

**A
Guide
to
Success
at**

BJHS

2005 – 2006

Committed to success

Learning to Learn

Building for the future

Bloomington Junior High School
Bloomington, Illinois
Phone 827-0086

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BJHS KNIGHTS

STUDENTS AND PARENTS,

This booklet has been designed to help parents and their children be more aware of Bloomington Junior High School. Our goal is for every member of our school community to experience success. Parents, students, and teachers must work together in a spirit of trust and cooperation. We must strive to attain the best learning environment possible, and we must work as a team.

As school officials, we will not tolerate behavior that endangers the safety or well-being of others. Gross disobedience (such as fighting, drug/alcohol abuse, stealing, disrespect, using obscenities, smoking at school, etc.) will not be accepted. We will establish a climate that enables all teachers to teach and all students to learn. Our atmosphere will be rich with respect for one another.

We are dedicated to help all of our students experience success in their academic and personal lives. The vision is to establish the perfect school ... a place where each student is seen as a worthwhile individual ... where there is an understanding and acceptance of the various learning styles of children ... where the "golden rule" (do unto others as you would have them do unto you) is the only rule necessary ... where each person accepts responsibility in the learning process ... and where each person experiences success every day.

We ask that parents and students enter into this partnership with us. So that we can continually pursue our vision, we ask your help in establishing the perfect learning atmosphere.

We ask for your support. Become involved in BJHS. It will be a rewarding experience for all of us.

Sincerely yours,

Dr. Susan J. Silvey
Principal

PART I: GENERAL INFORMATION

BOARD OF EDUCATION

Mr. W. Keith Davis
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DISTRICT 87 ADMINISTRATION

Telephone Number: (309) 827-6031
Fax Number: (309) 827-5717

Dr. Robert S. Nielsen, Superintendent of Schools
Mr. David Wood, Chief Financial and Legal Officer
Mr. Barry Reilly, Assistant Superintendent of Human Resources
Mrs. Sally Tucker, Assistant Superintendent of Curriculum and Instruction

BLOOMINGTON PUBLIC SCHOOLS

Internet Homepage - <http://www.district87.org>

BLOOMINGTON JUNIOR HIGH SCHOOL

Principal----- Dr. Susan Silvey
Associate Principal----- Ms. Sherrilyn Cannon
Associate Principal----- Mr. John Whitcomb
Assistant Principal----- Mr. Jeff Geringer
Administrative Assistant to Principal----- Mrs. Adele Krones
Student Affairs Specialist to Associate Principal----- Mrs. Robyn Stultz
Student Affairs Secretary----- Mrs. Mary Polley
Student Affairs Secretary----- Ms. Cynthia Gammelgard
Office Assistant----- Mrs. Linda Mardis
Office Assistant----- Mrs. Teena Crane
Counselors----- Ms. Mary Aplington
----- Mrs. Robyn Cashen
----- Mrs. Donna Witte
School Nurse----- Ms. Cathy Rinehart

School Telephone - 827-0086
Attendance Telephone - 827-BJHS

PART II: INTRODUCTION AND GENERAL INFORMATION

2-1 HOW PARENTS MAY FACILITATE EXCELLENCE

1. Take an active interest in their child's educational program at BJHS;
2. Know and understand the rules and regulations of the school and help their child understand, respect, and abide by the rules and regulations of the school;
3. Notify the school of any special health concerns or problems of their child;
4. Keep emergency information cards up to date and notify the school of any change;
5. Insure that their child maintains regular and punctual attendance;
6. If it is necessary for their child to be absent, notify the school by 9:30 a.m. on the day of the absence;
7. Help their child determine what is healthy, safe, and appropriate to wear to school;
8. Be fair and reasonable in their dealings with the school regarding their child;
9. Be aware that a child in a classroom might react differently than at home; and
10. Respond promptly to requests for consultations.

2-2 HOMEWORK

Homework is one method of teaching the necessary skills of independent study and learning. Homework becomes a responsibility the student should take independently. However, parents can provide some additional help in the following ways:

1. A positive attitude by parents will encourage the student to do his/her best.
2. Help the student budget his/her time so that he/she has a regular schedule for study.
3. Provide a quiet, well-lighted place for the student to do his/her work.
4. Take an active interest in what the student is doing in school. Ask the child to explain an assignment. Compliment him/her for doing good work or when he/she shows improvement.
5. Encourage, guide, and at times, help their child with his/her homework but under no circumstances do it for him/her.
6. Encourage the student to seek additional help from his/her teacher at school if he/she seems to be having difficulty with the work.
7. Insist upon sufficient rest, proper diet, and periodic check-ups to maintain good health.
8. Consult their child's teacher as soon as any problems arise.

Parents should also be sure to utilize the "Knightline" at BJHS. The "Knightline" is a homework telephone service made available to all Bloomington Junior High School students and parents. The number of the "Knightline" is 827-BJHS. When you call, there will be specific instructions to direct you to your student's teachers. In instances when it is not possible to use the "Knightline", however, parents should give teachers at least 24 hours to accumulate assignments for students.

At BJHS, parents should expect their child to receive and complete homework.

To Access The BJHS Knightline (Homework Information):

Call 827-BJHS (827-2547) after 3:00 p.m. for current assignments.
For the homework directory, press 2000.

You will hear: "Welcome to the BJHS Knightline Homework Hotline. You may make your selection at any time. For sixth grade homework assignments press 1, for Arts for Life assignments, press 2, for seventh grade assignments press 3, for eighth grade assignments press 4. To hear your menu options again, press 0. To exit this menu, press 9. Please make your selection now."

NOTE: If you do not have touch-tone service, you will need to move the button on your phone from "pulse" to "tone" in order to access Homework Information.

2-3 VISITORS

Parents are welcome and are encouraged to visit Bloomington Junior High School and to attend classes with their students.

It is the school's policy to accept other visitors only if they have legitimate business at school. Such visitors must register in the Main Office immediately upon their arrival at the building.

School policy does not permit students from other schools to visit classes at BJHS.

Parents and/or guardians who are called by their children to bring necessary items (e.g., eye glasses, band instruments, gym clothes) to school should bring those articles to the main office and a hall monitor will deliver the item(s) to the child's classroom.

2-4 REPORTS TO PARENTS

At the end of each nine weeks, a report card will be sent home indicating a student's performance and achievement for that period. Some teachers may also send progress reports during the nine-week grading period to provide a more frequent report of student progress.

2-5 PARENT-TEACHER CONFERENCES

Parent-teacher conferences may be arranged by parents or teachers throughout the year. Such conferences are an important part of our total program and are designed to provide parents with specific information on how to address a specific concern. Parents are encouraged to contact their child's counselor or teacher by calling the school at 827-0086. Parent-teacher conferences will be held on November 10, 2005, and January 13, 2006.

2-6 PHYSICAL AND DENTAL EXAMINATIONS AND IMMUNIZATION REQUIREMENTS

Bloomington Junior High School students must have proof on file with the school that they have met the requirements for physical examination and immunization according to the Illinois State Board of Education and District 87 Board of Education *Policy 10.5.1*.

All school students in Illinois are required to show proof of having dental examinations and immunization requirements as mandated by the State of Illinois (Public Act 93-946). The Act requires all children in Kindergarten and the 2nd and 6th grades of any public, private, or parochial school to have a dental examination. It provides that if a child in the 2nd or 6th grade fails to present proof of having been examined by a dentist by May 15th of the school year, the school may hold the child's report card until one of the following occurs: (a) the child presents proof of a completed dental examination or (b) the child presents proof that a dental examination will take place within 60 days after May 15th. It also requires the Department of Public Health to establish, by rule, a waiver for children who show an undue burden or a total lack of access to a dentist.

Students previously enrolled in Bloomington Public Schools will not be allowed to start school until proof of meeting these requirements is presented to the school authorities.

Students enrolling in Bloomington Junior High School 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) school days to show proof of meeting physical examination and immunization requirements.

If proof of meeting such requirements is not provided within the above timelines, the transfer student will be excluded from school until such proof is presented to school authorities.

2-7 THE SCHOOL NURSE

1. Students who wish to see the nurse should obtain a nurse's pass. This pass must be signed by the teacher in charge of the class from which they will be absent.
2. Except in an emergency, students should not leave a class to see the nurse.
3. Do not ask the nurse for medicine. State law forbids teachers and the school nurse from dispensing aspirin and/or other medications without a doctor's authorization. A parent or guardian may come to the school to administer medication at any time without a physician's order.
4. Board of Education Policy, *Administering Student Medicine*. It is the policy of District 87 that as a regular and normal practice, medicine should not be administered to a student at school or when such student is involved in school activities. However, in order to provide for the well-being of students, under exceptional circumstances medication may be administered during school hours by a certified school nurse, a registered nurse, administrative personnel, volunteer District certificated employees designated by their administrator, or self-administered in the following procedure:
 - a. A request for administering student medicine shall be submitted in advance on a form provided by the School District, and such request shall be signed by the parent or guardian and the physician prescribing the medicine. The request form shall include, but is not limited to, the student's name, name of the medicine, purpose of the medication, time(s) to be administered, dosage, possible side effects, and the termination date for administering such medicine.
 - b. The School District administration has sole authority for approving or denying the request. If such request is approved, the administration may require periodic renewal of the physician's orders regarding the medicine whenever it is deemed appropriate.
5. Request forms are available from the building principal or the school nurse. The completed form must be on file and approved by the principal before any medicine is administered. Medication must be brought to school in a container that is labeled properly by the pharmacist or licensed prescriber.
6. During the course of the school year, students will be administered a vision and/or hearing screening according to the *Child Vision and Hearing Screening Act of 1982*.
 - a. Vision and Hearing screening will be done, at intervals mandated by the State of Illinois. Children in the following ages/grades/groups will be screened for vision and/or hearing: students in kindergarten, first, second, third, fourth, eighth grade; students who receive special services, students in special education, students referred by an educator and new and transfer students. Vision and/or hearing screening are not optional. Unless a vision or hearing examination report from an optometrist, ophthalmologist, or audiologist is on file at school indicating that an examination has been administered within the previous 12 months for your child, your child will be screened. Vision and hearing screening is an ongoing process throughout the school year.
 - b. Vision screening is not a substitute for a complete eye and vision evaluation by an eye doctor. Your child is not required to undergo this vision screening if an optometrist or ophthalmologist has completed and signed a report form indicating that an examination has been administered within the previous 12 months.

2-8 GUIDANCE AND PUPIL SERVICES

Any student who wants to see a counselor may go to the Guidance Office between periods or before or after school. Teachers may give students permission to go to the office at other times.

All personal matters discussed with a counselor will be kept **strictly confidential** unless otherwise agreed upon by counselor and student.

2-9 FIRE AND TORNADO DRILLS

Fire drills are held at regular intervals. The signal for a fire drill is a relatively long blast of the fire horn. When the fire alarm sounds, everyone should evacuate the building according to the directions. Directions are posted in all the classrooms and offices. Students should move to the exit indicated and leave the building in a quiet and orderly manner.

Tornado (civil defense) drills will also be held at regular intervals. In the event of a tornado warning or a tornado drill, the warning signal will consist of several high/low tones. Directions to the shelter areas are posted in all classrooms and offices. Students must remain quiet and orderly when leaving the classroom, enroute to the shelter area, and while in the shelter area.

2-10 LOST AND FOUND

1. Students should mark their books and belongings with their full name. Should a book or personal belonging be lost, the student should first check with teachers and friends. However, if the item is not found, the student should check in the Main Office. Payment for a lost book will be refunded if the book is found.
2. Remember, Bloomington Junior High School can not assume responsibility for lost or stolen property.
3. Found articles should be taken to the Main Office.

2-11 TELEPHONE CALLS

1. A telephone is available for students' use at the main entrance.
2. A student needs written permission from the classroom teacher to use the phone during class time.
3. Students participating in after-school activities should make arrangements in advance to keep parents informed and to help limit the number of calls made.

2-12 PERSONAL ITEMS/VALUABLES

1. Do not bring valuables or carry more money to school than normally needed. Items for use in class, authorized by a teacher, should be left in the Main Office until class time or after school.
2. Refreshments, cameras, skateboards, roller blades or toys of any type, including hand-held video games, are not allowed at school nor will students be allowed to take them on school-sponsored field trips. If brought to school, the item(s) will be returned to the parents.
3. Mark apparel, if possible, with laundry marking ink.
4. Duffel bags and/or book bags are to be placed in the locker throughout the school day; they are NOT to be taken to any classroom.
5. Do not bring cigarettes, matches, or lighters to school. These items will not be returned.
6. Unless authorized by your teacher for special class use, no knives should be brought into the school. These items will not be returned.
7. Students are not allowed to possess, use, or distribute pagers, beepers, cellular phones or any other message devices on school property.

2-13 THE FORTRESS (SCHOOL STORE)

1. The Student Council operates a school store located in the main entrance. Paper, pens, pencils, erasers, etc. may be purchased at the school store.
2. Students are asked not to loiter at the school store.

2-14 BICYCLES

1. Bicycle racks are available on the school grounds. BJHS cannot assume responsibility for damaged or stolen bicycles.
2. Each student riding a bicycle to school is urged to **lock it securely**, and avoid attaching accessories to the bicycle that may easily be removed.
3. **Do not** ride bicycles on the school grounds.

2-15 POSTERS-CIRCULARS

Any signs, posters, or notices directed to the interest of the student body must be approved and initialed by the administration.

2-16 INSTRUCTIONAL MEDIA CENTER (IMC)

The present collection of over 17,000 books and materials in the BJHS IMC has been chosen to help students with class assignments, independent study, and to provide the individual with a wide variety of materials for leisure-time reading. In addition to books, the IMC subscribes to many magazines and newspapers. Pamphlets, maps, tapes, records, filmstrips, and other

reference materials are available.

1. The IMC is open during school hours to be used by individuals or classes. You must have a pass signed by a teacher to use the IMC during class time unless you come in with a teacher.
2. There is a three-week check-out for most fiction and non-fiction books.
3. Returning materials checked-out of the IMC is the responsibility of the students. Students should return all materials **personally**. A book drop is located outside the IMC.
4. Students should be aware that IMC privileges may be suspended for inappropriate behavior while in the IMC.

2-17 LOCKS AND LOCKERS

All school lockers are the property of the Bloomington Public Schools. At no time does the Bloomington School District relinquish its exclusive control of lockers provided for the convenience of students. Inspection of lockers may be conducted by school authorities for any reason at any time without notice, without student consent, and without a search warrant.

Lockers are assigned for the storage and protection of belongings. Should there be a problem with a locker, the office should be notified immediately. **BJHS cannot assume responsibility for property missing or stolen from lockers.**

1. **Only one person should use each locker unless otherwise authorized.**
2. Combinations should not be given to anyone.
3. Locks should not be pre-set. Anyone can open it if it is set.
4. Lockers should be kept neat.

2-18 CANDY AND/OR GUM NOT ALLOWED

Students are not allowed to bring candy and/or gum to Bloomington Junior High School.

2-19 ACADEMIC DISHONESTY

Cheating is dishonest, degrades one's character and reputation and impedes individual learning. Students found cheating will receive no credit.

The student may be required to resubmit the assignment or test in order to demonstrate mastery of the material. The time for the retake will be determined by the classroom teacher. The failing grade for cheating will remain the grade of record.

2-20 TRANSPORTATION REIMBURSEMENT

Parent(s) or legal guardians(s) who must provide transportation to and from school, **if 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 40.5 cents per mile.

If you can answer **yes** to the following questions for the 2005-06 school year, you may be eligible to receive reimbursement for providing such transportation.

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

If you answered yes to the above questions, live in Illinois and wish to file a claim, you must go to the school where each of your children are enrolled by June 30, 2006 to complete a claim application. Claim forms should be available from February 2006 through June 30, 2006.

In addition, parent(s)/guardians(s) who have pupils living **less than 1 1/2 miles** from the school attended must have **already verified** that a safety hazard exists by completing an Application for Determination of Serious Safety Hazard at the Regional Superintendent of Schools office for the county in which they live. Parents/Guardians residing within the **City of Chicago** must receive and submit applications from the Illinois State Board of Education, 100 North First Street, Springfield, Illinois 62777-0001 **by February 1, 2006**. 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 to be approved. **If the safety hazard is approved, the parent/guardian must go to the school the pupil attends and complete the claim form.** Parents who receive approval of a safety hazard on or after October 1, 1999, 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 pro-rated.

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

2-21 ASBESTOS MANAGEMENT PLAN

Bloomington Junior High School was built in 1989. It is an asbestos free environment.

2-22 INTEGRATED PEST MANAGEMENT NOTICE

In 1999, the Illinois General Assembly passed laws requiring that public schools notify parents/guardians and school employees at least 48 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.

2-23 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 Junior 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 Junior High School, may appeal such discrimination, by phone or in writing to the Principal, Bloomington Junior High School

Bloomington Junior 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.

2-24 SAFE ENVIRONMENT

Students have a responsibility to maintain a safe environment.

Students with knowledge that a violent act is planned, or that a weapon is on school grounds, are required to inform an administrator or staff member. Such information can be provided anonymously.

In addition, threats of violence to the school, staff members, or other students will be taken seriously. Any threat made on school premises or to school personnel will be taken seriously, with disciplinary consequences and possible involvement of the police. Statements such as "How would you like it if I were to threaten you?" are considered threats.

PART III: ATTENDANCE

3-1 ATTENDANCE STATEMENT

Attendance and participation in class is necessary for success. *Illinois School Code, Article 26-1*, requires those who have custody or control of any child between the ages of 7 and 16 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. Attending each class session is required and attendance is reported each period. Absences are classified in the following types:

1. Excused absences.
2. Anticipated absences.
3. Official absences.
4. Unexcused absences.

3-2 REPORTING ABSENCES (827-BJHS)

To access the BJHS Attendance Line:

1. Call 827-BJHS (827-2547) before 9:30 a.m. You will hear: "Welcome to the Bloomington Junior High School Knightline. To report an absence, select "1234."
2. Enter your four digit selection - 1234. You will hear: "Thank you for calling the Bloomington Junior High School Knightline. Please enter "1000" and leave today's date, your student's name, reason for absence or tardy, and a number where you can be reached in case we have questions." The system will say: "Enter the extension number."
3. Enter your four digit selection - 1000. The system will say: "Begin speaking at the tone. Press the pound key (#) when finished."
4. State today's date, your student's name, reason for absence or tardy, and a number where you can be reached.
5. Press the * and hang up.

If a message is not received on the Knightline from a parent or guardian by 9:30 a.m., the system will call home phone numbers to notify you that your student was marked absent. If you are called, please call 827-BJHS with the reason for the absence. The system will continue calling a phone number until a connection is made.

Please contact the Knightline with all absences, even if you have notified your student's teacher(s). We believe that this system will improve the accuracy and efficiency of our attendance records and will provide better communication between home and school.

If you encounter difficulty with the system, please call 827-0086, extension 224.

It will not be necessary to notify the school each day during a long-term illness or hospitalization. A weekly report to the assistant principal and/or the counselor is required to receive instructions for make-up work and other information.

Students should report directly to class upon returning to school. Students who are not approved will immediately be sent to the assistant principals' office. Students will return to class with a disposition on preceding day(s).

3-3 EXCUSED ABSENCES (827-BJHS)

Excused absences include make-up privileges with full credit, with a reasonable amount of help from teachers. This category includes the following:

1. Illness of the student. However, a student reported absent and seen about the community, after being reported ill, will be declared unexcused.
2. Illness or death in the student's family.
3. Home emergency.
4. Early dismissal-appointments during the day.
 - a) Special request for early dismissal such as dentist or doctor appointments should be made in writing by the parents or legal guardian(s).
 - b) This note should be presented to the assistant principal before first period.
 - c) A dismissal slip will be issued allowing the student to leave class at the appointed time. Students must check-out at the Main Office before leaving.
 - d) If a student returns to the building after checking out, he/she **MUST CHECK IN TO THE RECEPTION AREA** and get an entry slip.
 - e) Failure to follow the above procedure **will result in the** absence being classified as unapproved.
 - f) The Assistant Principals may confirm appointments by calling the dentist or doctor.
5. Court appearances.
6. Religious holidays.

Any requests for make-up work should be made 24 hours in advance and may be picked-up Associate Principal's secretary after 2:00 p.m. the following day.

3-4 ANTICIPATED ABSENCES (827-BJHS)

Anticipated absences should be reported to the Office. An anticipated absence form with the parent's note attached will be provided to the teachers in advance of the absence and returned to the office at least one day prior to the absence. Teachers will provide assignments for the time the student will be absent. It is the student's responsibility to complete required work either before or after the anticipated absence.

3-5 OFFICIAL ABSENCES

Arrangements for make-up work shall be made in advance of the absence if a student is absent from school as a member of a team, organization, or other representation of the school.

3-6 UNEXCUSED ABSENCES

Unexcused absences will be absences not mentioned in the preceding groups. Work must be made-up for all unapproved absences, and it is the student's responsibility to gather the work and turn it in to their teacher(s). The following are listed as examples of unapproved absences:

1. Truancy from school or class.
2. Leaving school without permission from the school nurse or any other school official.
3. Shopping, baby-sitting, being out of town, extending vacations without permission.
4. Leaving class without permission from the teacher.
5. Suspension (out of school).

3-7 MEDICAL EXCUSES-PHYSICAL EDUCATION CLASSES

It is expected that all students will dress for P.E. and participate meaningfully in P.E. classes. Physical education classes, when properly studied by students, can help develop good, life-long health habits.

1. A student who needs to be excused from class for no more than three days due to health reasons, must bring a note from the parent. The note will be confirmed by telephone. The parent's/guardian's note will be submitted directly to the student's physical education teacher. The student will attend class but will not participate.
2. Students who need to be excused from class for more than three days due to health reasons, must bring a letter of verification from their doctor to the school nurse. The nurse will confirm the doctor's excuse and the student will continue to attend class and will participate only when possible.

3-8 TARDINESS AND DETENTION

Tardiness to school:

1. Students reporting to school late must report to the associate/assistant principals' office upon entering the building. Office personnel will decide if the tardiness is approved.
2. In general, tardiness to school will be judged as approved or unapproved on the same basis as absences.
 - a. Approved tardiness includes but is not restricted to...
 1. personal illness
 2. family illness
 - b. Unapproved tardiness includes, but is not restricted to...
 1. oversleeping
 2. car trouble
 3. missing the bus
 4. performing errands for parents or family members

Tardiness to class:

1. If a student is late for any class due to being detained in the previous class, an excuse from that teacher should be requested.
2. A student with an approved tardy pass should give it to the teacher immediately upon coming to class.
3. Any student reporting to class without an approved tardy pass will be judged unapproved tardy and should be assigned a detention with that teacher. Unless arrangements are made with the teacher, these detentions must be served the following day.
4. Students must honor a previously written detention notice. If no previous written detention notice has been given, the written notice shall take priority and that detention served.
5. Detention notices for tardiness shall take precedence over after school activities including team practices, rehearsals, make-up work, etc.
6. On the third tardy, teachers will submit a referral to the Associate/Assistant Principal. A letter will then be sent home informing the parent/guardian of this situation and that disciplinary action may be taken for the next occurrence. Excessive tardiness may result in an out-of-school suspension.
7. Teachers should submit a referral to the Associate/Assistant Principal for students who fail to serve assigned detentions. Failure to serve detentions will result in more severe disciplinary action including P.M. school or a suspension for gross misconduct or gross disobedience.

3-9 COMING TO SCHOOL

BJHS students come from every part of town and are seen by thousands of adults each day. Others tend to evaluate all junior high students by their actions. The following are some guides to good conduct to and from school.

1. Respect others by sharing the sidewalk - keep to the right. Stay on the sidewalk and off of people's lawns.
2. Control your actions and do not yell.
3. Follow bicycle safety rules.
4. Be alert to traffic.
5. Leave snow on the ground. Do not pick up or throw snow on the grounds or on the walk to and from school.

3-10 THE SCHOOL DAY

1. A warning tone will sound at 7:55 a.m. Students should proceed immediately to their homebase.
2. At 8:00 a. m., all doors to Bloomington Junior High School will be locked. Visitors may be admitted at the main entrance.

3. Students are expected to be in their appropriate seat by 8:00 a.m. when the tardy tone sounds. Unless students have a pass, they will be tardy.
4. The school day ends at 2:45 p.m. Students are not permitted to leave the building during the school day unless they have submitted a request for early dismissal.
5. Students who require special help, who need to make up work, or who need to serve detentions may be requested by a staff member to stay beyond the regular dismissal time. Any exceptions should be worked out with the teacher involved. After-school responsibilities take precedence over athletics and cheerleading.
6. Any student in the hall during class must have a pass obtained from the teacher of that particular class.

3-11 LEAVING SCHOOL

At the end of the day, students may leave the building using any exit. Do not loiter in the hallways. If students do not have after-school obligations, they are expected to leave the building immediately. All students must be out of the building by 3:30 p.m. unless they are with a teacher.

3-12 TRANSFERRING

A student planning to transfer to another school should bring a note from his/her parents to the guidance office two days before he/she expects to transfer. This note should mention the school and city to which the student is moving as well as the expected last day of attendance at BJHS.

PART IV: STUDENT DISCIPLINE

4-1 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.

4-2 RIGHTS AND RESPONSIBILITIES OF STUDENTS

Rights of Students

1. To be informed of the rules and regulations of the school.
2. To be respected as unique individuals.
3. To expect equal and fair treatment from teachers and other school personnel.
4. To expect that their rights, feelings, and personal property will be respected.
5. To study in classrooms that are well planned and well organized by professional teachers.
6. To be able to request conferences with teachers, counselors, the associate/assistant principal, the principal, or other certified school personnel to discuss problems that affect school work.

Responsibilities of Students

1. To obey school rules and regulations.
2. To respect the rights, feelings, and property of others.
3. To respect the skill and authority of teachers and other members of the school staff.
4. To make a sincere effort to do their work by being attentive and by having the necessary materials.
5. To accept responsibility for their behavior.
6. To conduct themselves in a manner that will reflect credit on themselves, their parents, and their school.
7. To be regular and punctual in attending class.
8. To dress and groom themselves in a manner that is healthy, safe, and conducive to the educational program of the school.

4-3 CLASSROOM RULES AND REGULATIONS

Students are expected to conduct themselves in a proper manner as described under "Responsibilities of Students."

1. Each student is expected to follow all classroom and Bloomington Junior High School rules.
2. Each teacher may utilize a variety of measures and procedures to insure acceptable classroom behavior.
3. A teacher may temporarily remove a student from the classroom for disruptive behavior and send that student to the

Associate/Assistant Principal.

4. Any student whose behavior is considered dangerous and/or injurious to the student, other students, teachers, or other school personnel or dangerous to the property of any of the above and/or to the school, will be immediately referred to the associate/assistant principals' office.
 - If a student is reported for this behavior, the Associate/Assistant Principal will confer with the student and will contact the student's parent/guardian.
 - Additional corrective action will be determined by the Associate/Assistant Principal.

4-4 GROSS MISCONDUCT OR DISOBEDIENCE

Students in the 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 produce student identification or passes.
2. Possession, use, or distribution of alcohol, drugs, (including "look-a-like" 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's 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, 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 of the physical or psychological well-being of school personnel or other students by conduct or actions, including:
 - Improper release of a school fire alarm or tampering with fire extinguishers;
 - Setting off, or attempting, or threatening to set off explosive devices on school property;
 - Starting, or attempting to start, a fire on school property;
 - Possession, use, or display of a dangerous weapon or any reasonable facsimile; or
 - Reckless driving on school grounds.
10. Repeated incidents of misbehavior including repeated refusal to comply with school rules.
11. Repeated unexcused tardiness and 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, 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.
14. Membership in or solicitation on behalf of, any "secret society" as defined in 105 ILCS 5/31-1 of the School Code. 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 staff member.
18. Inappropriate use of cell phones or other messaging devices on school property. 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 item(s). District 87 assumes no responsibility for lost, damaged or stolen items.
19. Writing or publishing for distribution and/or distributing at school written material that
 - 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, or
 - 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 and incidents.
21. Inappropriate displays of affection.
22. Students may be disciplined for unacceptable use of technology (e.g., network, Internet) in the school building as defined by the *Board of Education Policy 6.235*.
23. Bullying is prohibited. A bully shall be defined as a person who teases, frightens, or hurts others. Prohibited behavior may take the form of unkind actions or remarks, verbal taunting, physical aggression or exclusion from groups.

4-5 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 towards corrective action, and the facts and circumstances of each case.

1. Removal from Classroom

A teacher may temporarily remove a student from the classroom for the balance of a 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. P.M. School

P.M. School consists of spending one hour after school in a highly controlled setting. A certified teacher or an associate/assistant principal will supervise the P.M. School, and the student(s) will work on assignments. Also, some behavior expectations may be discussed by the supervisor, and the student(s) will participate in these discussions and/or assignments.

- Failure to attend an assigned P.M. School will lead to more serious disciplinary action against the student.
- Students who do not cooperate in the P.M. School room and/or do not follow directions will be suspended from school and will not receive credit for the time spent in the P.M. School room toward the out-of-school suspension time.

3. 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.

- Detentions may be assigned by any teacher or school administrator.
- Detentions are considered an extension of the school day and shall receive priority over team practices, rehearsals, club activities, and other extra-curricular activities.
- 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.
- 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 a student is being disciplined for misconduct or disobedience. Students who fail to serve Saturday detentions or who are disruptive may be suspended out-of-school.

4. Out-of-School Suspension

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 School Board or a hearing officer appointed by the Board. Any such suspension shall be reported to the School Board or the appointed hearing officer, and to the parent(s)/guardian(s) of such student along with a full statement of the reason for the suspension.

- A suspended student may not appear on school property or at any school-sponsored activity. The student will be required to make up all work and tests missed, and it is the student's responsibility to make arrangement with teachers for such work.
- Regardless of previous offenses, upon the third suspension during a school year the parent(s)/guardians(s) and student will be notified that if the student engages in any further acts of gross misconduct or disobedience, an expulsion from school may be recommended.
- A parent(s)/guardian(s) and student conference will be necessary prior to the suspended student 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.

- 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 Bloomington Public Schools 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.
- Prior to taking such action, a committee consisting of the activity's head coach or sponsor, his/her immediate supervisor, the assistant principal, and the building principal will meet to discuss and consider the possible ineligibility. Three (3) of the four committee members must agree that ineligibility is appropriate.
- A student declared ineligible may appeal the decision, in writing, to the Superintendent within five (5) calendar days of the committee's decision.
- The principal and activity director may exclude a student charged with a serious crime pending completion of a legal investigation or conclusion of a trial.
- Individual teams, activities and clubs may have more stringent rules. These will be communicated to students in writing the

first day of tryouts/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. Expulsions

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(s)/guardian(s) will be requested to appear at a meeting of the School Board, or at 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*.

7. 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 --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 a designee.
- To become effective, conditional probation must be offered by the building principal or a designee and accepted in writing by the parent(s)/guardian(s) and the student following an explanation of the conditional probation program.
- Conditional probation shall be granted only when the student and parent(s)/guardian(s):
 1. Acknowledge and agree that the student had engaged in gross misconduct or disobedience warranting expulsion from school;
 2. Agree to waive the right to any hearing before the School Board prior to being placed on conditional probation;
 3. Agree to sign a *Conditional Probation Agreement* which sets forth the terms and conditions of the probation; and
 4. 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).

4-6 LUNCH PERIOD

Each student is responsible for keeping his/her table and immediate area clean each day.

Please abide by the following regulations during your lunch period:

1. Lunch period must be spent in the cafeteria.
2. Students may bring a lunch from home and buy milk. They may also buy a complete lunch.
3. Absolutely no food may be purchased from local vendors and brought into the cafeteria by students or parents during the lunch periods.
4. Students may not remove food from the cafeteria.
5. Supervisors will dismiss students to their next class.
6. Students should talk in a conversational tone. Help make the cafeteria a pleasant place by keeping noise to a minimum during lunch
7. Remember, this is a dining room; use it with respect, courtesy, and good manners.
8. Remember to pass quietly to and from the cafeteria.
9. Violation of lunchroom rules may result in the student being assigned to lunch detention.
10. Students will be suspended from school if they participate in throwing food in the cafeteria.

4-7 HALL AND STAIRWAY CONDUCT

Hall

1. **Walk** in the halls.
2. Talk **quietly** in the halls.
3. Keep to the **right**, except to cross-over to a classroom, locker, or restroom.
4. Show **courtesy** and **consideration** for others at all times.

Stairways

1. **Walk** up one step at a time.
2. **Do not stop** on stairways or landings.

4-8 RESPONSIBILITIES OF SCHOOL BUS RIDERS

School bus riders, while in transit, are under the jurisdiction of the school bus driver unless the local Board of Education designates some adult to supervise the riders. It is recommended that all riders, parents of riders, and teachers become familiar with the following regulations governing school bus riders. Violation of any of these rules may result in the loss of bus riding privileges:

1. Be on time at the designated school bus stop.
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 enter the bus.
4. Keep hands and head inside the bus at all times after entering and until leaving the bus.
5. Do not lower windows below the safety line.
5. Students shall not smoke on the school bus. The same rule applies to smoking on the school premises.
6. Students are expected to follow the driver's instructions while on the bus. Also, standard school rules apply while on the bus.
7. Do not make any obscene verbal remarks or gestures to persons inside or outside of the bus at any time.
8. Assist in keeping the bus safe and sanitary at all times.
9. Avoid loud talking and laughing which could divert the driver's attention.
10. Do not leave the seat while the bus is in motion.
11. Be absolutely quiet when approaching a railroad crossing stop.
12. At a discharge point when no student patrol is used, proceed to a point at least 10 feet in front of the bus on the right shoulder of the road/highway and remain there until a signal is given by the bus driver to cross.
13. Do not throw things inside or out of the bus.

4-9 PERSONAL APPEARANCE

In their dress and grooming, students -- aided by parental guidance -- must accept the responsibility for maintenance of reasonable standards of health, safety, decency, and sanitation on school premises. Students, in their manner of dress and grooming, will not be allowed to create a distraction or disruption in the school programs. Students should observe the following:

1. Hats, caps, sunglasses, and other head coverings, including head bands used for decorative purposes should not be worn in the building. If taken by a teacher, the article will be returned to a parent.
2. Any articles of clothing or jewelry worn with writing and/or pictures on them must be in good taste without profanity, obscene language, obscene gestures, gang symbols, or suggestive connotations.
3. Students may not wear clothing or symbols that advertise or promote the sale or consumption of alcoholic beverages and/or other controlled substances.
4. Students must wear footwear with rubber or hard soles.
5. Students are to put coats and jackets in their lockers during the school day. A sweater or extra shirt may be worn in the building on chilly days.
6. Sleeveless shirts or shirts exposing the midriff are not permitted during the day.
7. Students shall not wear clothes or other apparel which creates a concern for safety.

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

4-10 IT'S YOUR SCHOOL

Help keep BJHS clean and attractive. Use receptacles provided for waste. Our school will be visited by many people, please be a responsible school citizen. We are proud of our building, and we appreciate your efforts to keep BJHS at its best!

Smoking in the building or on the school grounds is prohibited. Such action will result in a suspension from school.

PART V: PROMOTION/RETENTION OF STUDENTS

5-1 PROMOTION

Students who earn passing grades in 65% or more of their classes for the school year will be recommended for promotion to the next grade. Each grade a student earns for each quarterly grading period will be used in determining the student's percent of passing grades.

5-2 RETENTION

Students who fail to earn passing grades for 65% or more of their courses throughout the school year will be recommended for retention. Each grade a student earns for each quarterly grading period will be used in determining the student's percent of passing grades.

Example:

<u>No. of Classes</u>	<u>Needs to Pass</u>
24	15
25	16
26	16
27	17
28	18
29	18
30	19
31	20
32	20

5-3 INCOMPLETES

Students are expected to complete classwork during each grading period. Incomplete grades are only issued for some special extenuating circumstances (e.g. extended illness, injury, etc.). Students will not receive incompletes for lack of effort or unwillingness to complete assignments.

PART VI: SPECIAL PROGRAMS, CLUBS, AND ORGANIZATIONS

6-1 ASSEMBLIES

Assemblies are presented to students for information and entertainment purposes. The following courtesies or behaviors on the part of those attending assemblies are necessary.

1. Students will come to the assembly with their classroom teachers.
2. Quiet, orderly passage to and from the assembly is necessary to avoid disturbing classes in session.
3. Attention and respect shall be shown to all programs.
 - a. Do not whistle.
 - b. Give undivided attention to speaker(s) as soon as he/she approaches the microphone.
4. Students wait in seats for dismissal from the auditorium and, when dismissed, leave in a quiet, orderly manner.
5. Students attending evening programs MUST be accompanied by a parent or other adult.

Students who do not cooperate with the above requests may have their assembly attendance privilege suspended or completely revoked.

6-2 HONOR SOCIETY

At the end of the third grading period, students' grades in all subjects are averaged to determine membership in the BJHS Honor Society. Any student who achieves a 3.5 average or better in all subjects with no grades of D or below becomes eligible for honor society initiation. Other criteria, including the student's citizenship and attitude, are considered by the BJHS faculty members to aid in this selection.

6-3 BJHS HONOR ROLL

At the end of each quarterly grading period, students' grades in all subjects will be averaged to determine "Honor Roll" students and "High Honors" students.

1. Honor Roll students will have achieved a grade point average of 3.0 or higher with no grades of D or below;
2. High Honors students will have achieved a grade point average of 3.75 or higher.

Grades will be averaged using the following point system:

- A=4
- B=3
- C=2
- D=1
- F=0

6-4 HONORS AND AWARDS DAY

At the end of the school year, Bloomington Junior High School conducts an Honors & Awards Day program. Many students are honored for their achievements during the year. Some of the special awards include:

George N. Wells Scholarship Award
Robert N. Knight - Knight of the Year Award
Ray Kroc Achievement Award
Director's Band Award
Chorus Award
Ray Brown Memorial Art Award

R. Bruce Holcomb Citizenship Award
Ermalea Doyle - Lady of the Year Award
National School Orchestra Award
Jazz Band Award
Midwest Talent Search
Spelling Bee

6-5 EXTRA-CURRICULAR ACTIVITIES

A very important aspect of Bloomington Junior High School's total program is its extra-curricular activities. BJHS offers a wide variety of programs intended to meet the needs and interests of its student body.

The Bloomington Junior High School administration, faculty, and staff strongly encourage every student to become involved in extra-curricular activities. We are confident that the student's experience at BJHS will be more enjoyable, meaningful, and memorable if he/she actively participates in several of these activities.

The following *Extracurricular Code of Conduct* as well as student handbook policies are to be followed by **all students involved in a school activity**. Individual teams, activities, and clubs may have additional rules. These will be communicated to students in writing at the organizational meetings for such extracurricular activities.

This *Extracurricular Code of Conduct* is adopted by the Board of Education of Bloomington School District 87 to apply to students participating in competitive and performance extracurricular activities in grades 6-8. This policy applies in addition to other policies concerning student conduct, and imposes additional requirements on students. The additional rules, if any, of individual teams, activities, and clubs shall be communicated to students in writing at the organizational meetings for such extracurricular activities. This policy is intended to promote the health and safety of students, and to encourage the development of self-discipline and self-control in students, which are attributes the Board finds to be necessary to make participation in extracurricular activities successful and rewarding for students as well as for the organizations in which the students participate.

The Board finds that students who participate in junior high school extracurricular activities are perceived by other students and the public as representatives of the school. They are provided certain privileges and services not available to other students. The Board determines that it is necessary for the maintenance of discipline, and to promote exemplary conduct, that additional rules apply to those students who participate in extracurricular activities.

The Board determines that participation in extracurricular activities is a privilege. There is no right of students to participate in extracurricular competition, or to participate in particular clubs, sports or cheerleading activities, or any school-governed extracurricular activity. If a student fails to comply with the rules and requirements set forth in this policy, the privilege to participate in extracurricular activities may be lost in accordance with this policy.

The rules set forth in herein apply to the student commencing with entrance into the sixth grade, and continue to apply to the student until the completion of his or her eighth grade year. The *Conduct Code* applies both in and out of season of the sports and activities in which each student participates, during summers, holidays and vacations, on and off campus, and whether or not misconduct occurs at a school or school-sponsored activity.

6-6 STUDENT ORGANIZATIONS, ENRICHMENT & SPORTS ACTIVITIES FOR THE 2004-05 SCHOOL YEAR

Band & Orchestra 6,7,8	Register through a counselor. Scheduled class all year during E & R. Numerous performances throughout the year. For Band contact Michael Wallace – 6 th , Pat Warren – 7 th , Spencer Gore – 8 th , or Sara Garrett - Orchestra.
Chorus 6,7,8	Register through a counselor. Meets during E & R. Performances & concerts all year. Contact Debbie Aurelius-Muir.
Drama 6,7,8	One full length musical will be presented during the year. Auditions before each one. Contact Kathleen Irvin.
Jazz Band 6,7,8	Tryouts held in September. – To be in jazz band, student must be and remain a member of the appropriate “core” performance organization (band, orchestra, chorus) according to audition instrument. Contact Pat Warren.
Math Olympiads 6	Register early Oct. Contests run Nov. to March. Contact classroom teacher.
Open Art Studio 8	Open to first 15 students. An opportunity to explore an art medium not offered in the regular art curriculum or a medium he/she particularly enjoyed. Contact B. Dianne Cinkovich.
Outdoor Education 7	First two weeks in May. Orientation meeting in November. Contact Deb Shaw or Dennis Taylor.
Scholastic Bowl 6,7,8	Tryouts in the fall; participation in competitions. Contact Mike Jones.
Showchoir 6,7,8	Tryouts in the spring. Must be enrolled in band, orchestra or chorus; plus additional choreography rehearsals which must be attended; participation in concerts and festivals. Contact Debbie Aurelius-Muir.
Speech Team 6,7,8	Meets after school, beginning 1st week of October. Two literary festivals and 3-4 speech contests.
Spelling Bee 6,7,8	Spelling lists available the week before Christmas. BJHS Spelling Bee the first week in Feb.
Student Council 6,7,8	Elections held in Roundtable in early Sept. Meets approx. once a month after school. Contact 8 th - TBA; Krystal Lewis – 7 th ; or Dan Barbic – 6 th .
Jump Rope for Heart 6,7,8	To be announced (winter). Benefits The American Heart Association. Contact Deb Shaw.
Special Olympics 6,7,8	Register in March. Practice March to May. Heart of Illinois Regional Meet first Sat. in May. Winners advance to state meet in June. Contact Deb Shaw.
Cheerleading 6	Tryouts late September/early October. Contact Ashley Wallis.
Cheerleading 7,8	Tryouts held May prior to next school year. Contact Misty Barker.
Pom Pons 6,7,8	Tryouts to be announced.
Boys' Baseball 6,7,8	Tryouts held the first part of August. Contact Steve Clapp.
Boys' Basketball 6,7,8	Tryouts to be announced. Contact Dave Lewis / Jonathan Williams.
Girls' Basketball 6,7,8	Tryouts in September. Contact Ron Bass or E.J. Brady.
Cross Country 6,7,8	Tryouts held the first part of August. Contact Melissa Oke
Girls' Softball 6,7,8	Tryouts held the first part of August. Contact: Kristen Thom..
Track & Field 6,7,8	Tryouts to be announced (boys & girls). Contact E.J. Brady, Matt Stombaugh, or Beth Huffaker.
Girls' Volleyball 6,7,8	Tryouts in Dec. Season Jan. & Feb. Contact Tom Wait or Jill Cooper.
Wrestling 6,7,8	Tryouts to be announced. Contact Bryan Wolfe.

The activities "to be announced" are done in the daily morning announcements; most have no written announcement.

6-7 EXTRA-CURRICULAR CODE OF CONDUCT

	ATHLETICS	CLUBS/ CONTESTS	MUSIC
Attendance - Students who are absent due to illness and who are not in attendance by 12:00 (noon) shall not be allowed to participate in any practices or school-sponsored activities held after school or during the evening of the day of the absence.	X	X	X
Academic Ineligibility – Ineligibility lists will be submitted to the administrative office by teachers on Friday of each week of the season. 1. In order to participate, the student cannot receive a weekly grade average of “F” in any class from the time that he/she makes the team/activity. 2. The first time the student is declared ineligible he/she may not participate in practices or games from Monday through Saturday of the following week. 3. The student remains ineligible until he/she is passing all classes. 4. If, during the course of a season, a student has three separate periods of ineligibility or remains on the ineligible list for three consecutive weeks, that student shall be removed from the team for the remainder of the season.	X	X	Jazz Band Auditioned Showchoirs (Dynamics and Jumpstart)
Practice Procedure - Players/participants are expected to be at every practice/meeting. If the player is unable to be at a practice/meeting, he/she must inform the coach/sponsor in advance. Such notice will not necessarily result in an excused absence. The coach/activity sponsor retains the authority to determine whether an absence shall be excused or unexcused. One or more unexcused absence(s), in the discretion of the coach/activity sponsor, may result in dismissal from the sport/activity in which the student is participating. A schedule may be given to players/participants.	X	X	X

	ATHLETICS	CLUBS/ CONTESTS	MUSIC
Care of Equipment - All students in any school program are responsible for keeping their own equipment clean and organized. Students shall follow washing instructions on uniform labels (machine wash cold inside out, tumble dry low). Fines for damaged/lost uniforms or equipment will be assessed.	X	X	X
General Conduct – Players’/participants’ conduct at home and away contests shall be exemplary, as this reflects on our school as a whole. Because the students involved in these programs serve as role models for their peers and as BJHS representatives, at all times they shall conduct themselves in a manner that is complimentary to and reflects positively upon the school.	X	X	X
Discipline – School-issued discipline such as detentions, PM school, Saturday school, suspension, etc., take precedence over extracurricular activities. Appropriate behavior shall be exhibited at all times. The coach/sponsor may impose additional consequences for unacceptable behavior.	X	X	X
Physical Examinations - Students are NOT permitted to compete in a tryout, practice, or game unless they have filed a current certificate of physical health issued by a licensed physician with the administration or their coach. Physical certificates are current for one year from the date of issuance. (A physical form, which can be taken to and completed by the student’s physician at the time of the student’s exam, can be found at the conclusion of the Code of Conduct. The form provided or a substantially similar one provided by the physician, may be used.)	X		

<p>Insurance Coverage – Students are NOT permitted to compete in a tryout, practice, game, or specified activity unless their parent/guardian has completed and filed an insurance waiver form with the administration or coach/sponsor. (An insurance waiver form can be found at the conclusion of the Code of Conduct.)</p>	X	Outdoor Education Junior Staff must complete an alternate form	X
<p>Transportation - (away games/contests) Players/Participants shall use the bus transportation provided by District 87 unless the athlete/participant brings a written note from his/her parent/guardian, signed by an administrator, and gives the same to the coach/sponsor prior to the game/event. The athlete/participant must also come to the coach/sponsor with his/her parent/guardian at the completion of the game/event for purposes of note verification.</p>	X	X	X

<p>Illinois Elementary School Association (IESA) - The IESA, of which we are a member, allows students of member schools to participate on all athletic and interscholastic teams for which the students are eligible. The following guidelines will be followed with regard to student participation in extra-curricular activities at BJHS: **6th grade students may try-out for those teams designated as 7th and 8th grade teams by the IESA **7th grade students may try-out for those teams designated as 7th and 8th grade teams by the IESA **8th grade students may try-out for those teams designated as 8th grade teams by the IESA.</p>	ATHLETICS	CLUBS/ CONTESTS	MUSIC
<p>Illinois Grade School Music Association (IGSMA)- The IGSMA, of which we are a member, allows students of member schools to participate in all music activities for which the students are eligible.</p>	X	Includes: Literary Team Scholastic Bowl	
<p>Alcohol, Tobacco, and/or Illegal Drugs – Use, possession, distribution, purchase, sale or being under the influence of alcohol or tobacco (smoking or smokeless) at any time during the calendar or academic year is prohibited. Use, possession, distribution, purchase, sale or being under the influence of illegal drugs, look-a-like drugs, or the use, possession, distribution, purchase or sale of drug-related paraphernalia at any time during the calendar or academic year is prohibited. **1st Offense: For any infraction involving alcohol, tobacco or illegal drugs, the athletic director, the building principal, the assistant principal, the coach/activity sponsor and his/her immediate supervisor (the “Committee”) shall meet with the parent or guardian and the student. The student may not attend any practice or event until after the conference has been held. This meeting shall be held as soon as is reasonably possible. If it is determined by the Committee that the student is guilty of an infraction involving alcohol, tobacco or illegal drugs, the student will be suspended for a period time determined by the Committee, but not to exceed three (3) school months. A penalty imposed hereunder may carry over to the following school year. **2nd Offense: If a student commits a second infraction involving alcohol, tobacco or illegal drugs at any time during his or her junior high school career, the following procedures shall apply: The Committee shall meet with the parent or guardian and the student. The student may not attend any practice or event until after the conference has been held. This meeting shall be held as soon as is reasonably possible.</p>			X

	ATHLETICS	CLUBS/ CONTESTS	MUSIC
<p><u>Alcohol, Tobacco, and/or Illegal Drugs – Continued</u></p> <p>If it is determined at the meeting that the student committed an infraction involving alcohol, tobacco and/or illegal drugs, the student shall be suspended from participation in any extracurricular activity for a period of time determined by the Committee, which suspension may include permanent ineligibility (removal for the balance of the student's junior high school career).</p> <p><u>Further Procedures</u> - The procedures and rules of conduct for students participating in extracurricular activities set forth above shall apply regardless of whether at the time of the infraction the student was participating in an extracurricular activity. For example, if a student commits an act which would be an infraction under this extracurricular code in the fall semester, but participates for the first time in the extracurricular activity in the spring semester, the procedures and penalties for the first violation shall apply immediately as of the time the student first begins to participate in activities under this Extracurricular Code of Conduct. Such a student may not join an unfavored sport or activity or one in which he/she has not previously participated in order to serve a suspension that will allow participation in a preferenced sport or activity.</p> <p>Appeals: Any student participant and/or parent or guardian shall have the right to appeal any action taken pursuant to this policy by contacting the activity sponsor/coach within five (5) calendar days of receiving notice of the imposition of any sanctions or penalty. The student's case will be reviewed by the Superintendent. The Superintendent's decision shall be final, unless the Board of Education elects to review the case, in which event the decision of the Board of Education shall be final. The permanent ineligibility of a student, upon written request of the student, may be reviewed annually for purposes of reconsidering the student's reinstatement by the Committee.</p>	X	X	X
<p><u>Warning of Risk</u> – Adult supervision and instruction are provided in all extra-curricular activities. However, injuries may be possible when participating in activities. Students, by their participation, freely and voluntarily assume the risks inherent therein.</p>	X	X	X

6-8 FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

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 education records. These rights are:

- 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.
- 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.
- 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.

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

6-9 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) –

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

Receive notice and an opportunity to opt a student out of –

- Any other protected information survey, regardless of funding;
- 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
- 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 –

- Protected information surveys of students;
- Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
- 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. 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 participating 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

PART VIII: P.T.O. PROGRAM

7-1 BJHS PTO PROGRAM 2005-06

WELCOME to the BJHS 2005-06 School Year! We are very excited about the upcoming school year. If you have not already joined our PTO, send a check payable to the BJHS-PTO (\$4.00 per couple or \$2.00 per person) to the PTO Membership Chairman, % BJHS, 901 N. Colton Avenue, Bloomington, IL 61701.

A variety of volunteer opportunities is available to you throughout the school year. Your willingness to become involved will enhance the school life of all students. Please contact the Volunteer Coordinator to indicate your desire to help.

We hope you will become involved with your student and BJHS. Parents can and do make a difference!

Deanna Reeder, and Dana St. Hilaire Co-Presidents

7-2 DATES TO NOTE

August 17 -----Orientation – 6B & 6H
August 18 -----Orientation – 6J & 6S
August 23 -----Open House -- 8th Grade
August 25 -----Open House -- 7th Grade
September 7 -----School Pictures
November 10 -----Parent/Teacher Conferences
November 10 -----Outdoor Education Orientation - 7th Grade Parents
January 13 -----Parent/Teacher Conferences
April 24-28 -----Outdoor Ed. - Week I-7th
May 1-5 -----Outdoor Education-Week II-7th
TBA -----Yearbook Signing Party
May 18 -----Honor Society Initiation
TBA -----8th Grade Trips
TBA -----8th Grade Awards Assembly
TBA -----7th Grade Awards Assembly
TBA -----6th Grade Awards Assembly

7-3 PTO BOARD MEETINGS

Monday at 6:30 p.m. BJHS Instructional Media Center

August 29
September 26
October 24
January 30
February 27
April 24

7-4 BLOOMINGTON JUNIOR HIGH SCHOOL PTO BOARD

CO-PRESIDENTS

Deanna Reeder, 43 Drake Court 662-0268
Dana St. Hilaire, 210 Maizefield 828-5116

1ST VICE PRESIDENT & TEACHER REQUESTS & ROBERT KNIGHT FUND

Bo Tyler 663-8499

SECRETARY

Arlene Morris 662-5959

TREASURER

Bret Leifheit, 2611 Hall Ct. 663-0246

DRUG EDUCATION

TBA

BOOKS FOR LIBRARY

TBA

LIBRARY VOLUNTEERS

TBA

MAILINGS

Tawni Martin

VOLUNTEER COORDINATOR

Janet Dewey, 809 Mayflower 664-0424

STAFF APPRECIATION

Dana St. Hilaire, 210 Maizefield 828-5116

WAYS AND MEANS APPAREL – P.E. AND ADULT CLOTHING:

Jamie Drake, 7 Pendleton Way 663-8179

FOOD SALES

TBA

FALL FUNDRAISER

Kim Olson, 17 Sable Oaks Court 663-2734

Tina McCubbin, 102 S. Evergreen 662-4495

Kristin Clegg, 1112 E. Jefferson 828-9476

MEMBERSHIP/CONTRIBUTIONS**Lauren Phipps****6TH GRADE REPS.**

TBA

7TH GRADE REPS.

Chris Leifheit, 2611 Hall Court 663-0246

Kim Duffer, 19 Chiswick Cr. 663-2097

8TH GRADE REPS.

Laura Dirks, 1122 E. Monroe 828-4794

Dana St. Hilaire, 210 Maizefield 828-5116

DIRECTORY

Kathy Lindeman

Anne Schemerhorn, 3201 Suffolk Way 662-7832

BOOK FAIR

Laura Dirks, 1122 E. Monroe 828-4794

YEARBOOK

Karen Arsonal, 1510 E. Grove 662-9133

Arleen Morris 662-5959

YEARBOOK SIGNING PARTY

TBA

SCHOOL PICTURES

TBA

RANDOM ACTS OF KINDNESS

Tawni Martin