists.

School personnel may initiate a change if an instructor and/or counselor recommends a different course level, if it is necessary to balance classes, if a doctor certifies that a condition warrants a change, or if an error has been made in a program. Scheduling changes are normally not made in order to change teachers.

## PHYSICAL EDUCATION EXEMPTION

For juniors and seniors, credits shall be earned in physical education or courses taken in lieu of physical education. A student with a course load of six classes, exclusive of physical education, during a semester may petition for exemption from physical education for the following reasons:

1. If a student must take an additional course to meet graduation requirements from Bloomington High School.
2. Members of an interscholastic athletic team, color guard, or marching band may be exempt from physical education first semester or second semester or both semesters depending on the number of activities involved and the length of the season(s).
3. If a course is needed to meet university admission guidelines or career entry requirements.

Cases will be dealt with on an individual basis through a petition initiated by the student, the parent or guardian, or the guidance office. The Principal shall have exclusive authority to grant exemption in accordance with circumstances outlined herein. Students requesting such an exemption will submit a written request to their counselor who will forward the request to the Principal.

## REQUIREMENTS TO TAKE DRIVERS EDUCATION

State law requires that a student pass eight semester courses in the year prior to taking drivers education. This applies to public schools, summer school, and private driving schools. Students will not be eligible to take drivers education until they have passed eight classes in two consecutive semesters. Students in this situation will have their drivers education deferred until they have met the eight-course rule. This would normally be the following summer or school year.

## EARLY GRADUATION FROM HIGH SCHOOL

A student who wishes permission to be graduated from high school prior to the normally expected graduation date of his class should use the following procedure in making his request.

1. The student will discuss the matter with his parents or guardian. Families are advised that there may be some implications for medical and automobile insurance policies with clauses referring to full-time students.
2. The student and his parents or guardian will meet with the student's counselor to review the student's academic record, to discuss the reasons for the request, and to examine the advantages and disadvantages of such action. The counselor will then make a recommendation to the student and his parents or guardian.
3. The student will address a letter to the high school Principal. The letter will include the reasons for the request and the signature of the student's counselor. (The counselor's signature will be viewed as verification that the first two steps have been completed.)
4. The parents or guardian of the student will address a letter to the high school Principal stating the student's request (both letters, student's and parent's, should be included in the same envelope).
5. The counselor will file in the student's cumulative folder:
  - a. The date of the student-parent conference.
  - b. The counselor's recommendation.
  - c. Copies of both letters addressed to the Principal.
6. The request to be graduated early and the procedures to be followed in making the request shall be completed no later than the 15th meeting date of classes in the fall of the school year. The Principal may make exceptions for late transferring students, extreme emergency cases, or other unique situations that may arise.

The following policies pertain to students who have been granted permission to be graduated early:

1. December graduates will be included in the June Commencement Program.
2. Early graduates will be eligible for National Honor Society.
3. Three-year early graduates will be ranked at the same time as the members of the senior class. Class rank of the early graduate shall be indicated as a co-ranking on the records to ensure that a student remaining in high school for the normal four-year period is not "bumped" from his earned class rank.
4. January graduates will be permitted to participate in all senior spring activities subject to the same rules as apply to spring graduates.

## PARTIAL DAY STUDENTS

1. Seniors in their last semester who need two units or less of credit may be permitted to be on a part-time (3/7) basis. Hopefully, these three classes could be scheduled in consecutive periods. Although exceptions may be made, requests for part-time schedules should be made prior to the 15th meeting of classes. Students and parents are cautioned that each year one or more students fail to graduate because they reduced their schedule to the minimum needed to graduate and then fail to complete credit in one of the classes. As a result, students and parents are advised that students who do not complete requirements on time are not permitted to participate in the graduation ceremony.
2. Ninth semester seniors who need one-half unit may be scheduled for one class only.
3. A student's schedule may be rearranged in order to accommodate a request from a full schedule to a partial day schedule. This schedule cannot be changed, however, if it places the student in an overloaded class or a different subject from the original schedule in the process of rearranging to a partial day program.
4. A request by the parent must be made in **writing and returned** to the Associate Principal for approval before rescheduling. Families are advised that there may be some implications for medical and automobile insurance policies with clauses referring to full-time students. Families are also advised to check with prospective colleges regarding implications of a reduced schedule on their admissions and scholarship decisions. **Finally, families are advised that a reduced schedule may render the student ineligible to represent the school as an athlete or for other extra-curricular activities.**
5. A file will be maintained on part-time students by the counseling office.

6. Any exception to the above rule must be approved by the Principal or Associate Principal.
7. Students with less than 6 credit bearing courses are not eligible for most scholastic honors such as honor roll, purple/gold cards, Principal's List, academic monograms, or honor graduates.

## EXCHANGE PROGRAMS

Students who spend one year in an approved foreign exchange program may be permitted (by examination), to earn a minimum of one unit and a maximum of two units if the procedure as outlined below is followed:

1. The student will determine the course(s) on which he wishes to be examined.
2. The student will send a written request to the Principal stating his desire to earn credits by examination. He will name the course selected. The request must be made no later than June 1 preceding the year of going abroad.
3. The Principal will determine the appropriateness of the request. The decision, in writing, will be forwarded to the student.
4. If the request is approved, the student will return to Bloomington High School immediately following the year abroad and complete the examination(s).
5. Unit(s) of credit will be granted upon the successful completion of standardized or teacher-constructed examination(s).
6. The unit(s) earned will be entered on the student's permanent record. The record will show that the unit(s) was earned by examination and no grades will be entered.

In addition, students who have spent one year in a foreign exchange program may enroll in adult education or an approved summer school program for as much as one unit upon their return to Bloomington High School. Courses may be elected first and/or second semester.

If the student can show proof of participation in physical education while in an approved exchange program, an appropriate unit of credit in physical education may be granted.

Finally, the student may receive **general elective credit** for course work taken in a foreign exchange program. Such credit may not count towards specific courses required for graduation. The student must arrange for the host institution to provide a course syllabus, a listing of course meeting times, the table of contents from the textbook, and the official transcript or equivalent from the host institution. Credit would be awarded if the content and time corresponds to existing BHS courses. The units of credit would be entered on the student's permanent record. The record will show that the unit(s) was earned through a foreign exchange program and no grades will be entered.

Students are advised to check with prospective colleges about the admission and scholarship implications of the above options.

## ADULT EDUCATION, EVENING, CORRESPONDENCE, AND SUMMER COURSES

Students **should not** include classes from other institutions in their planning for high school graduation. All requests for enrollment in these classes must be discussed with the counselor first. A written request should then be submitted to the counselor who will forward the request to the administration for a decision. Juniors and seniors may be permitted to enroll in a single half-credit course per semester during the school year if this will permit them to graduate with their original graduation class. Students can attend summer school to take up to two credits of course work. Courses taken to accelerate graduation will be scrutinized carefully.

In all cases, students must obtain prior approval from Bloomington High School to transfer in credit from the outside institution. The outside institution must be accredited by its state and regional accrediting agency. The outside institution must agree to provide a transcript indicating the unit(s) of high school credit awarded and a course description. A course syllabus and table of contents from the textbook may be required. In some cases, students may be required to show mastery on the course final exam. Such courses may meet specific BHS graduation requirements only if the course outline matches the District 87 Course Outcomes/Syllabus for the required course. Courses may meet elective requirements if the course matches or is substantially similar to content from one of the instructional areas in the BHS curriculum.

Cumulatively, no more than one unit of credit can be earned through correspondence courses. Correspondence courses must be sponsored by an accredited college or university and a BHS supervisor must be available. Similarly, no more than one unit of credit can be earned through the Illinois Virtual High School (IVHS). In addition, enrollment in an IVHS course must have administrative approval and all fees/tuition are the responsibility of the student/parent.

Students may be admitted to specific Regional Alternative Education single credit classes on a space-available basis in accordance with this policy. Students would be liable for any tuition charges that would apply. Students who need to make up courses failed due to unapproved absences or disruptive behavior will not be accommodated until all other requests for Alternative Education classes have been met.

Second-semester seniors who are given permission to take courses through these channels must have grades confirmed to the guidance office two school days prior to graduation in order to be eligible to march with their class.

## **COLLEGE AND UNIVERSITY CLASSES**

High school students who have completed their junior year and are not yet high school graduates, and who can meet the university requirements, may wish to enroll in university classes. It is usually to the student's benefit to retain college credit for these courses and not use these for high school credit.

### **Part-Time College and University Enrollment**

Students may be permitted to enroll in classes at local colleges subject to the rules of the local college. The high school will attempt to arrange high school schedules in such a manner as to permit students to pursue collegiate work.

Students taking such courses can earn high school credit provided the student obtains advance approval to do so. Such approval will be conditioned on the course being in a curricular area covered by the BHS curriculum and an explanation of why the student is not able to address this need through BHS course offerings. An example would be a summer school course needed to make up for a previously failed course. Three semester hours of college credit would translate to half a unit of credit. Such courses would not count towards GPA or class rank calculations. College courses taken to meet specific graduation requirements must match the content in the appropriate BHS class. Cumulatively, no more than one unit of high school credit can be earned through college courses. Students are advised that the collegiate credit earned in these classes is subject to the rules in place at the college(s) they attend.

### **Full-Time University or College Enrollment**

Students may be permitted to enroll in a full-time early admissions program if they have completed 22 ½ units, including all required subjects of the 23½ units required for graduation. (Such students may be permitted to enroll in the required semester course of American Government during the second semester of their junior year).

Upon receipt of a statement from the registrar of the college or university verifying successful completion of 15 semester hours of college credit, Bloomington High School will award the student a high school diploma.

## **ALTERNATIVE EDUCATION PROGRAM**

The Regional office of Education operates an Alternative Education Program. This program is designed to meet the needs of those students who are at-risk of academic decline. Full-time admission to this program is dependent upon the approval of both the BHS Administration and the Alternative Education offices. Any student interested in enrolling in this alternative program should contact their Assistant Principal.

Alternative Education classes are held Monday through Thursday. All students entering the program are expected to maintain employment throughout their enrollment. They are also expected to follow the Alternative Education attendance policy, which clearly states that any student who misses a class four or more times may be dropped from that class. Continued truancy or disruptive behavior may result in a student being removed from the program entirely.

## **SAVE PROGRAM**

SAVE is a disciplinary program for students who are suspended or expelled from Bloomington High School. Students enrolled in SAVE may not be on District 87 school property or participate in/or be present at any Bloomington High School extra-curricular activities.

## **STUDENT SERVICES AND ACTIVITIES**

Bloomington High School offers a variety of services to students including but not limited to guidance and counseling services, health services, and homebound instruction. In addition, extra-curricular activities including inter-scholastic athletics for men and women as well as many clubs and organizations are offered. Students are encouraged to avail themselves of all services as needed and to become active in extra-curricular activities.

## **ELIGIBILITY**

In accordance with Illinois Laws, students who represent the school in athletics, academic teams, performing groups, and those selected in school-wide and grade-level elections must meet academic standards. To be eligible, all students must have passed five classes in the prior high school semester. Students must maintain continuous passing grades in five classes during the course of the season. Students failing to meet these standards will be suspended from competition or performances for a minimum of one week, until their grades meet the standard. This provision will not apply to activities that are required extensions of class work as indicated in the official Course Description Guide.

## **TRAVEL TO AND FROM COMPETITIONS**

All athletes and extra-curricular participants are expected to travel with their team/organization to and from all away events. Parents and guardians may arrange with the coach or sponsor to transport students by sending a note to the sponsor prior to the event, and then meeting the sponsor at the event, where supervision will be personally transferred. Students are not normally released to adults other than their parent/guardian. Exceptions require the prior written approval of the Principal. Students are not normally allowed to drive themselves. Exceptions are made only in cases of competitions in the Bloomington/Normal area, and requires advance written parental permission.

## **STUDENT ACTIVITIES**

The following extracurricular clubs and organizations in addition to regular class membership offer opportunities for students to increase their knowledge of a particular area of interest and to become better acquainted with others having similar interests. In addition, the school reserves the right to suspend eligibility for students who bring disgrace to the school, as stated elsewhere in this handbook.

Anime Club	African-American History Club
Art Club	Chess Club
Drama Club	Environmental Club
French Club	French Honor Society
Gay Straight Alliance	HYPE
Key Club	National Honor Society
Pep Club	Principal's Student Advisory Board (PSAB)
Reading Raiders	Scholastic Bowl
Science Club	Science Olympiad
Spanish Club	Spanish Honor Society
Speech Team	WYSE
Youth Alive	

In addition to the above, students may participate in athletics, service groups, or any organization that is a part of an elective course.

## **STUDENT COUNCIL**

The B.H.S. Student Council was established in 1931 in order to set a high standard of citizenship, to encourage and support desirable student activities, to prepare students to meet the problems of school and adult life, and to afford to students the responsibility of participation in school management. Council members are elected annually, with senior, junior and sophomore members elected in the spring preceding their term, and freshman members elected in the first month of the school year of their term. Council officers are elected annually by the entire student body in March preceding the school year of their term. The entire student body elects council officers annually in March preceding the school year of their term. The Council advisor is appointed by the Principal. The Student Council members should represent their constituency's viewpoint as well as keep them informed on school-wide problems and information. The Student Council is a member of the Bloomington-Normal Intercity Student Council, the Illinois Association of Student Councils and the National Association of Student Councils.

## SCHOOL SPONSORED DANCES

Most BHS dances are strictly for BHS students. The exceptions are homecoming and prom. In an effort to ensure a safe and pleasurable experience for all BHS students, the following are requirements for admittance to BHS dances:

1. All students and/or guests must show a picture ID.
2. All guests must be at least freshmen in high school. All guests must be no older than 20 years of age.
3. All students wishing to bring non-BHS student guests to homecoming or prom must fill out the BHS guest permission form completely in order to be considered. BHS administration reserves the right to refuse admittance to any dance.
4. The BHS guest permission form will be available from the Student Affairs Office two weeks prior to homecoming and prom.
5. Students and guests are expected to dance in a manner that is appropriate for the school setting. Lewd and promiscuous dancing will not be tolerated and the offending students will be asked to leave. Attendance at future dances could be denied.

## ATHLETICS

At the heart of any school's spirit is the enthusiasm generated by a successful athletic program. Not only do interscholastic and intramural programs afford participants memorable and enjoyable experiences, they provide a rallying point for the school's corporate identity. Athletes must fulfill all IHSA regulations, reproduced elsewhere in this handbook. In addition, the school reserves the right to suspend athletic eligibility for students who bring disgrace to the school, as stated elsewhere in this handbook. BHS offers the following interscholastic sports:

### BOYS

#### Fall Season

Cross Country  
Golf  
Football  
Soccer

### GIRLS

#### Fall Season

Cheerleading  
Cross Country  
Golf  
Tennis  
Swimming  
Volleyball

#### Winter Season

Basketball  
Wrestling  
Swimming

#### Winter Season

Basketball  
Bowling  
Cheerleading

#### Spring Season

Track and Field  
Baseball  
Tennis

#### Spring Season

Track and Field  
Softball  
Soccer

Bloomington High School is a member of the Illinois High School Association and as such adheres to the bylaws and constitution of this organization. The individual athlete should be aware of all regulations concerning eligibility for participation.

## GUIDANCE AND COUNSELING SERVICES

Guidance and counseling services at Bloomington High School are designed to provide students with assistance in understanding themselves; in increasing their understanding of career and educational opportunities and requirements; in helping them formulate realistic goals; and in helping them attain satisfactory personal, social and academic adjustments. Services are provided on both an individual and group basis. Students and parents are urged to contact the counselor for assistance and information. The guidance center is located directly across the hall from the administrative offices. Guidance newsletters will be sent to parents periodically with information about planning for the student's program of studies, college entrance information, financial aid, and career information. Parents and students are urged to study these newsletters carefully and save them for future reference. Major guidance and counseling services available to students and parents include but are not limited to the following:

1. Individual counseling

2. College and career planning
3. Assistance in planning course selections
4. Financial aid services
5. Consultation with parents, teachers and administrators
6. Community agency and special education referral service

## PROJECT OZ

Project Oz is a community-based program that works with students in variety of at-risk programs, including gang prevention and intervention. Services are provided both in and outside of school. Any questions should be directed to the community provider agency.

## PRAIRIE STATES ACHIEVEMENT EXAM

All BHS students take the Prairie State Achievement Exam (PSAE) for two days in April of their junior year. This exam is required by the state of Illinois and consists of the ACT test on Day 1 and the WorkKeys/ state-developed tests on Day 2. Results of this testing are recorded on each student's transcript for colleges, scholarships, and future employers. Students earn a score of either "Academic Warning, Does Not Meet, Meets, or Exceeds." Those students who earn an "Exceeds" in any of the four areas tested (Reading, Writing, Math, Science) will receive a Prairie State Award.

## COLLEGE ADMISSIONS TESTING PROGRAMS

**EXPLORE, PSAT, PSAT, & PLAN Tests:** College bound **students**, particularly those interested in the National Merit Scholarship program should be aware of these tests. The EXPLORE (freshmen) and the PLAN (sophomores) serve as practice for the PSAT/ACT State Test given to all juniors. The PSAT is the qualifying test for the National Merit Scholar program for current juniors. An orientation session is held each fall for the National Merit Scholarship Program and Examination. Information Bulletins on these programs is available in the guidance office.

**ACT, SAT I, and SAT II Admission Tests:** Bulletins describing these programs and applications are available in the Guidance Office. It is the responsibility of the student to make application for tests during the appropriate registration periods. Detailed instructions may be obtained from the student's counselor and from the bulletin board located near the Guidance Office. Information and sample tests for the ACT, SAT I and SAT II are available in the Career Guidance Center. Tuition waivers are available in limited numbers for students who cannot afford to pay the fees for ACT/SAT I testing. Consider signing up for the ACT Test Preparation Course. The course is usually offered in February or March before the spring test dates. Contact your counselor for further information on these tests.

Current juniors who wish to be considered for the Illinois State Scholar Program must take the ACT or SAT I between September 1 and June 30 of their junior year. ACT and SAT will automatically send the score to the Illinois State Scholar Program.

**Advanced Placement (AP) Tests and CLEP Tests:** Students taking advanced courses may earn college credit by passing the AP test administered in May. Information on these tests will be made available in the spring. Students taking BHS classes designated as "AP" are strongly encouraged to take the exams. Students in other classes with curricula close to the AP curricula should consider taking these tests. The College Level Equivalency Program (CLEP) is another testing program that is administered at I.S.U. See your counselor for more information on both of these programs.

## STUDENT ACCIDENT INSURANCE

Bloomington Public Schools, District 87 does not carry medical, dental or other insurance for students injured in accidents on school premises. Parents are responsible for the costs of such accidents and it is recommended they purchase their own insurance coverage. As a convenience for parents, District 87 annually designates an optional student accident insurance plan that parents can purchase. Information and forms for this coverage are available at the time of school registration. While District 87 takes care to select a reliable insurance company, the District does not endorse the plan or recommend it instead of other insurance plans. The contract is solely between parents and the company and District 87 has no financial or legal responsibility for the plan or contract.

## HEALTH SERVICES

**Health Examination and Immunization Requirements:** All Illinois students are required to show proof of having met the physical examination and immunization requirements prescribed by the state. Section 27-8.1 of the Illinois School Code requires school districts to exclude a child from school who has not had the required health examination and immunizations.

Documentation the child has had the required health examination and immunizations should be provided to the school at the time of registration when the student is first enrolled. Children at all grade levels will be registered without this documentation but will not be allowed to attend school until they have proof on file with the school that they have met the requirements for physical examination and immunization established by the state and District Policy 7.100. Children will be allowed to attend school without proof of the Vision Exam requirement until October 15 and the Dental Exam requirement until May 15 of the current school year.

Students transferring from another school district should transfer their health records. If these records are not received within thirty (30) days of the request for such records, parents will be allowed an additional ten (10) days to show proof of meeting the health examination and immunization requirements. After that, the student will be excluded from school until proof of meeting the requirements is given to school authorities.

Health examination forms can be obtained from the school nurse or local physician. Students and parents with questions on the health examination and immunization requirements should contact the school nurse. Parents who object to the health examination and immunization requirements on religious grounds shall provide school authorities a signed statement of such objection on a form available from the school nurse. The dates of required immunizations must be verified by your health care provider (physician, health department, clinic, etc.). Please note that some of the immunizations are completed in a series of shots that may require several months to complete. For instance, the three Hepatitis B shots may require up to twelve (12) months to complete. It is important not to wait until the last minute to schedule an appointment with your health care provider.

## **NEW STUDENTS ANY GRADE - IMMUNIZATIONS**

### **1. Chicken Pox (Varicella)**

All PreK-Early Childhood Education and Kindergarten students must show proof (date) of having received the VARIVAX vaccine on or after their first birthday, proof of prior varicella disease, or laboratory evidence of varicella immunity. Proof of varicella disease must be verified with:

- Date of illness signed by a physician ("had chicken pox") is not acceptable without a date of illness.
- A healthcare provider's interpretation that a parent or legal guardian's description of varicella disease history is indicative of past infection and a date is documented by the healthcare provider.
- Laboratory evidence of varicell immunity.

### **2. Diphtheria, Pertussis, Tetanus (DPT)**

Any child, five years of age or younger, entering school for the first time, must show proof (dates) of having received four (4) or more doses of DPT with the last dose being a booster and having been received on or after the 4th birthday. Individual doses in the series must have been received no less than four weeks apart, with the booster being received not less than six (6) months after the initial series.

### **3. Polio**

Any child, five years or younger, entering school for the first time, must show proof (dates) of having received three (3) or more doses of TOPV with the last dose being a booster and having been received on or after the 4th birthday. Individual doses in the series must have been received no less than four weeks apart, with the booster being received not less than six (6) months after the initial series.

### **4. Measles**

The school requirement is acceptable documentation of two (2) doses of live measles virus vaccine with the first dose administered at 12 months of age or older and the second dose no less than one month later for all students.

### **5. Mumps/Rubella**

Any child entering school in grades K-12 must show proof (date) of receiving mumps and rubella vaccine on or after the child's 1st birthday. Proof (date) of mumps, verified by a physician, may be substituted for proof of vaccination. Proof of rubella is not acceptable unless laboratory evidence is presented with blood titer of 1:16 or greater.

### **6. Lead Screening**

Illinois State law requires that all children entering school for the first time must show evidence of having completed a lead screening test. A test result or physician's verification are both acceptable documentation.

## PHYSICAL EXAMINATION

### Dental Exam

All Illinois students are required to show proof of having met the dental examinations requirements prescribed by the state. All children in Kindergarten, 2nd grade and 6th grade must have a dental examination within 18 months of the current school year. If proof of a dental examination is not provided by May 15th of the school year, the school may hold the child's report card until:

- the child presents proof of a completed dental examination or
- the child presents proof that a dental examination will take place within 60 days after May 15th.

The state Department of Public Health has established a waiver for children who show an undue burden or a total lack of access to a dentist.

### Eye Examination

All students entering Kindergarten or an Illinois school for the first time are required to show proof of having met the eye examinations requirements prescribed by the state. The exam must be completed within one year prior to entry of Kindergarten or school. A physician licensed to practice medicine in all of its branches or a licensed optometrist must perform the required examination. If proof of an eye examination is not provided by the beginning of the current school year, the school may hold the student's report card until:

- the child presents proof of a completed eye examination, or
- the child presents proof that an eye examination will take place within 60 days after October 15 of the current school year.

## NINTH GRADE - IMMUNIZATIONS

### 1. Tetanus (DPT)

A Td booster is required when 10 years have elapsed since the last dose.

Physical Examination

## VISION AND HEARING EXAMS

Free vision and hearing screenings are provided at state-mandated grade levels in compliance with the "Child Vision and Hearing Screening Act of 1982" and Special Education students are provided with vision and hearing screenings on an annual basis. The free vision screening is not a substitute for a complete eye and vision evaluation by an eye doctor. If the screenings indicate a student should receive a more extensive examination by a physician, the parent will be notified by mail. Students are not required to undergo the 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.

**School Nurse:** Students who need the services of the school nurse must secure from the classroom teacher a Permit to Leave Class form. Time of leaving the classroom is to be stated.

A student desiring to see the nurse at the close of a class must go to his next class and remain until the classroom teacher issues the necessary form to see the nurse. No student will be admitted to the Nurse's Office between classes except for emergencies.

Students must present parent/guardian permission for a pre-arranged doctor or dentist appointment to the Attendance office prior to leaving the building. Students must sign-out through the Attendance office prior to leaving the building for an appointment.

Emergency phone numbers will be maintained for all students and should be filled out the day of registration. It is important to have the name and phone number of a person other than the parent or guardian to call in case of an emergency when parents cannot be reached.

**Administering Student Medicine** - It is policy of the Bloomington Public Schools that as a regular and normal practice, medicine should not be administered to a student at school or when the student is involved in school activities. However, under certain circumstances, medicine may be administered during school hours by the school nurse or self-administered by a BHS student provided the following rules are followed. These rules apply to both prescription and over the counter medication.

A request for administering student medicine must be submitted in advance on a form provided by the school district. This form is available in the nurse's office, in most local doctors' offices, and is included at the end of this handbook. The completed form is returned to the nurse with the prescribed medication and the form is then approved by the Principal. When a physician prescribes that medicine should be given to or self-administered by the student at school, parents are advised to have the doctor complete the request form immediately.

Additional information about the Board of Education Policy, **Administering Student Medicine**, can be obtained from the school nurse. Copies of the policy are available in the school office.

## **HEAD LICE**

If a case of head lice is reported in your child's class, please check your child's hair at home particularly at the nape of the neck and behind the ears. Head lice are easily transmitted from one person to another but do not transmit disease and are not related to socio-economic status. Persistent itching and scratching of the scalp may be an indication that head lice are present. Look for live lice and live nits attached to individual hairs. A live nit is a small silvery egg case from which a louse has not yet hatched. Live nits are located very close to the scalp (1 cm).

District 87 has a NO LICE OR LIVE NIT policy. If a student is found to have head lice, the student will be EXCLUDED from school UNTIL the student is TREATED with a head louse shampoo or conditioner AND ALL LIVE LICE AND LIVE NITS ARE REMOVED from the hair. PLEASE SEND PROOF OF TREATMENT to school with your student (i.e., a doctor's note, label, or box from shampoo.) Parents of your child's friends should be notified so that their child may be checked and treated if necessary. School staff will closely monitor the situation and may conduct periodic checks.

Consult your healthcare provider if you have questions regarding diagnosis and treatment. Both non-prescription treatments such as RID™, A-200 Pyrinate™, and Nix™ and prescription treatments such as Kwell™ are available. Please follow the directions carefully particularly the amount of time treatment should stay on the hair before rinsing.

Treatment generally works effectively to kill live lice but some nits may remain viable and lice can hatch from them in a week to ten (10) days, re-establishing the infestation. After using an anti-lice treatment, parents must be prepared for the often tedious process of removing all live nits in the child's hair. Live nits cannot be removed unless they are pulled off along the full length of the hair with a nit comb and fingernails. To be sure the treatment has been effective; parents should look for new nits on a daily basis for ten (10) days following treatment. If lice or new nits appear, re-treatment will be necessary.

The hair of the infested child and all members of the family should be treated. Since lice can be transferred onto clothing, shirts and undershirts should be removed before treatment and clean clothing should be put on afterwards. It is widely recommended that clothing and bed linens should also be washed in hot water and dried in a hot dryer. Combs and hair brushes should be soaked in the treatment for an hour or in very hot water. Rugs, mattresses and upholstered furniture should be vacuumed thoroughly. Spraying furniture and rugs with an insecticide should be avoided and can be dangerous to children and pets.

SHOULD A STUDENT HAVE A CHRONIC PROBLEM AND BE SENT HOME THREE TIMES WITHIN A 30 DAY PERIOD, THE PRINCIPAL MAY REQUIRE THE STUDENT TO BE FREE FROM ALL NITS BEFORE RETURNING TO SCHOOL.

## **HOMEBOUND STUDENTS**

The parent and the student's physician must fill out an application for home/hospital services. This form may be obtained from the nurse's office or the guidance office. If the physician verifies that the student must be out of school for ten school days or more, a homebound teacher **may** be provided, if recommended by a staffing consultation and approved by the district office. The student's parent or guardian should contact the counselor **immediately** at the onset of the illness for additional information. The Attendance office must be called each day until a homebound teacher has been approved.

## **ATTENDANCE**

This section of the handbook contains very important information which should be followed in order for you to receive the very most from high school. Attendance at all class sessions and participation in class activities are necessary for academic achievement.

The Illinois School Code, Article 26-1 requires those who have custody or control of any child between the ages of 7 and 17 years to cause such child to attend some public school in the district wherein the child resides the entire time it is in session during the regular school term. Article 26-2 requires any person having custody or control of a child who is below the age of 7 years and above the age of 17 years and who is enrolled in any public school to cause such child to attend the public school in the district wherein he resides when it is in session. In addition, the Illinois School Code, Article 10-19 requires school boards to prepare a calendar for each school year specifying the opening and closing dates and providing a minimum term to insure 176 days of actual student attendance.

Compliance with the compulsory attendance law is the responsibility of the parent (or guardian) and the student. Attending each class session is required. Absences are reported every period. Regular attendance in school is regarded as an important contributing factor to success in school, both in academic progress and in social development.

**The City of Bloomington Ordinance 1991-72 provides for a fine for truancy from school for enrolled students.**

Students who have extensive consecutive or cumulative absences need to focus on academic work upon their return. Out of school jobs, including school-sponsored jobs, field trips, extracurricular activities, and athletics are secondary responsibilities. As a result, the administration may review and limit involvement in school-sponsored jobs, field trips, extracurricular activities, and athletics for students with large numbers of absences - approved or unapproved.

Absences are classified according to the following categories:

1. **Approved absences**
2. **Pre-arranged approved absences**
3. **Unapproved absences**

## **REPORTING OF ABSENCE**

On the day of the absence, a parent or guardian **must** notify the Attendance office by telephone (**309-828-1231 -- twenty-four hours a day**) before noon on the day of the absence. The telephone call is to be made each day of the absence and the reason for the absence given. The reason for the absence must be acceptable to school authorities if the absence is to be designated as approved.

Parents and guardians **must** assume the responsibility of calling the attendance office. However, it is the responsibility of the student to make sure his parent has informed the school of the absence. **Parents who fail to call the school the day the student is absent jeopardize the absence being approved after 24 hours unless an emergency situation merits a special consideration by the Student Affairs Office. Disciplinary action may result for those students whose absence was not reported on the day of the absence.**

During a long term illness or hospitalization, it will not be necessary to notify the school each day. A weekly report to the attendance office and the counselor is requested so the student may receive instructions for makeup work or receive other information.

Upon returning to school, students should report directly to class. Students whose absences have not been approved will be called down to the attendance office or the student affairs office during the day. It is the student's personal responsibility to contact each teacher to identify what makeup work is required, the date(s) for any makeup tests and quizzes, and the deadline for completion of makeup work.

## **APPROVED ABSENCE**

Approved absences include make-up privileges with full credit, including reasonable amount of help from teachers. This category includes:

1. Personal illness or other physical disablement.
2. Illness or death in the student's family.
3. Home emergency (fire, flood, etc.)
4. Doctor, dentist appointments. Every effort should be made to avoid such appointments during the school day. When necessary, students must follow these instructions
  - a. Make every effort to arrive at school as soon as possible if the appointment is scheduled for early morning. A note from home and a note from the doctor must be presented to the Attendance Office upon the student's return to school.
  - b. **If the appointment is later in the day, the student must bring a note from home including the name of the doctor including the time of appointment and present both to the Attendance Office before leaving school for the appointment.**
  - c. Students leaving school for such appointments must sign out at the Attendance office prior to leaving the building. If students return during the school day, they must sign in at the Attendance Office. **REMEMBER** Sign-in when arriving after the school day has begun. (Students in work programs away from campus will be dismissed according to their work schedule.) **Failure to follow the above procedure will result in the absence being classified as unapproved and disciplinary action will be taken.**

5. Court appearances.
6. Religious holidays.
7. College Visitations: Normally these visits should be confined to times when school is not in session, **such as teacher institutes, spring vacations, etc.** Students are permitted two college visitation days if their expected date of graduation from high school is prior to the opening of the following school term. If the college is located out of state, approval will be given for travel (one day preceding and one day following the visitation). For each visitation day thus granted, the student must present to the Attendance office written verification of the visit from the school visited. **If a local college visitation is taken during a school day and is over before the end of the high school day, the students shall be expected to return to school. Failure to present written verification of the college visit or not returning to school when it applies will result in the absence being judged unapproved.**
8. Other specific excuses dependent on the judgment of the Assistant Principal, such as working on school-related projects when recommended by the activity sponsor.
9. Pre-arranged approved absences. (see procedures below)
10. Official absences: If a student is absent from school as a member of a team, organization, or otherwise representing the school, arrangements for make-up work shall be made in advance of the absence.
11. Suspensions will be treated as approved for purposes of earning credit for makeup work.

**Students should make every effort to be at school. Students, who are absent more than the average of 2 days per month, may be required to present a doctor's note for absences.**

### **PRE-ARRANGED APPROVED ABSENCE**

Parents and students should consider carefully before deciding to participate in any activity that necessitates the student being absent from school. However, when an absence is **necessary**, the student must:

1. Present to the Student Affairs Office the special request signed by the guardian **at least one week** in advance of the absence.
2. Obtain a pre-arranged absence form from the Student Affairs Office and contact the teacher(s) for class assignments in advance of the absence.
3. Requests for an absence that would exceed five pre-arranged days in a school year, requests for students in danger of failing any class, and requests for absences for students who have extensive absences due to other reasons are not normally approved.

All assigned work must be made up to prevent the student from receiving a failing grade for the days missed. Many classroom experiences (such as films, special presentations, lab experiments, etc.) cannot be repeated and the teacher is under no obligation to duplicate those experiences for the student who is absent with a prearranged approved absence. The teacher will accept and grade work which in his judgment can be done without unfairly detracting from attention to the work of other students, provided this work is done on the student's own time and at the student's own initiative.

**Failure to follow the above procedure will result in the absence being classified as unapproved. For example, extending a vacation without contacting the school in advance will result in the student's absence being declared unapproved with all penalties of such absences being assessed.** Students will not receive credit for assignments that were not previously requested prior to leaving on a vacation or trip.

### **UNAPPROVED ABSENCE**

Unapproved absences will, in general, be absences not covered in the preceding three categories. In general they are absences for any reason that can normally be taken care of outside school hours. However, for clarification the following are enumerated as examples:

1. Truancy from school or class.
2. Leaving school without permission from the school nurse or the Office of Student Affairs.
3. Shopping, baby-sitting, getting driver's license, working, being out of town, extending vacations without prearranging.
4. Leaving class without permission from the teacher.
5. Abusing passes to and from class.

Procedures to be followed for students accumulating two or more unapproved absences per semester in any course:

1. When a student accumulates two unapproved absences from a class, a form letter from the Office of Student Affairs will be sent to the parent or guardian recommending the parent contact the counselor or Assistant Principal to arrange a conference.
2. With the occurrence of the fourth unapproved absence, a letter will be sent to the parents and a building conference will be scheduled to discuss student attendance and interventions. This conference will include the student, parent, counselor, teachers and Assistant Principal.
3. Additional unapproved absences will result in progressive disciplinary action and a loss of privileges.

## **MAKEUP WORK**

Assignments are to be obtained prior to leaving for pre-arranged absences, and immediately upon return for all other absences. The student should write down exactly what needs to be done and when it is to be done. This is the student's personal responsibility.

In general, if a student misses a test or quiz the day the absence began, the student should expect to take the test or quiz the day of return. If a student owes a project or report on a day when the student misses the class due to a field trip or other school-related absence, the student should arrange to deliver the project to the teacher, even if the student is absent from that particular class.

Work needs to be made up in a timely fashion. Each teacher will specify their makeup policy as part of his or her grading system. However, as a general rule, one day of absence affords the student one day to complete makeup work. Two days would afford two days of makeup work, and so on. This does not mean that a student who is out four days can schedule all make-up appointments for the fourth day back. It means the student has a total of four days in which the student is to schedule all make-up appointments. Some will need to be done the day of return, some the next day, and so on.

If a student has difficulty coordinating all appointments, the student is to see their counselor or an administrator before deadlines are reached, not after.

All students are expected to do makeup work. Failure to do so will result in a grade of zero for missing work and may lead to loss of credit for the entire course in accordance with the provisions under mastery learning. Students who have approved absences will receive full credit for work completed during the deadline set by the teacher. Work for unapproved absences would not normally receive credit higher than a "D".

If a student cannot locate a teacher for an appointment to do makeup work, the student should report to the office that will help to locate the teacher and can document the student's effort.

## **TARDINESS**

Students reporting to school tardy are to proceed directly to their regularly scheduled class if they are less than 15 minutes late. If students are more than 15 minutes late, they must report to the attendance office to be issued a tardy pass.

In general, tardiness to school will be judged as approved or unapproved on the same basis as absences.

1. Examples of tardiness being approved are: (not an all-inclusive nor limiting list)
  - a. Personal illness or other physical disablement
  - b. Illness in the student's family
2. Examples of tardiness being unapproved are: (not an all-inclusive or limiting list).
  - a. Oversleeping and/or missing the bus
  - b. Car trouble
  - c. Running errands for parents
  - d. Taking parents to work
  - e. Baby-Sitting

After first hour, any student reporting to class without a pass must see their teacher who will determine whether the tardiness is approved or unapproved.

Disciplinary action will be taken for students who are excessively tardy to class during a quarter. Three unapproved tardies count as an unapproved absence. After the third, sixth, ninth, and twelfth unapproved tardy in a quarter, the teacher will refer the student to the Student Affairs Office for discipline.

# RULES AND POLICIES

The material in this part of the handbook sets forth the rules, regulations, and policies of our school as well as examples of those state laws that exert influence upon our school community. Students and parents should familiarize themselves with this information as violating these rules or laws is a serious matter and may well affect the student's attendance at school.

## SCHOOL POLICIES

**Academic Dishonesty** - During the school year, student learning will be measured by taking tests and quizzes, writing papers and completing projects. The grade received for these efforts should inform students how much has been learned from the course.

Each year there are some students who try to improve their grades by cheating. Some examples of cheating are listed below:

1. obtaining a copy of a test or scoring device
2. accepting a copy of a test or scoring device
3. copying another student's answers during an examination
4. providing another student answers or copies of examination questions
5. using notes or other unpermitted materials during "closed book" examinations
6. duplicating another student's project for submission as one's own work
7. having someone other than the student prepare the student's homework paper, project, laboratory report or take-home examination for which credit is given
8. permitting another student to copy the student's homework paper, project, computer program, laboratory report or take-home examinations other than for a teacher-approved collaborative effort
9. plagiarism, or any other action intended to obtain credit for work not one's own

Cheating is dishonest, degrades character and reputation, and impedes individual learning.

**Students found cheating will receive no credit on that material.** On a semester examination, the student will be required to retake the examination to demonstrate mastery. On other assignments or tests, the student may be required to resubmit the assignment or test in accordance with the mastery learning policy. The time for the retake will be determined by the classroom teacher. The failing grade for cheating remains the grade of record. Successfully retaking the exam or resubmitting the material will allow the student to pass for the semester if the student's overall grade is passing.

**Advertisements, Notices, and Literature** - No advertisements or notices shall be read, distributed, or posted in the school or on the school premises without the consent of the Principal or designee. Consent is indicated by the signature of the Principal or designee on the advertisement or notice. Publications and materials to be distributed at school must be approved by the Principal and the time, place, and manner of distribution must also be approved.

**Cooperation with School Personnel** - Students **must** obey the lawful instructions of school district personnel.

**Hall Passes** - During class time, students are not to be in the halls without a Permit to Leave Class form. If a student wishes to see a teacher or guidance counselor during his study period, a previous arrangement **must** have been made. If a student wishes to see the nurse, a student must get a pass from the teacher at the beginning of class. The teacher or counselor who desires the conference will issue the Permit to Leave Class form. No other person is to be visited during this time except the one issuing the pass. **Any person outside his designated classroom area must carry a written pass. Passes are only issued in emergency situations.**

A student desiring to see the nurse at the close of a class must go to his next class and remain until the classroom teacher issues the necessary form to see the nurse. No student will be admitted to the Nurse's Office between classes except for emergencies.

**Dress and Grooming, Personal Appearance, Student Attire** - The primary purpose of the school program is education. Students in their manner of dress and grooming must be considerate of their fellow students so as not to distract them or be disruptive to the school program. Each student should strive to maintain a manner of dress appropriate to classroom atmosphere and reflective of individual pride in self and school.

Specific dress rules include:

1. Students shall not wear clothing or other apparel which creates a concern for safety.
2. Students should not wear clothing that suggests themes of profanity, tobacco use, alcohol/drugs, and promiscuity or gang association.
3. Sleeveless shirts or shirts exposing the midriff or cleavage are not permitted during the school day.
4. Gloves and head coverings including, but not limited to, hats, caps, sunglasses, picks, combs, do-rags, headbands, bandanas, and hoods should not be worn/carried on school grounds during the school day. If taken by a teacher or administrator, the article will be returned to the parent/guardian.
5. Students are encouraged not to wear jackets or coats during the school day. Lockers are provided for the storage of these items.
6. Students are encouraged not to carry heavy backpacks and/or oversized sport bags into classrooms. Student lockers are provided for the storage of these items.

In their dress and grooming, students (aided by parental guidance) must accept the responsibility to themselves and their school of assisting in the maintenance of reasonable standards of health, safety, sanitation, and decency on school premises. In a student's dress and grooming, he must take into consideration classes where additional safety measures are required, such as industrial education shops, laboratories, physical education and art classes, and in general those classes where inappropriate dress or grooming present a danger to the health or safety of the students or others present. In the interests of safety, students must use footwear with rubber or hard soles.

Students inappropriately dressed may be directed to change clothes, be sent home, or be required to wear loaned replacements.

**Fund-Raising:** In order to raise funds, school clubs and organizations will engage in fund-raising from time to time. No person is to engage in for-profit fund-raising on school grounds during or after the school day except in accordance with school board policy, for which rental charges normally apply. Students are not to sell merchandise during class periods, and the sale of food items prior to 2:15 is also prohibited. Student presence in the faculty dining room and staff workrooms is prohibited at all times.

**Identification** - Each student will receive an I.D. card bearing his picture to be carried with him at all times during school hours and at all school functions. Students are provided with an initial ID card. Any replacement of lost or damaged ID cards is the financial responsibility of the student. This card is evidence of enrollment in Bloomington High School and is to be carried at all times while in school or at any school function, and is required in order to board and ride any school bus. Students are not allowed to possess another student's ID card. The picture and name must be clearly visible and not defaced. The I.D. card must be shown to any B.H.S. staff member upon request. Lost I.D. cards are to be reported immediately to the Student Affairs Office. Anyone without a proper I.D. card in his possession may be assumed to be other than a B.H.S. student and may be asked to leave the building and school premises.

**Refusing to Attend Class** - Any student who refuses to go to class will face disciplinary consequences.

**Refusing to Leave School Grounds** - Any person who refuses to leave the school grounds after being given 10 minutes to remove himself will be charged with criminal trespass and will be subject to arrest.

**Student Requests** - Students shall, except on rare or unusual occasions, pursue their requests for changes in Board of Education Policies and procedures through regular channels, such as the Student Council and the school Principal.

**Tobacco Ban:** Illinois State Law prohibits smoking on school property. The school provides information on tobacco cessation programs through health classes and organizes programs for students on an ongoing basis. The school can also provide a list of other programs in the Bloomington-Normal area.

**Mp3 and Music Players:** Students are not allowed to use or display Mp3 players, radios, tape players, CD players, earphones, or similar devices during the school day, including lunch hours. Such items are subject to confiscation initially to the end of the day, and subsequently, the parent must reclaim the item. The District assumes no liability or responsibility for such items if they are lost, stolen or damaged while confiscated.

**Cell Phones or Text Messaging Devices:** Students are not allowed to use or display cellular phones or any other messaging devices during school hours. These items must be turned off during school hours. Such items are subject to confiscation and a parent/guardian must reclaim the items(s). District 87 assumes no responsibility for lost, damaged or stolen items.

# DISCIPLINARY GUIDELINES

Students are expected to conduct themselves in a manner that reflects credit on themselves, their parents, and their school. Students also are expected to respect the rights, feelings and property of others, and to respect the skill and authority of teachers and other members of the school staff.

Students may be disciplined whenever unacceptable conduct occurs on school grounds, at school-sponsored activities, or when traveling to and from school or school sponsored activities. Students also may be disciplined for out-of-school behavior whenever the student's conduct impacts on the academic or disciplinary environment of the school or the student body.

Students who are suspected of engaging in conduct that violates criminal laws while on school property or attending school-sponsored activities, in addition to being subject to discipline from the school, may have charges filed against them with appropriate law enforcement authorities.

## GROSS MISCONDUCT OR DISOBEDIENCE

Students in Bloomington Public Schools have a record of good behavior. The conduct listed below is a deterrent to good behavior and is considered to be gross misconduct or disobedience and may subject the student to discipline. This list is not exhaustive, and other types of gross misconduct or disobedience not listed also may subject the student to discipline.

1. Insubordination to school personnel, including failure to follow directions or to have student ID card or passes on their person.
2. Possession, use, or distribution of alcohol, drugs (including "look-a-like" drugs and over the counter drugs), narcotics, or any controlled substance without a valid prescription, or any drug paraphernalia. Drug paraphernalia means all equipment, products, and materials of any kind that are peculiar to, marketed for use in packaging, repackaging, storing, containing, concealing, or otherwise introducing into the human body, any controlled substance other than as prescribed by a physician. Cigarette paper, bongs, and pipes are among the items considered to be drug paraphernalia.
3. Being under the influence of alcohol, drugs, narcotics, or any controlled substance without a valid prescription.
4. Violation of the District and/or school's non-tobacco policy. This policy prohibits the possession of tobacco, including cigarettes, cigars, pipes, pipe tobacco, "dip", chewing tobacco, smokeless tobacco, and any other tobacco products. Matches and cigarette lighters are also prohibited.
5. Intimidation of or any attempt to intimidate or bully school personnel or other students.
6. Fighting with, or any assault on, school personnel or other students.
7. Intentional damage to, destruction of, or any attempt to damage or destroy school property or property of school personnel or other students.
8. Verbal abuse of school personnel or other students or use of profane words or gestures.
9. Endangering the physical or psychological well-being of school personnel or other students by conduct or actions, including:
  - a. Improper release of a school fire alarm or tampering with fire extinguishers
  - b. Setting off, or attempting or threatening to set off, explosive devices on school property
  - c. Starting, or attempting to start, a fire on school property
  - d. Possession, use, or display of a dangerous weapon or any facsimile
  - e. Reckless driving on school grounds
  - f. Improper pushing of emergency and/or non-emergency intercom buttons
  - g. To threaten, harass or intimidate through computer, phone or electronic devices including, but not limited to, email, voice mail, text messages, "Myspace" and other personal or social web sites. Such conduct is prohibited regardless of location or time it occurs
10. Repeated incidents of misbehavior including repeated refusal to comply with school rules.
11. Repeated unexcused tardiness or absenteeism during any part of the school day.
12. Falsifying or tampering with school records.
13. Participation in gang related activities. This includes wearing any gang related clothing, jewelry, bandanas or any other item that is worn in a manner that is so closely associated with gang membership as to present a possible danger to the student. This also includes writing/drawings on clothing, backpacks, or school materials.

14. Membership in, or solicitation on behalf of, any “secret society” as defined in 105 ILCS 5/31.1. Wearing of insignia or clothing indicating membership in secret societies shall be considered prima facie evidence of membership.
15. Disruptive behavior to such an extent that the student fails to make reasonable progress toward the next grade level or graduation, or that the student interferes with the right of other students to receive an education.
16. Theft or attempted theft of school property or the property of others.
17. Sexual harassment of another student or a staff member
18. Inappropriate use of cell phones or other messaging or recording devices on school property, including any illegal eavesdropping or recording of pictures or sound.
19. Writing or publishing for distribution and/or distributing at school written material that
  - a. Is obscene or libelous, invades the privacy of others, will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities, or advocates conduct otherwise inconsistent with shared values of a civilized social order
  - b. Is religious material that other students could reasonably believe is school-sponsored or endorsed
20. Harassment of school district employees on or off campus when such harassment is related to school matters or incidents.
21. Inappropriate displays of affection.
22. Unauthorized use of computer hardware, software, internet access, or any other violation of the District Acceptable Use Policy 6.235. This includes any use of school district computers not specifically sanctioned by the school personnel.
23. Trespassing by being on school property between the hours of 5:00 pm and 6:00am unless under the direct supervision of a staff member is a violation of school rules.
24. Inciting others to misconduct.

High school students are accountable for the consequences of their actions. Sometimes students will offer the explanation that they didn’t intend to commit a serious action. Students are advised that they should never “jokingly” threaten another student or an adult, nor should students engage in “play fighting”. Such actions can lead to serious situations for which the student will be held responsible. For purposes of these rules, possession includes having the material on one’s person, in clothing, in book bags, in one’s car, or in lockers, regardless of who actually owns the material. Some infractions also violate federal, state, or local laws. Police reports are always made in cases involving weapons, assaults, drugs, or alcohol. Reports are also made in other cases. When student behavior violates both a law and a school rule, students can be punished both ways.

Certain infractions are considered so serious that a recommendation for expulsion will be made when the school’s investigation determines that a student was involved. Current state law allows school boards to expel students from school for a period that can range from a few days to two years. Such infractions include:

1. Sale, use, being under the influence, or possession of drugs, alcohol, or paraphernalia as defined above.
2. Possession of any type of firearm.
3. Use of any other type of weapon, even if simply displayed as a threat.
4. Assault on a staff member.
5. Physical threat to the person or property of a staff member.
6. Disruptive behavior resulting in multiple suspensions.
7. Use or possession of any pellet, BB, toy, or look-alike gun in a manner that is likely to be construed as being an actual firearm.

This list is not exhaustive. A single serious event of disruption or repeated acts of insubordination or disruption may also result in a recommendation for expulsion.

Because of the serious consequences stated above, students should never pick up or carry items they find, hold items for a friend, or consume food or beverages from a friend unless they are absolutely sure they know what the item is.

## BULLYING

Bloomington High School believes that every student has the right to enjoy learning free from intimidation. Our school community will not tolerate bullying behavior of any kind. The school district shall respond promptly and appropriately to address "students who have demonstrated behaviors that put them at risk for aggressive behavior, including without limitation, bullying." Bullying is prohibited. A bully shall be defined as a student who teases, frightens, or hurts others. Prohibited behavior may take the form of unkind actions or remarks, verbal taunting, physical aggression, and exclusion from groups. In the event school officials identify bullying or aggressive behavior occurring at school or when such bullying or aggressive behavior has a legitimate school connection, parents and or legal guardians shall be notified. School officials shall involve and employ such district and community-based resources as in the sole discretion of school officials are deemed appropriate in instances of bullying or aggressive behavior including but not limited to:

1. Notification and involvement of the school counselor, social worker, psychologist or other school support service provider
2. Application of the school district's discipline procedures
3. Notification and involvement of appropriate law enforcement authorities
4. When appropriate, evaluation or referral for special education services
5. Notification and involvement of community-based support organizations or services

Leg. Ref.: 105 ILCS 5/10-20.14(d) eff. January 1, 2002

## SAFE ENVIRONMENT

Students have a responsibility to maintain a safe environment. This goes beyond not bringing weapons to school and engaging in violent acts.

Students with certain knowledge that a violent act is planned, or that a weapon is on school grounds are required to inform any administrator or staff member. Such information can be provided anonymously. In addition, threats of violence to the school, staff members, or other students are not joking matters. Any threat made on school premises or to school personnel will be taken seriously, with disciplinary consequences and possible involvement with the police. Statements such as "How would you like it if I were to threaten you?" are considered threats.

## TYPES OF DISCIPLINE

Formal discipline of students will vary according to age level and may take any of several different forms. The type of discipline imposed will depend upon the severity of the student's misconduct or disobedience, previous incidents of unacceptable behavior, the student's academic record, the student's attitude toward corrective action, and the facts and circumstances of each case.

1. **Temporary Removal from Classroom**—A teacher may temporarily remove a student from the classroom for the balance of the class period if the student's behavior is so disruptive as to interfere with classroom order or with the participation of other students in the learning process. Such removal from the classroom shall be in accordance with the standards and procedures established and maintained by the District, which provide due process to the student.
2. **Detentions** A detention requires a student to spend additional time at the school before or after regular school hours. Except in emergencies, students will be given twenty-four (24) hours notice in order to make arrangements for transportation, etc.
  - a. Detentions may be assigned by any teacher or school administrator
  - b. Detentions are considered an extension of the school day and shall receive priority over team practices, club activities, and other extra-curricular activities.
  - c. Detention time may be doubled if the detention is not served when assigned. Failure to meet this additional detention may result in more severe disciplinary action.
  - d. Saturday detentions may be used for infractions such as: truancy from school, refusing to serve after school detentions, and other infractions of rules and policies as determined by the school administration. The purpose of Saturday detentions is to maximize the amount of in-class time a student can spend in school while being disciplined for misconduct or disobedience.
  - e. Students who fail to serve Saturday Detention or who are disruptive in Saturday Detention may be given in-school detention and/or suspended out-of-school.
  - f. Administrative after school detentions are two hours in length (2:30-4:30) and are assigned by administrators for a variety of infractions.

3. **In-School Detention** An in-school assignment consists of spending all or part of the school day in a special classroom. The student's classroom teachers provide assignments for the student to complete during time spent in the in-school room.
  - a. With the exception of a morning and afternoon break, students are required to remain seated, quiet, and working the entire day. Special arrangements will be made for lunch while a student is assigned to the in-school detention room
  - b. Students who do not cooperate in the in-school detention and/or do not follow directions will be suspended from school and will not receive credit for the time spent in the in-school detention room toward the out-of-school suspension time.
4. **Out-of-School Suspensions** Students who engage in gross misconduct or disobedience may be suspended out-of-school for a period not to exceed ten (10) school days pending review by the Board of Education or a hearing officer appointed by the Board. Any such suspension shall be reported to the Board of Education, or the appointed hearing officer, and to the parent/guardian of such student along with a full statement of the reason for the suspension. Students may have an opportunity to reduce a first time out-of-school suspension by participating in community service or a counseling program. This must first be approved by the administration. Students and parents/guardians will be required to provide written documentation from the community service organization or counseling service upon completion of service or program.
  - a. A suspended student may not appear on District #87 property or at any school-sponsored activity without administrative approval. The student will be required to make up all work and tests missed, and it is the student's responsibility to make arrangements with teachers for such work.
  - b. Regardless of previous offenses, upon the third suspension during the school year the parents and student may be notified that if the student engages in any further acts of gross misconduct or disobedience, an expulsion from school may be recommended.
  - c. A parent/guardian and student conference will be necessary prior to the suspended student's returning to school.
5. **Removal from School-Sponsored Events and/or Extra-Curricular Activities.** One of the major objectives of formal education is to teach the principles of good citizenship and of taking responsibility for one's actions at all times.
  - a. Students who display unacceptable behavior at any time, whether or not such behavior is on school property or at a school sponsored event or activity, should not be entitled to the privilege of being able to engage in activities designed to promote the image of the District 87 student body and prepare students for good citizenship. Therefore, students who display unacceptable conduct at any time may be declared by the School Administration to be ineligible to participate in school-sponsored events and/or extra-curricular activities for a period not to exceed three (3) school months. The committee may schedule the starting date of the ineligibility. In the case of a subsequent infraction, or conviction (or juvenile adjudication) of a serious crime, the committee may impose a longer penalty, which may include permanent ineligibility.
  - b. Prior to taking such action, a committee consisting of the activity's head coach or sponsor, the immediate supervisor, the Assistant Principal, and the Principal will meet to discuss and consider the possible ineligibility. Three (3) of the four committee members must agree that ineligibility is appropriate.
  - c. A student declared ineligible may appeal the decision, in writing, to the Superintendent of Schools within five (5) calendar days of the committee's decision.
  - d. The Principal and Athletic Director may exclude a student charged with a serious crime pending completion of a legal investigation or conclusion of a trial.
  - e. Individual teams, activities, and clubs may have more stringent rules. These will be communicated to athletes in writing the first day of tryout/at the organizational meeting, and will be returned signed by the parent before the student is allowed to attend the third day of tryouts/become an active participant.
6. **Permanent Removal from Course** Students who chronically misbehave in class interferes with other students' rights to an education. As a result, students who disrupt a particular class can be temporarily reassigned to a study hall or other non-class location for a period of up to ten days by the appropriate Assistant Principal. Ultimately, if the disruptive behavior continues, the student may be permanently removed, transferred to a study hall, forfeiting credit for the particular course.

7. **Expulsion** Students who engage in gross misconduct or disobedience may be expelled from school for any length of time from a few days to the maximum allowed by state law.
- Before an expulsion occurs the student's parent/guardian will be requested to appear at a meeting of the Board of Education, or a meeting with a hearing officer appointed by the Board, to discuss the child's behavior. Such request shall be made by certified mail and shall state the time, place, and purpose of the meeting.
  - The Board, or the hearing officer appointed by the Board, at such meeting shall state the reasons for the expulsion and the date on which it is to become effective.
8. **Conditional Probation** Students who are determined by the Administration to have engaged in gross misconduct or disobedience warranting a recommendation for expulsion from school may, at the Administration's discretion, be offered conditional probation as an alternative to expulsion.
- Whether or not conditional probation is offered by the Administration depends upon the student's academic record, past disciplinary record, school attendance, and attitude toward corrective conduct.
  - If conditional probation is to be recommended, it shall be reviewed and approved in advance by the Superintendent or his/her designee.
  - To become effective, conditional probation must be offered by the Principal or his/her designee and accepted in writing by the parent/guardian and the student following an explanation of the conditional probation program.
  - Conditional probation shall be granted only when the student and parent/guardian:
    - Acknowledge and agree that the student had engaged in gross misconduct or disobedience warranting expulsion
    - Agree to waive the right to any hearing before the Board prior to being placed on conditional probation
    - Agree to sign a Conditional Probation Agreement which sets the terms and conditions of the probation
    - Agree that any violation of the terms or conditions of the probation agreement shall result in revocation of the probation and subsequent expulsion from school
- A copy of the completed conditional probation agreement shall be sent to the Superintendent for distribution to members of the Board of Education.
- Should it become necessary to revoke the conditional probation because of a violation of the written agreement, the student will be offered the right to a hearing before the Board, or a hearing officer appointed by the Board, to determine if the probation agreement was violated.
- If probation is violated, the Board may expel the student on the basis of the original act(s) committed as specified and admitted to in the conditional probation agreement. No notice or hearing shall be given the student and the Board may act only on the original offense(s) and the student's admission of those offense(s).
9. **Program Change.** The Principal, with the concurrence of the Superintendent, may require any student who has been charged with an offense, or has been found guilty (or the juvenile equivalent thereof) of a crime that resulted in or could have resulted in injury to others, to attend an alternative education program. This requirement may be imposed without regard to where the crime has occurred.

## **STUDENT RECORDS**

The Board of Education policy on student records requires that students and parents be informed regarding records maintained by the school and procedures for handling them.

### **PERMANENT RECORD**

Student's parents' name, address, telephone number, student's birthplace, verification of birth, gender, academic transcript including grades, class rank, graduation date, grade level achieved, scores on college entrance exams, attendance record, health record, record of release of permanent information, honors and awards received, participation in extra-curricular activities.

### **TEMPORARY RECORD**

Achievement tests, aptitude test scores, interest inventory results, psychological and social workers reports, disciplinary information, family background information

## **ACCESS TO RECORDS BY SCHOOL PERSONNEL**

Administrators, counselors, teachers and others employed by the District who have a legitimate educational interest in the student's education have access to his/her records. Clerical personnel employed by the District may view the records only in the performance of their assigned duties.

## **REVIEW OF RECORDS**

All students have the right to view their permanent record at any age, and their temporary record at age eighteen or older. Students below the age of eighteen must have parent permission to view their temporary records. Students and parents wishing to view records may do so by making an appointment through the guidance office. The school may require that appropriate school personnel be present to help interpret the information.

If, upon reviewing the record, the parent wishes to have portions of the record removed or altered, the request should be made to the Principal. If agreement is not reached with the Principal, an appeal may be made to the individual designated as the District Hearing Officer.

## **RELEASE OF TRANSCRIPTS AND OTHER RECORDS**

Student permanent records may be released to colleges, universities and potential employers with the prior written consent of a student sixteen or older. If temporary information is to be released (excluding recommendations) the prior written consent of the parent must be obtained.

When students request transcripts for college admissions or other purposes, we always provide a report of grades, including grade point average and class rank. We also include a separate sheet listing all ACT and SAT scores that have been reported to the school. While we are not an official test score reporting agency, many colleges are willing to make admissions decisions based on test scores reported by high schools, subject to confirmation by the testing program upon admission. It sometimes happens that a student or parent will want to provide information on some tests, but not others, to the college. In these cases, the parent can request that we only send grades and then contact SAT and/or ACT and have them send the desired scores. Please consult the appropriate test bulletin concerning the policies of the testing agency regarding partial release of student score reports.

If a student transfers to another school district or enrolls in a private or parochial school, information will be sent to that school upon written request from the school. The "transferable record" may include the following: name, date of birth, birth verification, former school, grade, units of credit, grades received, current achievement tests results, attendance record. Per Illinois School Code (2-3.13a), we also notify the receiving school whether the student is on suspension or expulsion at the time of withdrawal and whether medical records are not up-to-date. Parents may inspect and challenge the information contained in a school record prior to transfer of the record to another school district.

Student records are released in accordance with subpoenas and/or judicial orders.

## **DIRECTORY INFORMATION**

The following is designated as directory information; name, address, gender, grade level, birth date and place, parents names and addresses, academic awards and honors, information in relation to school sponsored activities, organizations and athletics, period of attendance in school. "Directory Information" may be released to the general public unless a parent requests that any or all such information not be released.

## **Family Educational Rights and Privacy Act (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's educational records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the school receives a request for access.

Parents or eligible students should submit to the school Principal a written request that identifies the record(s) they wish to inspect. The Principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate.

Parents or eligible students may ask the Principal to amend a record that they believe is inaccurate. They should write the School Principal, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, District 87 discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington, DC 20202-4605

### **Notification of Rights under the Protection of Pupil Rights Amendment (PPRA)**

PPRA affords parents and students who are 18 or emancipated minors ("eligible students") certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)-

- 1). Political affiliations or beliefs of the student or student's parents;
- 2). Mental or psychological problems of the student or student's family;
- 3). Sex behavior or attitudes;
- 4). Illegal, anti-social, self-incriminating, or demeaning behavior;
- 5). Critical appraisals of others with whom respondents have close family relationships;
- 6). Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
- 7). Religious practices, affiliations, or beliefs, of the student or parents; or
- 8). Income, other than as required by law to determine program eligibility

- *Receive notice and an opportunity to opt a student of –*

- 1). Any other protected information survey, regardless of funding;
- 2). Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
- 3). Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

- *Inspect*, upon request and before administration or use–

- 1). Protected information surveys of students;
- 2). Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution; purposes; and
- 3). Instructional material used as part of the educational curriculum.

District 87 has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes.

District 87 will directly notify parents and eligible students of these policies at least annually at the start of each school year and after any substantive changes. This notification will be given in the student/parent handbook. District 87 will also directly notify parents and eligible students, such as through U.S. Mail or email, at least annually at the start of each school year of the specific or approximate dates of the following activities and provide an opportunity to opt a student out of participation in:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

*Parents/eligible students who believe their rights have been violated may file a complaint with:*

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-4605

## **TRIPS AND EDUCATIONAL TOURS**

From time to time, outside groups will sponsor trips and educational tours. These firms will typically hire teachers as tour guides or coordinators because of their expertise. Parents sometimes assume that these trips are school sponsored. As a matter of policy, Bloomington High School does not sponsor such trips and assumes no liability for them. Generally, school-sponsored field trips are limited to the state of Illinois and adjacent cities, such as St. Louis, travel by First Student bus, and are not over night. Parents who have questions as to whether a trip is school sponsored should contact the Principal. Tour companies typically carry liability insurance and have policies regarding the number of chaperons. Parents are encouraged to inquire about such policies for trips that are not school sponsored.

## **INTEGRATED PEST MANAGEMENT NOTICE**

In 1999 the Illinois General Assembly passed laws requiring that public schools notify parents/guardians and school employees at least forty-eight hours prior to any pesticide applications on school property. The term "pesticide" includes insecticides, herbicides, rodenticides, and fungicides. The notification requirement extends to both indoor and outdoor pesticide applications. Excluded from the notification requirement are anti-microbial agents (such as disinfectants, sanitizers or deodorizers), insecticide baits, and rodenticide baits.

Therefore, District #87 has established a notification registry for each school of all people who want to be notified. To be included in this registry, please contact the Facilities Management Office at 827-6031, extension 258 and submit the following information: name, address, telephone number, and school(s) your children attend within District #87. If you have any other questions regarding District #87's integrated pest management practices, you may contact the Facilities Management Office at 827-6031, extension 258

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**S**



**Established 1857**

**BHS 2009-2010**

**Attendance: 828-1231**

**Main Office: 828-5201**

**Bloomington Area Career Center: 829-8671**

**Regional Office of Education: 888-5120**

**BHS on the Internet: <http://www.bhs87.org>**

**BHS ACT Code: 140-335**

**Bloomington High School – Home of the Purple  
Raiders**

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