

The first 25 pages of this student planner are dedicated to the Teacher-Parent-Student Handbook. All NBJH staff and families are requested to read the policies and procedures included within so that everyone understands the contents and is able to adhere to the information within the handbook. After reading the handbook, parents and students are asked to sign the form on page five and return it to your X-Block teacher.

Northbrook Junior High
1475 Maple Ave
Northbrook, IL 60062
Main 847-498-7920
FAX 847-656-1712
www.northbrook28.net/nbjh

Scott Meek Christine Lake Heather Schultz
Principal Assistant Principal Assistant Director for Student Services

Dear NBJH Families,

Welcome to Northbrook Junior High School and to Northbrook School District 28. The faculty and staff are looking forward to working with your child to make this year a successful one.

A strength of any school community is the joint effort of parents and staff to establish and maintain high expectations for all areas of student growth and development. To this end, we have included our NBJH Handbook as part of every student planner. We have created this Handbook to help you become more familiar with the 'inner workings' of NBJH and hopefully answer some of the questions you may have. We ask that both parents and students read the Handbook so that there is a clear understanding of the school's expectations. The policies and procedures within this Handbook have been developed over the years and provide our students with a safe, structured school environment. These procedures have been written to coordinate with the policies of the District 28 Board of Education and integrate with the mandates from our local, state and federal governments. Additional information pertaining to policies is mailed to families by the district at the beginning of the school year. A copy of this Handbook can also be found on the NBJH website.

It is appropriate and likely that particular policies or procedures may be changed during the school year in order to create a safer, more efficient environment. Should changes occur, they will be communicated to parents via the weekly update or letters home, and we will share this information with students via the Channel 24 news.

Close communication between home and school supports the best interests of each student here at Northbrook Junior High. After reviewing the Handbook with your child, feel free to contact us if you have any questions or concerns. Staff e-mail addresses are listed in the staff directory on our website at www.northbrook28.net. We look forward to partnering with you to ensure that your child has a very successful school year.

Sincerely,

Dr. Scott Meek Mrs. Christine Lake Dr. Heather Schultz
Principal Assistant Principal Assistant Director of Student Services
847-504-3501 847-504-3502 847-504-3503

Consent Form

Acknowledgement of Handbook

This page is to be *read* by the NBJH student and their parents, *signed* by both, and *returned* to the X-Block teacher the *first week of the school year*.

Yes, I have read the Handbook, and understand the District 28 / Northbrook Junior High School policies and procedures for the entire year. The information in this Handbook applies not only to the regular school day, but also to all school events, regardless of the day of the week, time of day, or location.

Please PRINT Student Name Grade 6 7 8
(Circle one)

Student Signature Date

Parent/Guardian Signature Date

X-Block Teacher's Name

Sample NBJH Schedule

(Individual schedules will vary)

Time	Period	6th Grade	7th Grade	8th Grade
7:45	Instrumental Music	Instrumental Music	Instrumental Music	Instrumental Music
8:15 - 8:32	Tutorial (seek help from any teacher)	M, T, Th, F	M, T, Th, F	M, T, Th, F
8:35 - 9:18	Announcements/News Period 1	Social Studies (Ancient Civilizations)	PE/Health or Exploratory	Language Arts
9:21 - 10:01	2	Science (Earth Science)	PE/Health or Exploratory	Language Arts or Math
10:04 - 10:44	3	World Language or Resource	World Language or Resource	PE/Health or Electives
10:47 - 11:27	4	Math	Science (Biology)	PE/Health or Electives
11:30 - 12:10	5	LUNCH	Social Studies (American History)	Math
12:13 - 12:53	6	Language Arts or Math	LUNCH	Science (Physics, Chemistry)
12:56 - 1:36	7	Language Arts	Language Arts	LUNCH
1:39 - 2:09	8 (X - Block)	X - Block	X - Block	X - Block
2:12 - 2:52	9	PE/Health or Exploratory	Language Arts or Math	World Language or Resource
2:55 - 3:35	10	PE/Health or Exploratory	Math	Social Studies (World Cultures & Current Events)

- **Before school:** Instrumental Music and Concert Choir students meet with their groups as assigned beginning at 7:45 AM. Non-music 6th grade students gather in the large gym, non-music 7th graders will gather in the cafeteria, and non-music 8th graders gather in the small gym. At 8:10 on M, T, Th, F students may visit any of their teachers in tutorial to get help.
- **World Languages:** We offer French or Spanish. Resource is offered in place of a world language for some students.
- **PE/Health: Every student** will have three quarters of PE and one quarter of health, wellness, and fitness. A quarter is 9 weeks in length.
- **Exploratories for 6th grade:** Each student rotates through six exploratories, each 6 weeks in length – music, art, drama, woodworking, journalism, and design and construction.
- **Exploratories for 7th grade:** Each student rotates through six exploratories, each 6 weeks in length – music, art, drama, woodworking, creative writing, and robotics and programming.
- **Electives for grade 8:** Each student rotates through four electives. Students complete a request form and select their choices.
- **X-Block is an important part of the day** for interventions, announcements, organization, and teacher/student contact time. It is also where the social emotional literacy program is taught. It is not “just” a study hall – the teacher has discretion for activities during this period.

COURSE OF STUDIES

Sixth, seventh, and eighth grade students complete a 10-period day. Some classes are quarterly (PE/Health), in which each quarter is 9 weeks in length. Each grade level has a lunch period in which students eat lunch together in the cafeteria.

EIGHTH GRADE

Students are expected to meet all obligations for school course work to meet graduation requirements. Students who meet these requirements will participate in the graduation ceremony and other graduation activities at the end of the year.

OTHER PROGRAMS

Our band, orchestra, and most choir programs are offered before Period 1 from 7:45–8:32 AM. Rehearsals are held in our school facility. Many of our concerts are posted on the District calendar.

Individual student needs at grades 6,7, and 8 are met through our various services: social work, EL (English Learners), speech/language service, advanced classes, and special education. (For more information about the identification process for advanced classes, families can contact the Director of Learning (Michelle Jackson), Gifted and Talented (G/T) Services Coordinator (Laura Cohen) or Scott Meek, building Principal. General information can be found on the G/T Services homepage on the D28 website.

Our SEL curriculum program (L.E.A.D.) is an important part of the social-emotional development of adolescents, which consists primarily of activities and lessons in X-Block, but also includes grade level or all-school activities.

Parents attend an evening curriculum meeting in early September, “Open House”, to learn more about their children’s school day. Parents may also visit the web site of the Illinois State Board of Education (www.isbe.state.il.us) to review the state standards for each discipline at each grade level.

Northbrook Junior High School does not discriminate on the basis of race, color, national origin, sex, or handicap in their programs and activities. Any inquiry regarding this should be directed to the principal or the superintendent of schools.

BUILDING RESOURCES/COMMUNICATIONS

MAIN OFFICE

The Main Office is open each school day 7:00 AM to 4:00 PM. The office phone number is **(847) 498-7920**. The administrative assistants are Sharon Gail and Karee Schwartz. They can be of help to you with your questions or concerns. You may also contact the principal and assistant principal through the Main Office. We invite you to contact us with your questions.

All visitors must check in at the Main Office with a Driver’s license or state I.D. and secure a visitor’s badge when coming to see someone at the school. We ask, in the interest of safety and accountability, that everyone adhere to this procedure at all times. Teachers are to question all strangers that are not wearing a visitor’s badge. **We appreciate knowing our guests and having their cooperation at all times.**

NBJH HEALTH OFFICE

(847-504-3515)

Medication: As in the elementary schools, we require a parent’s written permission and physician’s signature on a Medication Administration Request Form to administer medication at school. This includes over-the-counter medication

such as Tylenol or Advil. Medication brought to school must be in an appropriately labeled container from the pharmacy. The health office will not stock over the counter medication for the 2023-2024 school year. When dropping off the completed Medication Administration Request Form and your child's medication, please ensure the medication is in the original, labeled container. Also, please double-check to make sure the medication has not expired.

Medication permission is effective for the school year and permission must be renewed each subsequent school year.

For students with EpiPens, an Allergy Emergency Care Plan is required with parent and physician signature. For students with inhalers, parent permission and the prescription label on the inhaler are sufficient. An Asthma Emergency Care Plan is requested for students with moderate to severe asthma.

Students needing inhalers for asthma, or an EpiPen for allergies, may carry these medications and self-administer at school as needed. We will need a signed parent/student agreement form (available on District 28 Website) for students carrying EpiPens and/or inhalers. It is highly recommended that parents provide back up medication in the health office for emergencies.

Child Health Examination: A physical exam and current immunizations are required for students entering the sixth grade. **Students entering junior high are required to provide proof of Tdap vaccination, two doses of Varicella vaccine, three dose Hepatitis B vaccine series, and meningococcal (MCV4) vaccine.**

Sports Physical: A physical exam is required before any athlete may try out for a sport's team. (The 6th grade physical exam may be used as the sport's physical.) However, sports physicals are only good for one year and one month from the date of the exam. The sports physical exam form is the same as the regular child health exam form with the exception that the immunization section does not need to be filled out.

Dental Exam: Students are required to have a dental examination form upon entering sixth grade.

Health Services: The health office is staffed by Rebecca Boston, R.N. Our health aide, Jenny Kenny, is here part-time. We appreciate knowing any new medication or health issues that your child is experiencing especially if it will impact his/her learning or require classroom accommodations. Our office phone number is 847-504-3515 or you may email me at rboston@northbrook28.net

Our office is accepting health forms via U.S. mail, email at NBJHhealthoffice@northbrook28.net, or via fax (847-656-1712). All medical forms used in District 28, such as medication permission, physical exams, and dental forms may be downloaded at www.northbrook28.net under "Services", scroll down to "Health Services", and then "Medical Forms".

COUNSELING SERVICES

Upstairs in the Student Services' suite, room 300, are our social workers' and psychologist's offices. Students may elect on their own to see one of the social workers or psychologist during the school day, or students and their parents may agree together that social work/counseling services would be beneficial. Parents are also welcome to meet with our social workers or psychologist to discuss concerns. Sometimes during the school year, problems that affect school progress, difficult circumstances or decisions and/or issues with friendships may arise. Students may need to talk to our social workers for support and assistance. Students are provided social work services during their PE, exploratory/elective, X-Block or lunch period, not during a core academic class. In addition, there is a list on the school's website of the various peer support groups that the social workers facilitate during the school year. If a student is interested in participating or a parent feels their child may benefit from either individual or group support, please contact one of the social workers directly. Please call them to make an appointment— Mrs. Madeline Schwartz, Mrs. Jami Meltzer, Mrs. Brooke Thiede, or Mr. Eric Rovin (school psychologist). You can find their contact information on the NBJH website. If a concern arises in terms of a student's safety, the social worker would meet with the child to assess the risk and then contact parents.

THE LIBRARY RESOURCE CENTER (LRC)

Our Library Resource Center (LRC) is located on the top floor of our school, above the main entrance. Students are invited to find and use different library materials; conduct research using both print and online sources, as well as get recommendations to encourage the enjoyment of reading. The LRC boasts an impressive collection of fiction and non-fiction materials, graphic novels, and several online databases. A growing collection of eBooks and digital audiobooks are also available online.

Books are loaned to students for three weeks. Students are able to place holds on items that may currently be checked out to another student. 6th grade students may check out six items; 7th grade students may check out seven items; and 8th graders may have eight items out at once.

The LRC is open to students from 8:15am-3:45pm daily. It also hosts morning study hall before school at 7:30 a.m. (except Wednesdays) and after school study hall until 4:30 P.M. (except Fridays).

Don't just rely on Google to find information! The NBJH LRC web page (visit the Northbrook Junior High homepage, then click on "NBJH Library") has lots of great ways for you to find credible, current information. The online catalog, encyclopedias and informational databases (including magazine and newspaper articles) are available for both school and home use.

You can access the following sites from home through the LRC website (passwords required when accessing from home): NBJH Destiny Online Catalog: Find and place holds on books and other items at the NBJH LRC

Login with your student Google account

- World Book Encyclopedia: Online Encyclopedia
Login: northbrook
Password: library
- Britannica Online: Online Encyclopedia
Login: northbrook
Password: library
- Britannica Image Quest:
Login: northbrook28
Password: library
- CultureGrams: Information Database (Countries, States and Provinces)
Login: 64-27330REMOTE
Password: bigchalk
- Gale Databases (Student Resources in Context, Science in Context, and GVRL)
Password: nort_log
- EBSCO Student Research Center, Explora: Newspaper, Journal, and Magazine Database
Login: nbjh
Password: L1br@ary

Don't forget to follow the LRC on social media! Check us out on Twitter (@NBJHREADS) and Instagram (@NBJHREADS) to check in on student learning and catch the latest great books.

GENERAL INFORMATION

ACADEMIC INTEGRITY ("Cheating")

Academic integrity is valued in our NBJH community. We want students to be proud of their work and to produce work of the highest quality and to the best of their ability. Essential to academic integrity is academic honesty. We expect that each student does his/her own work and does not share his/her answers with others. Copying someone else's work is dishonest even if the other person agrees to it. We also expect that if a student writes an essay or research paper that the work will be his/her own or the sources will be cited. Plagiarism is not acceptable. Cheating on exams in any way is dishonest as well. All incidents of academic dishonesty will have serious consequences, as detailed in the Northbrook District 28 Code of Conduct and Discipline. This also includes proper use of technology. Every student must sign our Responsible Use: Expectations for Technology agreement regarding the proper use of devices, software and the Internet. We expect every student at NBJH to contribute to our academic integrity. The Expectations for Technology (and Technology Fees) can be found on pages 25 and 26 of this handbook.

ADMISSION OF NEW STUDENTS

In order to meet the health and safety needs of your child, the following records are needed for entry to Northbrook Junior High:

- a. Current certificate of health examination
- b. Current immunization record
- c. Dental examination report
- d. Certified copy of your child's birth certificate (official seal or stamp) or passport at the time of registration.

Forms are available in the school office from the secretary. All families must also produce proof of residency at the time of registration. All new students and their parents are to meet with the principal to complete the registration process.

AFTER-SCHOOL ACTIVITIES

A wide range of after school activities are available to students to provide enrichment and enjoyment in specific areas of student interest. The daily Channel 24 News carries announcements about details for clubs and activities. The monthly PTO Newsletter also carries information. All clubs and tutorial conclude at 4:45 PM: **We expect parents to be at the school for pick-up at that time. For safety and accountability purposes, we ask that parents respect this pick-up time and plan responsibly in advance with their children for prompt, safe departure at 4:45 PM. Students consistently not picked up at 4:45 PM, may need to be removed from the activity. Students are expected to act responsibly following all school rules. (Also see SPORTING EVENTS/EXTRA-CURRICULAR ACTIVITIES.)**

ASSEMBLIES

Throughout the year, there will be opportunities for Northbrook Junior High students to attend music concerts, plays, and assemblies. Being a member of an audience at these events allows you to see your friends perform or to view professional entertainers. You, as an audience member, receive a "message" from the performers. You should respond with politeness and respect for those performing or presenting. These guidelines will help you be a good audience member.

- Maintain eye contact with speaker and/or performers.
- Remain seated during the entire performance.
- Do not bring food items (this includes gum).
- Applaud, laugh, or respond appropriately at appropriate times.
- Calling out names, catcalls, whistling, or other similar behaviors are not permitted.

At the conclusion of the assembly, students should remain seated until dismissed. Inappropriate behavior may result in a student's loss of assembly privileges.

ATTENDANCE POLICIES

For every absence, a student's parent or guardian must call the office by 9:00 AM to report the absence. We appreciate your call so we know immediately the whereabouts of your child. Again, help us with the accountability of our students by making a call to us. The office has voicemail so that you may call the night before or early in the morning. NBJH's administrative assistants will contact the parent or guardian if a call is not received by 9:00 AM.

Attendance/Office: (847) 498-7920

TYPES OF ABSENCES

There are four types of absences: excused, explained (short term), explained (long term), and unexcused.

1. **Excused Absence** – illness, quarantine by a health official, religious holiday, attendance at a funeral, or when a student's parent is called to duty, returns from duty, or is on leave from active military services. The student will receive credit for work, which is made up within the same number of days as the length of the absence. The student will be able to take a missed assessment within the same number of days as the length of the absence.
2. **Explained (Short Term) Absence** – medical appointment, field trip, or other absences for which prior written explanation has been given to the principal by the parent. It is the student's responsibility to contact other students to determine the assignments missed. The student will receive credit for work that is turned in on the day the student returns to class. The student will also take a missed assessment on the day of the student's return to class.
3. **Explained (Long Term) Absence** – this type of absence covers a special absence not explained in the previous two paragraphs.

We strongly urge each family to avoid scheduling appointments and trips during school time. Instruction missed during an absence is extremely difficult to make up. Learning takes place best when students attend class regularly and on time. **The parent must give prior written notice to the principal at least five days in advance** listing the inclusive dates of absence

The student must then take a special form provided by the office to each teacher to determine the assignments that will be missed. Work which is given to the student in advance is due on the day the student returns to class and will receive credit. Upon return to school, the student must contact each teacher to receive additional assignments that were unavailable prior to the extended absence. These assignments are due within **three days** and will receive credit. The student will also take a missed assessment within three days of the student's return to class.

4. **Unexcused Absence** – all other absences are considered unexcused and are subject to truancy laws of the State of Illinois.

“Cutting classes”—A student who does not attend class, or “cuts,” will be accountable for the missing class. Students are required to make up the work as well the class time. A suspension from school may also be assigned. Parents will be contacted.

Note: Excessive absences-- Parents of students with a pattern of excessive absences will be contacted by a school administrator and/or social workers. In short, students need to commit to learning by being an active participant and being in school. The continuity and consistency of excellent attendance has a cumulative effect on learning.

BEFORE SCHOOL

Students may enter the school at 7:45 AM for morning study hall in the LRC (7:45 – 8:15 AM). Students may go to the LRC or another classroom to see a teacher at 8:10 AM for tutorial every day **except Wednesday**. At 8:15 AM, all students who choose to use tutorial time are to be in a classroom with a teacher. Students wishing to see a teacher before 8:15 AM must enter through the front doors and have a pass from a teacher. Band and choir students are to enter through the gym lobby. Orchestra students enter through the front of the Junior High. Band, orchestra, and choir students need to secure a pass in advance from their curriculum teacher in order to miss a music class for tutorial. Morning tutorial ends at 8:32 AM and first period begins at 8:35 AM. Students are to enter through the cafeteria, gym lobby, or our front doors immediately upon arriving on school grounds. Cell phones may be used appropriately before school. Please refer to ELECTRONIC DEVICES for more information.

BICYCLE SAFETY

Bicycle riders are subject to Illinois traffic laws; know them and follow them. It is strongly advised that every student register his/her bike with the Northbrook Police Department. Please remember:

- Be sure to wear proper safety gear including a helmet.
- Have proper lights and reflectors in front and rear of bike.
- Be sure your bike is always in proper operating condition.
- Be sure to obey all traffic signals; keep to the right. Exercise caution at all times.
- Walk your bicycle across intersections; stay on designated bike paths only.
- Yield to pedestrians; be alert when riding your bike.
- Bikes must be parked in the bike rack at school; do not ride around the parking lot.
- Be sure to have your own bike lock and use it at all times.
- Never lock your bike to someone else's bike.
- Respect others' property at all times.
- Do not "ride double".
- Exercise extreme caution in poor weather conditions.
- Ride single file when in a group.

BUS PROCEDURES

Student safety is a primary concern of Northbrook Junior High School staff and faculty. Safe travel to and from school and/or school sponsored events requires the cooperation of everyone on the bus. The bus driver is the authority on the school bus and students should be respectful of the driver at all times. Students who ride the bus are expected to comply with the following guidelines and be kind to one another and avoid hurtful remarks or behavior:

- Remain seated at all times, facing the front of the bus.
- Refrain from loud, rowdy behavior or noises, which detract from bus safety.
- **Under no circumstances are students permitted to take and/or transmit digital images (pictures or videos) while on the bus at any time.**
- No skateboards are allowed on the bus at any time.
- Be respectful of other passengers and their possessions.
- Be present at your bus stop 10 minutes prior to your scheduled pick up time.
- Be respectful of all others waiting for a bus.
- **Always have your own current bus pass with you when boarding or riding the bus.**
- Report any unsafe behavior to the driver or supervisor.

Students may obtain a temporary pass from the school office. However, students who chronically forget their pass may be refused a temporary pass at the office's discretion. If a student loses his/her bus pass, a replacement may be purchased through the school office for \$5.00.

Students are not permitted on the bus without a bus pass. Students who normally ride the bus may ride a different route provided there is room on that route and they are following all the bus procedures.

Students are expected to exercise positive choices in all of their behaviors. Any misconduct regarding bus riding and safety and/or wait-time for bus pick up will be dealt with by the school administration. Parents will be notified and appropriate consequences will be assigned according to the Northbrook District 28 Code of Conduct and Discipline. These consequences may include but are not limited to a student/parent conference, letter of apology to the driver, suspension of bus riding privileges, and/or assigned seating on the bus.

CELL PHONES (See ELECTRONIC DEVICES)

CHANGE ADDRESS/PHONE

It is imperative that the school always has up-to-date information regarding its students and is able to reach parents/guardians at any time. Should home address/telephone and/or work address/telephone number change during the school year, please inform the school secretary immediately. Please keep your cell phone information up-to-date as well.

CHEATING (See ACADEMIC INTEGRITY)

CLOSED CAMPUS

All NBJS students are required to be in school, all day long, including the lunch periods. We are a closed campus. Students may only leave school for an appointment or other similar extenuating circumstance by bringing a note to the office **BEFORE**

school starts. The note should state what time the parent will pick up the student, destination, and time of return if applicable. Students will be expected to know the time of pick up and report to the office at that time. We will **NOT** be calling students and interrupting the school day via the PA system. Teachers will be notified of a student's departure. **ONLY parents may sign their child(ren) out from school.** If a student must leave school for health reasons, and the parent(s) cannot be reached, only a person authorized by the parent(s) may sign the child out in the absence of a parent.

COMMUNICATION

Throughout this handbook you will read about references to our monthly newsletter, our website, and our invitation to parents to contact teachers and staff at any time with their concerns. We invite you to read our communications on a regular basis and talk with our staff. The NBJH newsletter is sent to families electronically each month. Additionally, a weekly update highlighting important dates and upcoming events is e-mailed home.

District 28 uses an automated school-to-parent communication system to broadcast emergency information via text, email and voice messages. Please know that any time through the year you may receive notification via this system. We, therefore, ask that you always maintain in our offices your most current telephone numbers and email addresses so that you may be reached at any time. We welcome you to call or email our school secretary with any changes. You can opt out of text messages by replying STOP to any that you receive. District 28 also offers a mobile app available through Apple and Android. Search "Northbrook District 28" to download for free. You can customize the calendars and news feed. You can also request a log in, and then all district and school broadcast emails will be listed under notifications. Please contact Communications Director Terry Ryan for details and to request log in credentials.

TECHNOLOGY ACCEPTABLE USE POLICY (see page 25)

All students are expected to use the device (and all school devices) and its resources with appropriate Internet etiquette and overall respect for the computer/technology resources.

Every District 28 student is required to adhere to the acceptable use policy. Students who abuse technology privileges, can face penalties including (but not limited to) exclusion of technology privileges over a period of time, up to one full calendar year. It is important that students work within the boundaries and expectations of the appropriate use of technology. THE CODE OF CONDUCT FOR TECHNOLOGY USE AT NORTHBROOK SCHOOL DISTRICT 28 will be followed to the fullest extent. Additional details are available on the website under Technology Resources.

DAILY ANNOUNCEMENTS

Daily announcements are delivered by Channel 24 News each morning. This will keep students informed of all school activities.

ELECTRONIC DEVICES

Cell phones, portable music devices, smart watches, and other electronic devices that are capable of accessing Wi-Fi and/or sending and/or receiving text or electronic messages or images are to be turned off during school hours, 8:10am – 3:35pm, and are to be kept secured in a student's locker. Under no circumstances are students permitted to take and/or transmit digital images (pictures or videos) at school, on school property, or at school events (including field trips) where students and/or staff have a reasonable expectation of privacy (unless staff permission is granted for a school related assignment). Students that do not adhere to these guidelines will be subject to disciplinary action.

EMERGENCY CONTACT INFORMATION SHEET

Emergency Contact Information Sheets must be completed each year by a parent or guardian and are filed in the school office. In case of an accident or extreme illness, it is essential that these cards be accurate and up-to-date. Change of address, phone number, or other information should be reported immediately.

EMERGENCY DRILLS

Throughout the school year, we will practice bus safety, evacuations, severe weather, and law enforcement drills. It is our hope that we never need to use the procedures in a real emergency situation. However, knowing **what** to do, **where** to go, **how** to get to safety, and with **whom**, are critical to every NBJH person's well being. We ask for everyone's serious participation and cooperation in every drill we have. Procedures are reviewed during X-Block and by classroom teachers. At all times we ask participants to be quiet, move in a single file, and once to your designated area, report to the teacher for attendance.

EMERGENCY SCHOOL CLOSING

Local television and radio stations carry emergency school closings but are increasingly unreliable. An automated email/text/voice system will be used to communicate information to families. Emergency closings are also posted on the district and school websites. Parents should ensure the school office have current telephone numbers. **FIELD TRIPS**

Participation in field trips is a privilege and an extension of the curriculum. Students are expected to attend as well as to act responsibly following all school rules. Teachers will notify parents of field trips and details thereof, including completion of a written permission slip, which should be returned to the teacher prior to the trip.

HOMEWORK

Homework assignments are an important part of student learning. Teachers use homework to reinforce learned material and extend critical thinking, as well as to practice or refine skills. Homework can be expected in most classes every day. This responsibility should be a priority. Students must manage their time and out-of-school participation in a fashion that helps with their success in school. **(See also ACADEMIC INTEGRITY)**

Some teachers give students the week's assignments on Monday of each week. (You learn these procedures at the September Open House, by checking teacher communication tools (Google classroom, Google site, etc.), and by talking with your child.) Students also may contact classmates about assignments.

HOMEWORK ASSIGNMENTS WHILE ABSENT

1. If your student is not well enough to do school work at home, they are allotted one day make up time for each day absent from school to complete work assigned during the absence. Students should refer to teacher communication tools (online platform) to obtain information when absent. Students are to self-advocate and talk directly to the teachers about absences and get work made up in a timely manner. Make a plan with the teacher.
2. For short-term absences (**one to three days**), if the student is well enough to do school work at home, it is suggested that the student call another student, check the teachers' websites, or contact the teachers directly to get the daily assignments.
3. For absences of three or more consecutive days, parents may call the school office on the third day to request classroom handouts. The assignments will be ready to be picked up after 3:00 p.m. providing the parent has called the school before 9:30 a.m.
4. It is the student's responsibility to hand in all make-up work to the appropriate teacher. It is expected that you complete your make-up work within the same number of days that you were absent. For example, if you were absent for four days, complete your make up work in no more than four school days.

HOMEWORK/LONG-TERM ILLNESSES

(Home/Hospital)

If a student is confined to his/her home or a hospital because of health or physical impairment, please call the principal immediately. Students who meet the eligibility requirements will be referred. Referrals for home/hospital instruction will be made by a school administrator and the social worker.

LOCK and LOCKER POLICY (Hallway and Gym)

Each student at NBJH will be assigned a locker for the duration of the school year. Lockers are to be kept neat, clean and organized. Lockers should also be locked at all times. The school is not responsible for any items missing from an unlocked locker.

School property is to be respected and cared for by our students. Any damage done to school property will result in a fine for the students. All lockers are to be completely closed when not in use. This is for safety purposes. Violation of these policies is subject to penalties.

Lockers are the property of District 28. Their contents may be subject to search, in accordance with the law and District 28 policies. These lockers are for the protection of the students' possessions, and the following rules should be remembered:

- The school or school district is not responsible for items lost, damaged, or stolen.
- **Students should always lock their lockers**, and the student combination is not to be shared.
- If you cannot open your hallway locker, go to the office. If your P.E. locker will not open, see your P.E. teacher.
- Do not hit or kick your locker if it does not open. Notify the office and your locker will be repaired.
- Students will be fined if damage is done to school lockers.
- Students are not to use adhesives (ex. scotch tape) in or on their lockers. Magnets may only be used so as not to damage lockers. Fees will be assessed if the locker is damaged in any way.
- Students may choose to decorate a friends' locker in a simple manner for a birthday. Again, use magnets or blue tape provided in the front office and no adhesives (ex. scotch tape). No balloons are to be used. Decorations are to be put up and taken down on the same day.

PARENT ONLINE GRADE ACCESS (TeacherEase)

Parents are encouraged to keep up with online grade access and have discussions with their children as a first step. At the fall Open House, parents will receive directions in how to access the website, as well as, their username and password. Teachers update student grades every two weeks throughout the school year. If you need your account information you can call the front office (847) 498-7920.

PARENT-TEACHER CONFERENCES

Parent-teacher conferences are on the District Calendar in November. Conferences will be scheduled through an online system in which parents sign-up for the teacher and time of conference. More information will come in our newsletter and the website.

Parents are encouraged to call teachers when they have concerns. Each teacher has his/her own direct voice mail; their respective phone numbers are listed in the Student Directory. Every teacher has his/her own e-mail account. The address usually begins with the teacher's first initial then last name followed immediately with @northbrook28.net. You may access a teacher's e-mail via the staff directory on the District and school website.

PERSONAL PROPERTY

Students must assume sole responsibility for loss or damage of any school or personal property issued or belonging to them, such as electronic devices, garments, equipment, books, or musical instruments. The school will, in every way possible, endeavor to protect all such properties, but is not responsible for them. Personal property (i.e. electronic devices) should not be used for school projects unless approved by staff and under staff supervision.

PHYSICAL EDUCATION

Every student must take physical education. Medical excuses for physical education classes will be accepted in the following instances:

- **A note from a parent** will be accepted for two days upon administrative approval.
- **A medical excuse from a doctor**. If a student can have limited participation, or if there is an amount of time that the student cannot participate, the doctor should note this in a written medical excuse.
- Expectations for P.E. will be reviewed in class.

P.E. uniforms can be purchased from the P.E. teachers for \$18, and the same uniform may be worn every year. Students are given a lock to use in the locker room. A replacement fee of \$6 will be charged if a lock is lost. Students may only use locks that have been given to them by the P.E. staff. Students may choose to keep a sweatshirt and sweat pants in the PE locker for cooler days outdoors. Students are to be respectful of one another at all times and demonstrate good sportsmanship.

PTO

Our PTO is a supportive and helpful organization to NBJH. Membership fees are minimal, and these fees support a number of activities sponsored by our PTO throughout the year. The monthly PTO meetings are held on the third Wednesday of the month at 9:30 AM. All parents are welcome to attend. Opportunities to get involved are available; information can be found under the PTO section on the NBJH website.

SCHOOL HOURS

The school day begins promptly at 8:35 AM and ends with dismissal at 3:35 PM. All students are expected to be in their respective classrooms to conduct the day's business. Our day begins with the Pledge of Allegiance and news from our Channel 24 TV studio. We ask students to listen carefully each day.

SCHOOL STORE/SCHOOL SUPPLIES

The Northbrook Junior High PTO operates a school store that is open every Tuesday and Friday during lunch at the west end of the cafeteria. The school store has a variety of supplies at a nominal cost. A school supply list is provided on the NBJH website and may also be secured in the school office.

SELLING/CONSUMING CANDY, OTHER FOOD, or OTHER GOODS

The selling and distribution of candy/food are not permitted on school property unless approved by the principal or assistant principal. Students may not sell or trade other goods during school or school-sponsored events, or on school property. We also ask that our students eat healthy snacks at the appropriate time. Students may drink plain bottled water during the day.

SPORTING EVENTS

NBJH has a number of sporting events and extra curricular activities throughout the school year. Spectators, including adults, are welcome to our sporting events. We expect that all of our spectators/participants will behave in a way that reflects positive sportsmanship and respectful, mature, responsible behavior. Individuals who do not behave in an appropriate manner may be dismissed from the given event, and potentially future events and activities. **(See AFTER SCHOOL ACTIVITIES.)**

STANDARDIZED TESTS

Please refer to the District Calendar for standardized test dates. MAP (Reading and Math) is administered in the fall, winter, and spring and results will be sent home. The IAR assessment (state examination) is administered in April for grades 6, 7, and 8. The Illinois Science Assessment is administered in May for 8th grade students. Parents are expected to have their students in school all day for these exams. Please do not schedule medical appointments and other obligations during the school day. Make-ups are scheduled during the school day within the testing window.

Test-taking results are aided by: excellent attendance throughout the year; a positive attitude and strong study habits regarding learning; a good night's sleep; a healthy breakfast and lunch; and a generally well-managed, consistent schedule. Additional information is posted at northbrook28.net/assessments.

STUDENT COUNCIL

Student Council is comprised of an executive board and a body of delegates (student reps). The executive board members are teacher-elected rising 8th-graders. The body of delegates consists of elected student representatives per grade level. Meetings will be held monthly during XB. Faculty members serve as advisors (Mrs. Heller and Mrs. Ross).

STUDENTS HOSTING GUESTS/VISITORS

Student guests are not allowed to visit the first month of school, two days before or after a school holiday, the week before or the week after winter and spring vacations, during any standardized tests, and from May 1st to the end of the school year. Parents must contact the principal at least one week in advance to request permission for a student guest. If a visit is permitted, it is for a half day.

STUDENT PLANNERS

Every student receives a student planner at the beginning of the year. Each teacher gives his/her assignments in class, often by the week, for students to record in their planner. The student planner helps students and parents see what work needs to be completed and make a plan to manage time so the work is done. (Extra planners are available for a fee if a student loses one.)

It is advised that parents, during the first few weeks of school, check their child's planner (particularly in 6th grade) to see that she/he is using it efficiently and to its maximum benefit. Parents, please help your child with organization and time management skills at home so that your child may find success in their school studies.

STUDENT TELEPHONE CALLS

The school office telephone is a business telephone. Student cell phones may not be used at anytime during school hours. (See **Electronic Devices**) Parents should not expect that students will be called from classes to receive messages. Student cell phones may not be used in the building until 3:35 PM.

SUBSTITUTE TEACHERS

When the classroom teacher is absent and a substitute teacher is responsible for the class, NBJH students are expected to cooperate with the sub.

TEXTBOOK ISSUE AND CARE

Student textbooks will be issued by teachers. Textbooks belong to the district. Upon receiving textbooks, each student is responsible for maintaining the condition of the book all year. Students are required to pay for lost, stolen, or damaged textbooks.

WITHDRAWAL OF STUDENTS FROM NBJH

If a student is to move from the District 28 area, the office should be notified, and all school texts, library books, and the like must be returned. A "Release of Information" form must be filled out by a parent/guardian so that the student's records may be sent to his/her new school. **(Parents are asked to please call the principal at least two to three weeks before leaving.)**

X-BLOCK

Three days a week there will be various interventions in place. During this time students may receive additional academic, behavior, or social emotional support. Students not in an immediate intervention will use this time similar to a resource period where they can complete homework assignments, study, or read independently.

On Mondays, the NBJH Social-Emotional Literacy Program (L.E.A.D.) will present lessons and activities during the X-Block period. Fridays will operate as a home base for students where teachers help students become organized for school, announcements are made, forms are distributed, money is collected, and Student Council reports are given. Early in the year sixth grade teachers spend a significant portion of this time preparing for Outdoor Education.

Students are assigned to their X-Block teacher for the entire school year. Although this assigned teacher is usually one of the child's core teachers during the day, there are times when this may not occur. Students who are assigned to one of the

intervention sessions would essentially be with their X-Block teacher for two days during the week and with their intervention group for three days of the week. The X-Block period is scheduled after the lunch periods, although the schedule may change on assembly days or when standardized tests are administered.

YEARBOOKS

Students will have the opportunity to order a yearbook as part of their school year fees early in the year, and will be distributed on the last days of school. Students are expected to be respectful during yearbook signings. Remarks and comments written in another's book should be positive and reflective of respectful NBHJ students. We expect that our students will treat one another and one another's property with kindness and care.

Parents of 8th grade students will be asked to share a baby picture for the yearbook. The deadline will be communicated in the online newsletter.

ACADEMIC POLICY

Assignment of Grades

Report cards (progress reports) are sent home at the end of each trimester. These dates are noted on the District Calendar and are listed, as appropriate, in the monthly NBHJ newsletter. Families will receive additional information at the beginning of the school year.

Ineligibility

Students who choose to participate in extracurricular opportunities must remain in good academic standing (defined as a passing grade in each class) and exhibit school-appropriate behavior throughout his/her involvement in order to continue participation.

AMERICAN DISABILITIES ACT (ADA)

Northbrook School District 28 is pleased to comply with the ADA, which prohibits discrimination in the provision of services, programs, or facilities to individuals with disabilities. We are working to better serve individuals with disabilities through facility accessibility and program inclusion.

We welcome comments or suggestions from individuals with disabilities, or their representative, which would enable us to more effectively plan, conduct, and deliver services, programs, or activities to people with disabilities. The ADA notice is as follows:

In accordance with the American Disabilities Act (ADA), no qualified individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of the school, or be subjected to discrimination by the district. Any inquiries may be directed to the principal or superintendent who will provide any individual with information regarding the district's compliance with the Act and its method of processing complaints or grievances alleging non-compliance with ADA.

TITLE IX AND SECTION 504

Northbrook School District 28 will comply with all requirements of Title IX and Section 504 of the Rehabilitation Act. These provide that "no person in the United States shall, on the basis of sex or handicap, be excluded from participation in, be denied benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance." Any concerns should be directed to the Superintendent.

BEHAVIORAL EXPECTATIONS

The rules listed are general rules for the well being of students and staff and for the safe and orderly operation of the school. These rules are not intended to be a comprehensive listing of school rules. Students are expected to follow all of the policies listed in this handbook, the Northbrook School District 28 Code of Conduct and Discipline, and any other rules instituted during the school year that are not listed in this Handbook.

It is important that all students of Northbrook Junior High School respect themselves, respect all others, and respect all property. Students have the responsibility to know and adhere to the rules and regulations of the school. High standards of behavior are an essential part of a productive learning environment. Most behavior problems can be handled routinely through classroom and school programs, as nearly all students respond satisfactorily to friendly encouragement, firm direction and understanding guidance. However, for those students who do not respond appropriately, disciplinary actions must be taken to help correct unacceptable behavior patterns (See **NORTHBROOK DISTRICT 28 CODE OF CONDUCT AND DISCIPLINE mailed to all families in August**). In order to protect the rights of our children and encourage an environment conducive to teaching, learning, and caring, it is important that students and parents read and understand this Handbook, and parents should read all communication sent from the school.

BULLYING

Bullying is unacceptable behavior.

Every student has the right to attend school and feel safe at all times. A student is being bullied when they are exposed, repeatedly and over time, to negative psychological or physical actions on the part of one or more other persons. This bullying can occur face-to-face or through electronic devices (i.e. texting and cyber bullying). Such incidents should be reported immediately to a trusted adult in the school or to parents who may contact the administration. Students must self-advocate and help bring the form of harassment to a stop. It is the right thing to do. Consequences will be assigned, as necessary, to offenders. We understand that no child wants to be a tattletale. However, we hope that parents can help children see the difference between tattling and telling. During adolescence, children are shaping who they are and strengthening their self-respect. Understanding the difference between **tattling** and **telling** helps them grow and understand what they need to do for themselves. USE THIS LITMUS TEST - Ask:

Are you choosing **tattling** to:

- Get someone in trouble?
- Make yourself look good?
- Just to talk to someone?
- To get your own way?

Are you **telling** to:

- Talk to someone you trust about the problems you are having or situations you are experiencing?
- Keep yourself from being hurt—physically or emotionally?
- Keep others from being hurt—physically or emotionally?

Telling is the right thing to do for the common good of our community. We want to have a school where everyone can feel safe and bullying is never tolerated. Children may share concerns with teachers, social workers, supervisors, the principal, the assistant principals, or their parents. Trusted adults play an important role in helping children with bullying.

DRUG POLICY

Using, being found under the influence of, possessing, purchasing, selling or distributing tobacco, e-Cigarettes, or illegal drugs or associated paraphernalia, including “look-a-likes”, as defined in the Board Policy Manual, the student will be immediately suspended and may be recommended for expulsion by the Board of Education. This policy extends to all school-sponsored and related activities. (Board Policy Manual, 7:190)

GANG ACTIVITY

Any gang-related activity must be reported to the administration. Suspension and/or expulsion will be considered for any such activity.

HAZING

When any student participates in humiliating and sometimes dangerous initiation rituals, it will be deemed hazing. Any violation is subject to suspension or recommendation for expulsion.

LUNCH EXPECTATIONS/GUIDELINES

Eating in the cafeteria is a privilege. Students are to behave respectfully and responsibly or this privilege may be revoked. You may only use your student I.D. number, you may not use another student's I.D. number, even if given permission. (The lunch menus are published on the website.)

- The school office does not loan money for lunches. If a student has forgotten their lunch money, they may call a parent or share a lunch with a friend. Students are not to beg or annoy others for money.
- Line up single file in lunch lines and behave appropriately and safely in line. No “saving” a space in line for a friend. Lines move quickly if students are attentive and prepared.
- When you are finished eating, throw out your trash and go outside, weather permitting. All food and beverages are to be consumed before going outside. On rainy days, special instructions will be given to you by the lunchroom supervisors.
- Walk with a purpose at a safe speed in the cafeteria.
- Lunch trays remain in the cafeteria at all times.
- The cafeteria's cleanliness, orderliness, and safety are everyone's responsibility. We expect everyone to contribute. Each person cleans his/her space, and helps to keep the general lunchroom area clean as a member of our community.
- All students will have an opportunity to help with the cafeteria clean-up on a rotating basis.

LUNCH RECESS STANDARDS

Students need to make choices that reflect safe, respectful, and responsible behavior at all times. During the lunch period, please remember:

- Always be prepared to go outside. Students are encouraged to bring a jacket or sweatshirt for cooler temperatures.
- Walk when leaving and entering the building at all times.
- Stay in plain view of the lunchtime supervisors at all times.
- Stay away from the bicycle racks and the bicycles.
- All food and beverages are to be consumed in the cafeteria. Food and drinks are not permitted outside at recess.
- Other rules may be made at any time by the administration or lunch supervisors to insure a safe and appropriate environment for all.

Behavior should be positive and appropriate. Be respectful of yourself, others and all property.

SCHOOL/CLASSROOM STANDARDS

- All students should be in assigned area/seat when the tardy bell begins to ring, and be prepared to start class on time.
- Behavior relating to the safety and well being of all students and faculty should reflect responsible, mature, and safe choices.
- Only healthy snacks and plain bottled water are to be consumed at school. Teachers may provide guidelines for classrooms.
- Chewing gum is prohibited in the gymnasiums, locker rooms, and Library Resource Center (LRC). Otherwise it is up to the discretion of the individual teacher.
- Roller blades or shoes with wheels on them must be taken off prior to entering school grounds and kept in the student's locker.
- Skateboards and scooters are to be folded up before coming into school and must be kept in the student's locker.
- Personal property of students/faculty must be respected by all.
- Behavior to students/faculty should reflect courtesy and maturity.

SCHOOL PROPERTY

Students are expected to help maintain high standards of cleanliness in our building and show appropriate respect and care for all property. We will require payment for any property that is damaged willfully or through carelessness. Students will also be expected to clean, straighten, or make other amends as deemed necessary for behavior.

We are all proud of NBJH! Students should show their respect for the facility by keeping their building and school property in the very best condition. We all appreciate a clean, well-kept facility. We can all contribute to such an environment, and we ask our students to respect all school equipment and property and help keep NBJH clean.

According to the Northbrook District 28 Code of Conduct and Discipline, appropriate consequences will be assigned to students who vandalize school property and are generally disrespectful of property. Consequences may include payment for replacement or repair of property as well as detention or possible suspension.

SEARCH and SEIZURE

School authorities may conduct reasonable searches of school property and equipment as well as of students and their personal effects. If a search produces evidence that the student has violated or is violating the law or the District's policies or rules, such evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, such evidence may be transferred to law enforcement authorities. (Board Policy Manual, 7:140)

NORTHBROOK DISTRICT 28 CODE OF CONDUCT AND DISCIPLINE

Northbrook District 28 staff, parents, board members, and administrators have developed a district wide discipline framework – The Northbrook District 28 Code of Conduct and Discipline. This Code of Conduct and Discipline, which complies with Illinois School Code, will be distributed in the parent packet that is mailed in August to district families. New families will receive a copy when they register. The administration works closely with staff to ensure that a productive school atmosphere is maintained. They are available to meet with parents and may initiate contact with parents when a child has serious or repeated difficulties following school expectations. Please read the district's discipline framework that is provided to each family. Anyone may request a copy from the district office at any time. Teachers and administrators will use the Northbrook District 28 Code of Conduct and Discipline when discipline issues arise. It may be necessary at times to add or to edit school guidelines, policies, and/or information. Such changes will be shared accordingly.

UNACCEPTABLE BEHAVIOR

Expectations for students at Northbrook Junior High School are high. Listed below are **some** unacceptable behaviors. This is **not** an all-inclusive list, but is meant as a guideline that is conducive to the educational process, the rights, the safety and the well being of others.

<ul style="list-style-type: none"> • Bullying, Teasing, Taunting • Card Playing, Gambling • Cheating • "Cutting" Class • Dangerous items • Defiance • Dishonesty • Disrespect/Intimidation • Excessive tardiness • False/prank phone calls • Fighting • Forgery • Gang activity • Physical aggression • Play fighting 	<ul style="list-style-type: none"> • Possession of weapons or facsimiles thereof • Possession of or use of tobacco, e-cigarettes, alcohol, drugs, fireworks • Possession of combustibles • Profane language • Property damage • Repeated disciplinary actions • Roughhousing/horseplay • School bus misconduct • Sexual harassment • Theft • Threatening • Throwing objects (e.g., snow-balls) 	<ul style="list-style-type: none"> • Use of electronic devices (cell phones, CD players, iPods, laser pointers/lights, smart watches, etc.) • Use of objects in a weapon-like manner • Vandalism • Violation of bus procedures • Violation of technology usage • Violation of lunch procedures • Wearing hats, head gear in school • Writing and passing personal notes, emails, or texting
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CONSEQUENCES

According to the Northbrook District 28 Code of Conduct and Discipline and depending upon the seriousness of the behavior problems, one or more of the following actions will be taken by the school staff and administration. This is not necessarily a sequential list. Changes in procedures may be made through District and NBJH policies and procedures.

Conferences: A conference might be held with the student and appropriate school staff to develop a plan on improving behavior. Parents are important elements in the remediation process, and in encouraging positive behavioral change and it may be necessary to involve parents in these conferences.

Restitution: Students may be asked to do something to give back to the community such as repairs, apology notes, cleaning and or other activities at the discretion of the teacher or administrator. This could be given in addition to other consequences.

Loss of Privileges: The privileges lost may include removing the student from the cafeteria, library, bus, classroom, recess, etc.

Detention: The student will be required to stay with a supervisor before school or after school or on other days as assigned. The student will contact parent(s) and make arrangements for transportation. In some circumstances, lunch detention can be assigned. During lunch detention, students are required to bring a lunch and study materials to a room other than the cafeteria. When necessary, Saturday detention may also be assigned as a consequence.

A teacher or administrator may give a student a detention for infractions of the school or classroom rules, missing work, and/or repeated tardiness to class. The student will contact his/her parents and make arrangements for transportation. If the student is a bus rider, parents must provide transportation for the student. If the parent cannot be reached, the detention will be held the next day.

Close Supervision: A teacher or administrator might ask the student to check in with him/her in the morning and/or the afternoon. In some cases, students might be escorted from class to class.

Student Suspension: Parent(s) will be notified and a conference with the assistant principal or principal, the student, the parent(s), and appropriate school staff will be conducted. A suspended student is excluded from attending classes and/or related activities, and all extra curricular activities during the period of his/her suspension. Teachers will provide assigned schoolwork during the period of the student's suspension. A suspended student is expected to complete assigned schoolwork.

IN-SCHOOL SUSPENSION: The student attends school, but is excluded from the classroom and/or related activities and all extra curricular activities for a period of up to one to ten school days. The student will be under supervision during this in-school suspension.

OUT OF SCHOOL SUSPENSION: The student is excluded from attending school and related activities and all extra curricular activities for a period of one to ten days. **Parents and their child will be required to attend a conference with the administration before a child returns to school.**

Expulsion: After investigation and recommendation is made by the school principal that the student be expelled, the Superintendent of school shall, if they concur with the recommendation, arrange for expulsion proceedings as established by the Board of Education.

SEXUAL HARASSMENT

Any comment or action understood by the recipient as offensively sexual in nature may be considered grounds for sexual harassment. Sexual harassment or sexual intimidation of students by anyone in the district is prohibited. Although sexual harassment may take different forms depending on the circumstances, generally it consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature.

It is a violation of policy for an employee or a student to sexually harass a student or to retaliate against any student who reports or cooperates in the investigation of alleged sexual harassment. If you feel that you have been discriminated against, harassed, or intimidated on the basis of sex, please contact the principal. It must be emphasized that incidents should be reported immediately as self-protection from future incidents and so that appropriate follow-up can be made by school officials. Sexual harassment may include, but is not limited to:

- Unwelcome leering, staring, sexual flirtations or propositions.
- Unwelcome sexual slurs, epithets, threats, verbal abuse, (such as, 'gay' or other sexually derogatory name calling or put downs.)
- Unwelcome graphic verbal comments about an individual's body or overly personal conversation.
- Unwelcome sexual jokes, stories, drawing, pictures or gestures.
- Unwelcome spreading of sexual rumors.
- Unwelcome teasing or sexual remarks about a student or staff member.
- Unwelcome touching of an individual's body or clothing in a sexual way.
- Displaying sexually suggestive objects in the educational work environment.

Any form of sexual harassment—verbal, physical, or emotional—is a very serious infraction and will lead to severe disciplinary action. It is unacceptable even if the intention was to be a joke or “just kidding.”

STUDENT DRESS CODE

Students' dress and grooming must not disrupt the educational environment/process; interfere with the maintenance of a positive teaching/learning climate, or compromise reasonable standards of health, safety, and decency (Board Policy 7:160).

The District believes that the standards of dress and grooming should be, primarily, the responsibility of the students and parents. Students shall wear appropriate clothing and groom themselves in a manner which reflects good taste, does not violate the rules of decency, offend the standards of others, promote unsafe conditions for students, interfere with the maintenance of a positive teaching/learning climate, or distract from the educational program. **All students are expected to comply with the following minimum standards of dress and grooming:**

- Clothing items that promote alcoholic beverages, drugs, sex, use profanity, or offend racial or religious groups are not permitted. Additionally, clothing items may be insulting or intimidating in their message.
- Clothing must be opaque with an appropriate neckline and armholes, thus covering the mid-section, back, and stomach. Pants must fit properly and be worn at the student's waist and with a belt when needed. Clothing should not be revealing or distracting to the school environment.
- Footwear must be worn at all times.
- Inappropriate symbols and/or insignias may not be worn or shown on school property.

Students not adhering to the dress code will be required to change clothing. If needed, parents will be contacted to provide appropriate clothing. In the event that no alternative clothing can be provided, gym wear or other clothing will be substituted.

TARDY POLICY

Students who are tardy to school must report to the office before going to Period 1. Students who are tardy moving from class to class will be issued a tardy slip by the teacher of the class to which the student was late. The teacher will give the

student a copy of the tardy slip, and turn the original slip into the assistant principal. If the student is legitimately tardy, it is the student's responsibility to take his/her copy of the tardy slip to the teacher who caused him/her to be late. That teacher may sign the student's copy to excuse the tardy. The student is responsible for bringing the signed slip to the office in order for the tardy to be excused. Any student, who accumulates a fourth tardy during the school year, will serve a detention either before or after school, and the student's parents will be notified. Chronic offenders may be required to serve a Saturday detention and a parent conference will be necessary.

NORTHBROOK JUNIOR HIGH SPORTS

Northbrook Junior High offers a variety of after schools sports opportunities for all students. NBJH is part of the Central Suburban Middle School Athletic Conference, which includes NBJH along with Maple, Wood Oaks, Field, Attea, Springman, Gemini, Shepard, Caruso, and Wilmette. Information about schedules, tryouts, or coaches could be found on NBJH's Athletic website.

This information will be publicized at Northbrook Junior High throughout the year and also in the newsletter in addition to being announced through PE classes and on Channel 24.

<u>ACTIVITY</u>	<u>ELIGIBILITY</u>	<u>DATES</u>
Fitness Room	Open 5x week	Everyone Sept.- May
Coed Soccer	Interscholastic Team	All 7 & 8 graders Sept. – Oct.
Girls' Volleyball	Interscholastic Team	Try-out required (6,7, & 8) Sept. – Oct.
Coed Cross Country	Interscholastic Team	Everyone Sept. – Oct.
Basketball	Interscholastic Team	Try-out required (6,7, & 8) Nov. – Feb.
Boys' Volleyball	Interscholastic Team	Try-out required (6,7, & 8) Feb. – April
Track & Field	Interscholastic Team	Everyone April- May
Cheerleading	Interscholastic Team	Try-out required (6,7, & 8) Nov. - Feb.

Fitness Center: The Fitness Center will be open Monday – Friday from 3:45-4:45.

Interscholastic Sports: Some interscholastic sports require a try-out and selection to a team. Sports are played competitively against neighboring schools. Coaches provide a monthly practice and game schedule to all players. Players are also given a Sports Handbook, which needs to be read and signed by parents and participants, and details team rules that must be adhered to by all.

Sports Physicals: All students who try-out for an interscholastic sport must have a current doctor's sports physical on file with the school. Sports physicals are current for a period of 1 year and 1 month, and must be renewed annually. Sports physical forms are available on the District 28 website under District Information or the Athletics website and the school nurse. **STUDENTS MAY NOT PARTICIPATE IN TRYOUTS, PRACTICE, OR GAMES/EVENTS WITHOUT A CURRENT PHYSICAL ON FILE.** Please see page 23 of this handbook for further information. Students must also maintain a good, strong academic profile while on a team. This is elaborated in the handbook all student athletes and families receive.

If you have any questions about these activities, please see your PE teacher, or call one of our Athletic Directors; Mrs. Geib at 847-504-3537.

STUDENT PHYSICAL HEALTH EXAMINATION FOR SPORTS

All students who will be participating in any interscholastic sport are required to have an annual sports physical health examination by a licensed physician or nurse practitioner. **The sports physical is good for one year + one month from the date of the exam. The physical exam form must be on file in the junior high office prior to a student joining or trying out for a team.** Our guidelines for sports physicals are the same as those at Glenbrook North and were developed by the Illinois High School Association. We have included a physical form in this packet. (The form may also be downloaded from the District website, or secured via our nurse's office.) The doctor must check the box marked "interscholastic sports", sign, and date the form in order for the student to try out or participate in interscholastic sports. Participation in interscholastic sports presents certain inherent risks. A sports physical is essential for the health and safety of student athletes. It must include, at minimum, a check of blood pressure, pulse, respiration, heart and lungs. A record of vaccination is NOT required for a sports physical. Any special health needs should be discussed in advance with our school nurse. Below is a list of low cost ways to obtain a school/camp/sport physical. Fees and clinic hours **may change so always call first.** You must bring up to date record of vaccinations already given. Please feel free to use your own doctor as well:

Where: **Advocate Clinic at Walgreens – Walk in Clinic** (1825 Willow Road – Northfield, IL)

Phone: 800-323-8622

Where: **Minute Clinic – CVS Pharmacy** (936 Willow Rd., Northbrook, IL)

Phone: 1-866-389-2727

- Additional information can be found on the website at www.minuteclinic.com

Student Athlete Concussion and Head Injuries

District 28 has developed a *Parent/Athlete Concussion Information Sheet* that discusses the signs and symptoms of concussions. The student athlete and his/her parent **must** acknowledge that they have read the *Parent/Athlete Concussion Information Sheet* before they are allowed to participate in a tryout, practice, or interscholastic competition. This is done online when you register your student at the beginning of the school year on InfoSnap. This information is also available on the District 28 website under "Athletics" – go to *Parent/Athlete Concussion Information Acknowledgement*. Information on concussions in school can also be found under "Services", scroll down to "Health Services" – go to "Concussions".

NBJH CLUBS/ACTIVITIES

Tentative Clubs/Activities