

# **NBJH Survival Guide 2020-2021**

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# Welcome to Northbrook Junior High School!



We are pleased to have you as part of our NBJH community. We hope that you will find this “Survival Guide” a helpful introduction to junior high life. Members of the Junior High staff and administration, partnered with the PTO, have put this together to answer some of the most common questions during this time of transition. Another resource for parents is the NBJH *Student Handbook*, which details the guidelines and expectations for all of our students. It can be accessed online and will also be in your child’s assignment notebook.

Adolescence is about change—physical, intellectual, emotional, and social. The early adolescent is in transition and so are the adolescent’s parents. Your family is changing and growing together as your child moves to young adulthood. The years from ages 11 to 14 are crucially important and also wonderful, even with the speed bumps. Adolescents care deeply about being successful. We are all here with the same goal: to help each and every one of our students find success.

Excitement, anxiety, anticipation, and questions are all part of the junior high experience. Please feel free to ask questions now and throughout the years at NBJH. We encourage you to become acquainted with the curriculum, the school day, your child’s friends, and school events. Get to know and communicate with your child’s teachers and, when necessary, please contact any of us because we are here to help you and your child. This guide, the *Student Handbook*, monthly newsletters, and weekly updates are just a few ways that we will try to keep you informed about the happenings at NBJH.

We look forward to knowing you and your children as part of our NBJH community. On behalf of our teachers and staff, welcome to our school!

The Junior High Administrative Team

[Scott Meek](#), Principal

[Christine Lake](#), Assistant Principal

[Heather Schultz](#), Assistant Director of Student Services

# Daily Schedule

## **What is the daily schedule for 6th grade?**

The regular school day begins at 8:35 a.m. and ends at 3:35 p.m. It is comprised of ten periods, with three-minute passing periods between each.

- Tutorial – A short period at the beginning of the day when students can check in with teachers, ask questions about homework, work on projects, or study for tests/quizzes.
- Six core academic classes -- 40 minutes
  - Language Arts (alternates 1 and 2 periods daily with Math; weekly average of 300 instructional mins)
  - Math (alternates 1 and 2 periods daily with Language Arts; weekly average of 300 instructional mins)
  - Science
  - Social Studies
  - World Language (French or Spanish)
- Two additional classes – 40 minutes
  - Physical Education
  - Exploratories
- Lunch – 40 minutes
- X-Block – A 30-minute block of time for independent student work, as well as various interventions and programs. This period takes place immediately after the three lunch periods.

## **2020-21 Modified Block Schedule 6<sup>th</sup> Grade**

<b>Time</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
7:45 – 8:32	Band/Orchestra/Choir				
8:15 – 8:32	Tutorial (except Wednesday)				
8:35 – 9:18	Period 1	Period 1	Period 2	Period 1	Period 1
9:21 – 10:01	Period 2			Period 2	Period 2
10:04 – 10:44	Period 3	Period 3	Period 4	Period 3	Period 3
10:47 – 11:27	Period 4			Period 4	Period 4
11:30 – 12:10	LUNCH – Period 5				
12:13 – 12:53	Period 6	Period 6	Period 7	Period 6	Period 6
12:56 – 1:36	Period 7			Period 7	Period 7
1:39 – 2:09	X BLOCK – Period 8				
2:12 – 2:52	Period 9	Period 9	Period 10	Period 9	Period 9
2:55 – 3:35	Period 10			Period 10	Period 10

## **Where do Band and Orchestra fit in?**

Instrumental Music rehearsals take place before school. Music teachers determine the schedules, which will be communicated to your children.

## **When will my child receive his/her class schedule for the year?**

Students receive their schedules at the new student orientation in August. Families will receive additional information about this event early this summer.

# Getting Started

## ***What supplies are needed for school?***

School supply kits will be available for advance purchase through [NBJH PTO](#). *This is the only time these kits may be purchased*, and the deadline to order is June 5, 2020 at 11:59 p.m.. School supply lists are available well in advance of the start of the year, should you prefer to get your supplies in another way. The school store stocks special items, such as poster board, that teachers sometimes ask students to use.

## ***Can students meet with teachers before school for extra help?***

There are two options for seeing teachers before school for extra help. When the 8:10 a.m. bell rings, students may go to a specific teacher's room for Tutorial, which is on M-T-TH-F mornings from 8:15-8:32 a.m. During this time, students can check in with teachers, ask questions about homework, work on projects, or study for tests/quizzes. Students needing to see a teacher before 8:15 a.m. must enter through the front doors and have a pass from the teacher.

## ***Can students go somewhere to study before school starts?***

Study Hall is offered on M-T-TH-F mornings starting at 7:45 a.m. in the Library Resource Center (LRC).

## ***How early may students arrive if they do not need to meet with a teacher?***

Supervisors are on duty beginning at 7:45 a.m. to monitor students as they arrive. 6<sup>th</sup> graders meet in the large gym; 7<sup>th</sup> and 8<sup>th</sup> graders meet in the Cafeteria.

## ***When is homework help available after school?***

Teacher-supervised homework help is available from 3:45-4:45 p.m. in the LRC.

## ***Can students carry backpacks from class to class?***

No, but they may carry books, notebooks, binders, and small carrying cases, such as pencil cases.

## ***Is there a dress code?***

While there are no school uniforms at NBJH, there is a dress code. Students are expected to comply with minimum dress standards outlined in the [Student Handbook](#). We ask that parents help their students make good choices about their appearance. *In general, if you're doubtful about whether certain attire is appropriate for school, it probably isn't.* Some basic guidelines:

- Clothing must be clean and neat. Clothing that promotes alcoholic beverages, drugs, sex, uses profanity, or offends a racial or a religious group is not permitted.
- Appropriate and safe footwear must be worn at all times.
- Inappropriate symbols and insignias may not be worn or shown on school property.
- Hats or head coverings may not be worn in the building other than for religious reasons.
- Shirts, sweaters, and blouses must cover a student's shoulders, and straps must be at least two inches wide. String or "spaghetti" straps, low-cut necklines, or bare midriffs are prohibited. The length of shorts and skirts should be mid-thigh, and pants are to be worn at the waistline. No underwear should be showing.

Students who arrive at school in inappropriate attire will be asked to change clothing. If necessary, parents will be contacted to provide appropriate clothing. If a parent is unable to deliver a change of clothes, the school will provide gym wear that the student can use for the day.

# Lockers

## ***Are there rules regarding lockers?***

Each student will be assigned a hall locker (near their X-Block teacher) and a PE locker in the locker room. Rules pertaining to lockers include the following:

- The school district is not responsible for lost, damaged or stolen items.
- Students should always lock their lockers.
- No adhesives may be used in or on a locker—magnets only.
- Lockers may not be shared.
- Students should notify a staff member or go to the Main Office if they are unable to open their lockers.
- *Special note:* Backpacks with wheels do NOT fit in our standard lockers.

## ***May students bring locks from home?***

There is no need. All of the lockers at NBJH have built-in combination locks. As a result, students only need to purchase a lock for their gym locker, NOT their hall locker. These locks are to be purchased through the school only.

## ***Can students go to their lockers during the day?***

Students have several opportunities to go to their lockers. They may go before or after school, between class periods, and anytime they have a pass from a teacher. Students are encouraged to keep their lockers clean. Each trimester the school conducts locker clean-outs to assist students. If your child needs help organizing more often than that, encourage your child to stay after school to straighten her/his locker.

## ***Can lockers be searched?***

Lockers are the property of Northbrook School District 28 and their contents are subject to search.

# Classes

## ***What are the core academic classes for 6th grade?***

The core academic classes include Language Arts, Math, Science, Social Studies, and World Language. Language Arts and Math alternate one and two periods daily, yielding a weekly average of 300 instructional minutes. All students are expected to study either French or Spanish unless they have an IEP or are enrolled in the EL program; these students have a Student Service support period in lieu of a World Language.

## ***What are exploratories? Are they elective classes?***

All 6<sup>th</sup> graders move through six six-week exploratories: music, art, woodworking, drama, design and construction, and literacy. In 7<sup>th</sup> grade, the students follow a similar rotation with different classes. Our goal is for students to gain exposure to a variety of subjects. In 8<sup>th</sup> grade, students will have the opportunity to choose five seven-week electives.

## ***Where and when do I obtain gym clothes and locks?***

Gym uniforms cost \$18, and the same uniform may be worn every year. In addition to the gym uniform, many students bring sweatshirts and athletic pants for cool weather. Locks for gym lockers cost \$6. Students keep the same lock for all three years and take it with them when they graduate. 6<sup>th</sup> graders and new students receive their uniforms and locks during the first week of school. Returning students use their gear from the previous year or purchase new as needed during the first week.

## ***Must students shower after PE class?***

No. In fact, because of the time constraints, most students do NOT shower after class. We do, however, emphasize the need for good hygiene on a daily basis. Many students keep an extra set of clothes in their locker as well as deodorant for personal use. Just as our PE/Health teachers will discuss proper hygiene with students, we encourage you to also talk to your child about the importance of this. We also recommend they take their uniforms home at the end of the week to get washed.

## ***When is the Quest for Health/Wellness class taught?***

As part of our health curriculum, one of the four quarters of PE is devoted to health and wellness. Students will develop a fitness plan and work out in the fitness room as well as take part in discussions about developing and maintaining a healthy lifestyle. Sex education is a part of this curriculum. More information will be provided when it is your child's turn to take this class.

## ***What is the purpose of X-Block?***

Three days a week in X-Block there are various interventions/supports in which students may receive additional academic, behavior, or social emotional support. Students not in an intervention group will use this time similar to a resource period, where they can complete homework assignments, study, or read independently.

On Mondays and Fridays, X-Block is a home base for students. Specifically on Mondays, students participate in Social-Emotional Literacy activities. These L.E.A.D. lessons cover diverse topics such as inclusion, Internet safety, digital citizenship and developing healthy peer relationships. On occasional Fridays Student Council reports are given, announcements are made and important forms or permission slips are distributed. X-Block may also be a time where teachers help students become organized for school. Early in the year, 6<sup>th</sup> 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 the X-Block teacher is usually one of the child's core teachers during the day, there are a few exceptions when this may not be the case. Students who are assigned to one of the intervention sessions will 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.

## Student Services Team

### ***What is the Student Services Team?***

The Student Services Team provides support, services, and accommodations to NBJH students that require special education, English learning support, or General Education accommodations through a Section 504 Plan.

### ***What Special Education Services are offered at NBJH?***

NBJH offers a full continuum of special education services. Special education includes specialized instruction, related services, and accommodations to help students meet their academic and social emotional needs. Related services may include social work, speech therapy, occupational therapy, physical therapy, etc. Services may be delivered in the General Education environment, Special Education environment, or during individual or small group sessions.

### ***What English Learning Services are offered at NBJH?***

NBJH offers a variety of EL services for students of other language backgrounds. EL services, supports, and accommodations help students develop proficiency in the four language skills including listening, speaking, reading, and writing. The EL program offers support in both the General Education environment and English Learning classes.

If you have additional questions or would like more information about the Student Services Team and its offerings to students, please contact [Heather Schultz](#), Assistant Director of Student Services (847) 504-3503.



## Social Pressures

### ***How can I help my child if he/she is feeling left out of social groups?***

One of the biggest challenges students face as they make the transition to junior high school is developing positive relationships with their peer group. As adults, it is essential that we model appropriate social interactions and emphasize the importance of respectful behavior toward others. During these years, students often express the need to be “popular” or refer to certain students as being in the “popular” group. Again, we need to stress that true friendships are made regardless of one’s “status” in social circles.

This is also a time in our students’ lives when they are invited – or not invited – to various religious and social events. In addition, some of our school sports and activities require tryouts. Because not all students are invited to these celebrations, and since some students do not make a team or pass an audition, we must guide them through the disappointments they may face. Our ability to listen, coupled with compassion, becomes our greatest asset as parents and educators. Allowing students to express their feelings appropriately and develop their own sense of empathy for others’ feelings is critical in the maturation process.

One way we can be proactive in these situations is to gain a better understanding of some of the unintended consequences of our actions. When hosting a personal celebration for your child outside of school, please guide your child to be mindful of how they extend invitations to others. For example, by distributing items of clothing with the name and date from a weekend celebration, we are providing yet another reminder to those who are already feeling left out. We ask for your cooperation on this sensitive matter so we do not indirectly contribute to the feelings of isolation some students may be feeling. Again, our words and actions as adults help our students develop their own self-worth and sense of belonging at a critical time in their lives.

Your NBJH Social Emotional Support Team

School Social Workers: [Mrs. Danielle Ramakrishnan](#), [Mrs. Jill Silverman](#), and [Mrs. Brooke Thiede](#)  
School Psychologist: [Mrs. Hilary Charlton](#)

# NBJH Music

**Questions?  
Contact us!**

## **Bands**

[Mrs. Colsen](#) 504-3400 Ext. 8410

[Mr. Kyrouac](#) 504-3532

[Mr. Scapillato](#) 504-3530

[Mr. Schuler](#) 504-3531

[Ms. Stone](#) 504-3533

## **Orchestra**

[Mr. Govert](#) 504-3526

[Mrs. Peterson](#) 504-3529

[Mrs. Stanley](#) 504-3528

[Mrs. Lee-Stewart](#) 504-3527

[Mr. Radtke](#) 504-3541

## **Choir/6th Grade Chorus**

[Mrs. Apetean](#) 504-3534

# NBJH Sports

**A sports physical must be on file in the Health Office before any athlete may try out for a sports team.  
See page 16 for more details.**

Northbrook Junior High School is part of the Central Suburban Middle School Athletic Conference. This conference includes NBJH along with Maple, Wood Oaks, Field, Attea, Springman, Gemini, Shepard, Caruso, and Wilmette. Information about schedules, tryouts, or coaches can be found at [NBJH Athletics](#).

## **Interscholastic Team Sports**

Participating students must meet the school's academic standards in order to remain on the team. **There is a fee (\$15-\$60, depending on the sport) for a team uniform. Students keep the uniform at the conclusion of the season.**

### Fall

**Girls' Volleyball** – Open to 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> graders. 7<sup>th</sup> and 8<sup>th</sup> grade tryouts will take place the first week of school. A clinic for 6<sup>th</sup> graders will be held in the second week of school from 3:45-5:15 p.m. Tryouts will follow during that week.

**Soccer** – Open to 7<sup>th</sup> and 8<sup>th</sup> grade boys and girls. Anyone may join the team. The first meeting and practice will be in the second week of school from 3:45-5:00 p.m. If spaces are available, 6<sup>th</sup> graders will be invited to join the team.

**Cross Country** – Open to 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grade boys and girls. Anyone may join the team. The first meeting and practice will take place in the second week of school from 3:45-5:00 p.m.

### Winter

**Girls' and Boys' Basketball** – Open to 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> graders. 7<sup>th</sup> and 8<sup>th</sup> grade tryouts will take place at the end of October. A clinic for 6<sup>th</sup> graders will be held at the end of October. Tryouts will take place two days after school at the end of October. The season runs until the end of January.

**Boys' Volleyball** – Open to 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> graders. Tryouts will take place at the beginning of February.

### Spring

**Track and Field** – Open to 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grade boys and girls. The first meeting will take place after Spring Break. Anyone may join the team.

*Note: Students who, on a by-course basis: 1) are not meeting standards; and/or 2) have excessive missing work will be ineligible for sports until performance is improved to meet standards and/or missing work is addressed. Additionally, students who have been suspended or have exhibited gross misbehavior in school will also be deemed ineligible. Eligibility is reviewed every two weeks. Exceptions may be made at the discretion of the principal.*

## **Student Athlete Concussion and Head Injuries**

The student athlete and his/her parent must sign the [Parent/Athlete Concussion Information Sheet](#) before being allowed to participate in a practice or interscholastic competition.

## Extracurricular Activities

### ***Are there after school clubs?***

Yes. Clubs vary in type, depending on student interest and participation. To provide some sense of the scope of options, examples of the clubs offered during the 2019-20 school year include Art, Math, Culinary, Woodworking, French, and Spanish. Most clubs meet once a week. Occasionally, there are fees for clubs or some projects at our clubs. Meeting times are set by the sponsoring teachers and announced on Channel 24 and in the newsletter.

### ***When is the fitness room open?***

Currently, the Fitness Center is open five days a week after school, but the schedule may vary, depending on availability. These days are posted at school and on the fitness room door. The fitness room is located south of the large gym.

### ***Are students ever ineligible for extracurricular activities?***

Yes. Students who, on a course-by-course basis: 1) are not meeting standards; and/or 2) have excessive missing work will be ineligible for extracurricular activities until performance is improved to meet standards and/or missing work is addressed. Additionally, students who have been suspended or have exhibited gross misbehavior in school will also be deemed ineligible. Eligibility is reviewed every 2-3 weeks. Exceptions may be made at the discretion of the principal.

## Grading and Evaluations

### ***How often do junior high students get report cards?***

Like the elementary schools, NBJH maintains a trimester system. Report cards are sent three times a year and document student progress in all classes. There are no “final exams” at NBJH except for our high school level math courses. Space on the report card is provided for teachers to add comments. Parents are urged to contact teachers at any time during the year if they have concerns about their child’s progress.

### ***Can I check my child’s progress more frequently? Is this available online?***

Parents and students have the ability to check their grades online through a parent portal. Families are issued a username and password at the beginning of the school year with specific instructions on how to access this information, and a link is available on the district website. Teachers are asked to update student grades at least every two weeks so the most current information is available. We believe this can be a powerful tool to assist students in gaining greater independence and monitoring their own academic progress.

### ***Why are parents sometimes asked to sign completed tests before they are returned to school?***

Depending on individual teacher practice, certain completed tests and homework assignments will need to be signed by a parent or guardian. At this time of increasing independence for our children, the signatures simply verify that an adult in the home has seen the work.

### ***When are parent-teacher conferences?***

Parent-teacher conferences are scheduled on Monday and Tuesday of Thanksgiving week. Conference sign-up takes place online through a link on our website. Please know, however, that teachers are happy to discuss student progress at any time during the year, either on the phone, via e-mail, or in person.

### ***Will my child’s teachers collaborate on his/her behalf?***

Teams and grade levels meet weekly to monitor students; they discuss work habits, behavior, and so forth. If a child develops a pattern that interferes with his or her success, teachers may request a parent conference or develop an individual support plan. Parents also may initiate a conference with a team of teachers if they have concerns. Any team member can help to arrange a team conference.

### ***How can I contact a teacher?***

All teachers have their [own telephones and individual voice mail systems as well as email addresses](#). **Please do not hesitate to contact a teacher when you have a question or concern.**

# Homework

## ***How much homework will my child have?***

Homework can be expected in most classes on a regular basis. Teachers use homework to reinforce learned material and extend critical thinking, as well as to practice or refine skills. Some teachers' assignments may be available on a weekly basis so that students may work ahead. Late or missing work will be reflected in the Characteristics of a Successful Learner portion of the report card. Parents will learn about teachers' homework expectations at the fall Curriculum Night, when parents have the opportunity to walk through their child's daily schedule and meet each teacher.

Your child may find that there is more homework at the junior high level than at the elementary schools. Also, students often increase their activity schedules when they reach this age, and many religious programs have additional expectations at this time. Parents can help students strike a good balance between school, extracurricular, and social activities.

## ***If I notice that my child has excessive homework, what should I do?***

If you notice that your child is spending more than a couple of hours each night doing homework, please contact the teacher and report your observations. The teacher can advise you on the grade level expectations and offer strategies for helping to balance the homework load.

## ***Do students use planners?***

Like the elementary schools, the junior high provides students with a student planner. X-Block teachers will explain its use to students at the beginning of the year. Parents should take time to browse through the [Student Handbook](#) in the front of the planner, which contains a wealth of detailed information about NBJH. Parents are also encouraged to monitor planners as needed to make sure assignments are recorded and completed.

## ***What role will my child's iPad play in homework?***

All students in grades 6-8 have access to a personal iPad for which they are responsible. They should bring it home nightly for homework and to recharge the battery.

Most NBJH textbooks are available online. Students can look up their assigned tasks and find a tutorial to review a concept taught in class. Parents can also use the tutorial online, which may assist in helping your child. The "how to" of online textbook use is explained to students in class and shared with parents at Curriculum Night.

## ***What materials have to come home?***

Especially early in the school year, some students may carry every book and every binder home each day. This is probably not necessary! Parents can help their students to organize their backpacks and homework folders so that they are only bringing home the materials each day that they will actually need for that day's homework. X-Block teachers also work with students to help them find organizational strategies that work for them.

## Lunch and the School Store

### ***How does Lunch/Recess period work?***

The Lunch/Recess period is 40 minutes in length. For 6<sup>th</sup> graders, lunchtime is the first available lunch period (11:30 a.m.). Students eat during the first half of the period, and then they go outside for supervised recess the remainder of the period. Lunchroom supervisors escort students to the gyms on inclement weather days.

### ***How much does lunch cost?***

We anticipate that each lunch featured on the menu will cost \$3.75 for the 2020-21 school year, but that is subject to change. There are a la carte items available each day at reasonable prices. These items include hamburgers, pizza, a salad bar, various fresh sandwiches, baked chips, desserts, milk, fruit juice, flavored water, bottled water, and fruit. The cafeteria does not sell soda or fried foods. Students either pay for their meal in cash or use their student ID code. Parents can add money to their student's lunch account by accessing the district website. Many students also bring a lunch from home, which can be supplemented with a purchased drink or dessert.

### ***Where can I find the cafeteria menu?***

A monthly menu can be found in the monthly newsletter as well as on the [NBJH website](#).

### ***What if my child forgets his/her lunch or lunch money?***

The solution is to either call a parent or inform someone in the office. If the latter is selected, the student will be given permission to get a school lunch, with the understanding that it will be repaid the next day. Lunches delivered to school during the day may be left in the main office.

### ***Is the lunchroom supervised?***

Yes, there are several teachers for each lunch period to supervise students in the cafeteria as well as outdoors.

### ***I understand that the school store is open during Lunch/Recess. Where is it and what is sold there?***

The PTO's school store is located at the west end of the cafeteria and is open at lunchtime on Tuesdays and Fridays during all three lunch periods. The store sells various items from the school supply lists for each grade -- from binders and book covers to notebooks and pencils. Mints are particularly popular with students. PTO volunteers staff the school store. This is an excellent way to meet other NBJH parents as well as get a brief glimpse of your child's day.

## Buses/Travel To and From School

### ***Is student bus service provided at the junior high?***

District 28 offers a bus service to transport students to and from school. For people living outside certain geographical boundaries, this service may be partially reimbursed by the State of Illinois. Fees are set by the Business Office and will be based on the bus company's rate. Families sign up for bus transportation through the online InfoSnap registration system. If you have any questions, please contact Administrative Assistant [Sharon Gail](#). At the junior high, the buses drop off and board students outside the gym and cafeteria doors. Buses typically leave within about 10 minutes of dismissal time at the end of the school day. You can download the [Bus Rider App](#) to track the bus. There are no activity buses that depart later in the afternoon. Only students with bus passes may ride the school bus.

### ***How do you get a bus pass? Can students ride more than one bus route?***

Bus passes are issued upon payment of the bus fee. Students are expected to ride the bus route printed on their pass. Students who have a bus pass may on occasion take another bus (i.e. to go home with a friend) if there is room on the bus.

### ***What if my child loses a bus pass?***

The school office may issue a temporary bus pass to replace a lost pass. However, students who are regularly without a pass will be denied a temporary pass and charged a replacement fee.

### ***How is discipline handled on the bus?***

Acceptable bus behavior is dictated primarily by safety considerations. Bus drivers notify the school office of behavior problems, and the consequences may range from parent notification, an assigned seat, or a bus suspension. Any questions about buses should be directed to the assistant principal, [Christine Lake](#), at (847) 504-3502.

### ***If a parent drives a child to school, how does before school drop-off and after school pick-up work?***

Traffic around the junior high can be intense at certain times of the day. Please allow a little extra time in the morning and afternoon, and be courteous to other drivers. School personnel are available to help direct traffic, but your patience and understanding are necessary to keep our children safe. After 7:45 a.m., the rear of the school is reserved for buses, so be sure to drop students off at the front door.

At the end of the school day, student pick-up occurs at the front of the school building. The back parking lot is devoted to buses until 4:15 p.m. Traffic monitors are in place to keep students safe and move cars through the pick-up lanes. A number of rules have been developed over time for helping this process move as efficiently as possible. With everyone's help, the entire pick-up process runs very smoothly.

### ***What if my child walks or bikes to and from school?***

Students who walk or bike to school should enter through the front door. Bicycling students should follow bicycle rules of the road, wear helmets, and be cautious at all times. All bikes should be locked in the racks at the west end of the school.



## Welcome from the NBJH Health Office

Here is some information that we hope will be helpful:

**Medication:** As in the elementary schools, we require a [parent's permission](#) and physician's note 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](#). 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 permission form 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 ([Certificate of Child Health Examination](#)) and current immunizations are required for students entering the 6th grade. In addition to mandated childhood immunizations, proof of Tdap vaccination and two doses of Varicella vaccine and one dose of meningococcal conjugate vaccine (MCV4) are required for students entering junior high.

**Sports Physical:** A physical exam is required before any athlete may try out for a sports team. While the 6th grade physical exam may be used as the sports physical, sports physicals are only good for one year 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:** A [Proof of School Dental Examination Form](#) is required for students entering 6th grade. Dental exams may be completed any time after November 15, 2019.

**Health Services:** The health office is staffed by a Registered Nurse and a Health Aide. Debby Morris, R.N., our longtime nurse, will be retiring at the end of the 2019-2020 school year; the name of her successor will be shared as soon as it is known. Jenny Kenny serves as the Health Aide. We appreciate knowing about any new medication or health issues that your child is experiencing, especially if it will impact his/her learning or require classroom accommodations. The Health Office phone number is 847-504-3515 or you may email Debby Morris at [dmorris@northbrook28.net](mailto:dmorris@northbrook28.net) until the end of the 2019-2020 school year..

All [medical forms](#) used in District 28 may be downloaded at [www.northbrook28.net](http://www.northbrook28.net).

## Outdoor Education (Outdoor Ed)

### ***What is the purpose of Outdoor Ed?***

The 6<sup>th</sup> grade Outdoor Ed trip is a long-standing District 28 tradition. This year's trip is scheduled for September 30th, October 1st and October 2nd at [Camp Timber-lee](#) in East Troy, Wisconsin. Outdoor Ed attendees include 6<sup>th</sup> grade students, 6<sup>th</sup> grade teachers, social workers, an administrator, and a nurse. In addition, roughly 20 current Glenbrook North (GBN) students serve as counselors. These students – all of whom are NBJH grads in their junior or senior year at GBN -- are carefully selected from a pool of applicants. The buses traveling to camp carry students from three elementary schools, plus a sprinkling of move-in students. The returning buses bring back one unified 6<sup>th</sup> grade class. Outdoor Ed provides an opportunity for students to camp in cabins, participate in activities that enhance the curriculum, and build a sense of community among 6<sup>th</sup> graders and staff.

### ***Is there a cost to families?***

The cost of the 2020 Outdoor Ed trip is \$215. This fee includes transportation to and from camp, two nights of accommodations, three meals a day, instructional materials, and use of camp resources and supplies. If there are unique financial circumstances for your family, please speak confidentially in advance with the principal. Arrangements may be made to assist a student with a portion of the program fees.

You will receive further detailed information in the mail well in advance of Outdoor Ed. A parent informational meeting will occur a week prior to departure to give a general overview and answer specific questions.

### ***Does the whole 6th grade class participate? What if my child is reluctant to be away from home?***

Outdoor Ed is a very positive experience for most students, and nearly all of our 6<sup>th</sup> graders participate. The teachers and administrators are aware that some 6<sup>th</sup> graders have not been away from home previously, and they are sensitive to your concerns and those of your student. They will work with you to reassure your student and adapt the schedule if necessary so that your child feels comfortable at Camp Timber-lee.

Some of the activities at Outdoor Ed include wall climbing, zip lining, archery, leather crafting, team building, and hiking. All experiences may not be appropriate for every student, so if wall climbing, for example, seems too challenging, a student may choose to observe the activity. Outdoor Ed is challenge by choice.

The cabins in which the students stay are comfortable, with washrooms, showers, and bunk beds. The GBN counselors sleep in the cabins with the students. Boys and girls are in separate cabins. Cabins and bunks are grouped by X-Block. Students will be provided with detailed packing lists. Parents will receive an informative Outdoor Ed booklet that explains this event in greater detail prior to the trip.

# NBJH Communication

## ***What's available on the junior high website?***

The [website](#) is the go-to destination for information and resources. Look up lunch menus and add money to your student's lunch account, subscribe to the school or music calendars to load important dates on your phone, see news and photos of school happenings. There are additional resources including links to the PTO and Music Parents Club, staff directory and websites, community events (listed in the virtual backpack), health information, athletics, music, curriculum and program information.

## ***Is it possible to email a teacher?***

Sure. The address is usually the teacher's first initial and last name @northbrook28.net (for example, [smeek@northbrook28.net](mailto:smeek@northbrook28.net)). You can look up the address on the district website [staff directory](#). At the Curriculum Night in September, teachers will let you know if they prefer to communicate by email or by phone, but email is always an option.

## ***Can I reach a teacher by phone?***

Every teacher has voice mail and a direct line. You can access their number through the staff directory on the district website or through the Paperless PTO directory app. Parents also may call the school 847-498-7920 between 8 a.m. and 4 p.m. and be transferred to an individual teacher's voice mail.

## ***Is there a school newsletter?***

Yes. Our NBJH community publishes a monthly newsletter. It contains a wealth of information about PTO events, sports schedules, music performances, and extracurricular activities of all kinds. Additionally, the principal sends out a weekly update that highlights important dates and upcoming special events.

## ***Is there a school directory?***

Yes. The PTO-managed online directory, which is free to PTO members, contains phone numbers and addresses of NBJH students and their parents. Teachers' email addresses are listed in the directory as well.

## ***Can my child carry a cell phone to school?***

Yes, but there are specific guidelines for having a cell phone at school. Cell phones, portable music devices, and other electronic devices that are capable of sending and/or receiving text or electronic messages or images should be turned off during school hours, 8:35 a.m. – 3:35 p.m., and should 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. Students who do not adhere to these guidelines may be subject to disciplinary action.

## ***What is "School Messenger"?***

District 28 uses a rapid notification system called School Messenger to reach parents and staff via phone, email, and text messages for emergency information messages. Please notify the NBJH office with any contact information changes. Parents can opt to receive text messages on mobile phones that are registered in the school contact information database. To opt in, type "yes" and text it to the short code "67587." To opt out, text "stop" to the same short code.

## ***How do parents find out about news and special events at school?***

[Announcements](#) are telecast from our TV station, Channel 24, at the beginning of the day. These announcements are also posted on the NBJH YouTube Channel and linked on the NBJH website. It is the student's responsibility to convey information home. The principal also sends a weekly update via email that highlights important dates and upcoming events. The monthly newsletters provide an additional resource for news of current and upcoming events. If you have questions, please contact [Sharon Gail](#) in the school office or the appropriate PTO representative. A PTO Board list for NBJH can be found in the District calendar that you will receive in the mail before the start of school. It is also available on the website.

# Parent Involvement

Research shows that parents who are involved with school and communicate regularly with teachers positively impact their child's success. Please stay involved and attuned to your child's school life in 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grades. It is a crucial developmental time in their learning and growing.

## ***What role is there for parents at the junior high?***

Yes, it's true: there is less opportunity at the junior high for parents to be in their children's classrooms compared to the elementary schools. The NBJH PTO is the organizing group for many of the volunteer opportunities that are open to you. You will hear about the PTO's activities in the school newsletter, at the September Curriculum Night, at PTO meetings, or on the [NBJH PTO website](#). We encourage you to participate when you can. Also, the Music Parents Club offers volunteer opportunities for parents whose children are involved in instrumental or vocal music ensembles.

## ***What does the PTO sponsor?***

The PTO sponsors the School Store, Back to School Party, Dance Assembly, and grade-level field trips, as well as special projects around the school. Most recently, the PTO funded a much-needed facelift of the LRC; all items on the LRC wish list were provided.

## ***Are there any other volunteer opportunities?***

Other PTO volunteer positions are described in the back-to-school newsletter or on the [NBJH PTO website](#). In addition, please try to attend the monthly PTO meetings, held in the Homer O. Harvey conference room at the District office in the east wing of NBJH. The PTO meetings periodically feature special presentations about adolescent issues, and our principal is in attendance to provide updates and share information. PTO meeting dates are listed in the District calendar and on the website.

## ***What is Gift Card Plus?***

Gift Card Plus is a District-wide PTO fundraiser. Gift cards of various denominations can be purchased from a variety of merchants, including some local businesses. Gift Card Plus sales take place several times during the school year. For more information, contact the PTO president or a member of the Gift Card Plus committee at the junior high.

The NBJH PTO Executive Committee welcomes you to NBJH!

[Jenny Beban](#) and [Nicole Woods](#), Co-Presidents  
[Monique Howard](#), Vice President - Membership  
[Erin Cooper](#), Corresponding Secretary  
[Dorie Gaty](#), Recording Secretary  
[Cari Raymond](#), Treasurer  
[Preya Patel](#), Website Coordinator

Check the [NBJH PTO website](#) for a complete list of all NBJH PTO committees.

## Absences

### ***Should I notify the school if my child is going to be absent?***

Just like in the elementary schools, it is important to call the NBJH office at 847-498-7920 before 9:00 a.m. if your child will be absent from school that day. If school officials do not hear from you by this time, they will attempt to contact you to verify your child's whereabouts. A voice mail system is in place; you can call this number any time to leave a message.

### ***Can my child make up assignments if he/she is ill at home?***

For excused absences—those due to illness, a religious holiday, a funeral service, etc.—students get full credit for work that is made up within the same number of days as the length of the absence. Students also may take missed tests or quizzes upon their return to class—again, within the same number of days as the length of the absence. The best way for students to find out about missing assignments is to contact teachers directly to see what they may have missed while absent. In many cases assignments are available online and students can access the work digitally.

### ***Can my child make up assignments with an unexcused absence?***

Students with unexcused absences must make up all assignments, quizzes and tests within the assigned time frame.

### ***Our family is going on a vacation. Can my child get her/his homework before we leave?***

Learning takes place best when students attend class on a regular basis. For this reason, we strongly discourage taking vacations during school time. Parents must give prior written notice to the principal and the school secretary listing the dates of absence. The student is expected to: 1) take a form to each class to get assignments that he or she will miss, and 2) hand in completed assignments on the day he or she returns to school.

In some instances, assignments may not be available prior to the absence. On the day of return, the student should contact each teacher to get assignments that were unavailable prior to the vacation. These assignments are due within three days. The student also can take missed tests and quizzes within three days of returning to class.

### ***What if my child feels ill at school?***

A student who is not feeling well should ask the current teacher for a hall pass to the Health Office. If necessary, the nurse will make arrangements to send the student home. Students are not allowed to leave the school unless a parent or one of the individuals listed on the child's emergency card can come to school and sign them out.

### ***What if my child has a medical appointment during the school day?***

In extenuating circumstances, students may leave school for a medical appointment if a parent signs them out. Students are responsible for talking with the teacher(s) and making up the work in a timely, responsible manner.

### ***What if my child needs to arrive late at school or leave early?***

The NBJH office is very careful to have children signed in and out by parents if they are leaving or arriving at various times during the day. This policy is for the safety of the students. Only parents or guardians may sign out their own children; if your child is planning to leave with another parent for any reason, *you must notify the office in advance.*

# Tardiness and Detentions

## ***Is it true that NBJH is strict about tardiness?***

Students who are late to class or school are given a tardy slip. If the student was late because of a meeting with another teacher, he or she should ask that teacher to excuse the lateness that day. The student should then return the tardy slip marked "excused" to the office. Consequences of unexcused tardiness are based on the student's record of tardiness, but usually a detention is issued after four unexcused tardy notices have been given. We ask for parents' cooperation in helping our students arrive to school on time.

6<sup>th</sup> grade teachers are aware that students are navigating a new schedule in a much larger building than they were in last year. As a result, teachers are more than willing to be flexible with students as they familiarize themselves with these new routines. Our hope is that students will be able to move effectively throughout the building in a timely manner by the end of the first month of school.

## ***What is detention?***

A detention is a consequence given by teachers or administrators when students fail to meet the school's guidelines and expectations. A 60 minute detention will be scheduled at an appropriate time by the staff member who issued the detention. Detentions do not appear on a child's academic record.

## Finding Solutions

### ***I'm afraid that my child will get lost in the shuffle at school. Do teachers monitor students?***

The NBJH staff takes a team approach to monitoring students and their activities. The 6<sup>th</sup> grade class is divided into White and Blue teams, each consisting of about 100 students with between five and seven academic teachers. The teachers meet weekly to discuss concerns about students who are struggling academically, emotionally, or socially. If problems occur, a teacher, social worker, or the school principal will notify the parents. Likewise, parents are encouraged to contact a teacher or social worker to request updates on their child's progress. If a student's problems persist, the teachers or parents may request a parent/teacher team meeting. Likewise, parents may request a team meeting to discuss their child's issues.

### ***My child is having social and/or academic problems. To whom can we turn?***

NBJH administration and staff strongly believe that home-school communication is a vital part of each student's success at school. Parents are encouraged to monitor their child's progress and, if necessary, to serve as his or her advocate in seeking help.

For academic concerns, parents are encouraged first to contact the student's teacher. Teachers can address questions about academics, level placement, homework, and classroom behavior. If a child is experiencing academic problems in several classes, parents or teachers may request a parent/teacher team meeting any time throughout the year.

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. Parents are also welcome to meet with our social workers to discuss concerns. Students are provided social work services during their PE, exploratory, 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.

### ***Another student is teasing and bullying my child. What can we do?***

Parents are encouraged to immediately contact the principal or the assistant principal to discuss the problem. District 28's definition of bullying is as follows:

*"A person is being bullied when he/she is exposed, repeatedly, and over time, to negative psychological or physical actions on the part of one or more other persons. Bullying involves an actual or perceived imbalance of power or strength."*

Such incidents should be reported immediately to a trusted adult in the school or to parents who may call the administration. If your child is teased by others, we urge you to contact a teacher, social worker, or administrator immediately.

### ***To whom should I speak if other problems arise?***

For special education issues, contact [Heather Schultz](#), the Assistant Director of Student Services. If you have questions about student behavior, buses, lunches, or the daily schedule, contact Assistant Principal [Christine Lake](#). Principal [Scott Meek](#) can discuss standardized test scores, student placement, staff issues, and confidential issues, as well as special needs. If your child is an SST student, contact his or her case manager to discuss implementing an individual educational program (IEP) or to get help with organizing and completing schoolwork.

If a family situation arises that will affect your child, such as a serious family illness, a change in family structure, or any other matter that may affect your child's ability to focus or do well at school, you are asked to contact the principal at once. The principal will work with you to find solutions that will benefit your child.