

## **WELCOME TO BLOOM TRAIL HIGH SCHOOL**

Dear Students and Families:

Welcome to Bloom Trail High School and the 2021-2022 school year. We are very happy to welcome all of our Trail Blazers back to the building. Inside this handbook, you will find useful information such as staff lists, calendars and bell schedules, policies and procedures regarding academics, attendance, and behavior, and extra-curricular offerings.

We know that coming back to the building full-time after such a prolonged absence presents us with both challenges and opportunities. In reviewing our handbook and policies we centered much of our discussion on how we will meet the unique needs the pandemic has created. Rebuilding and redefining our school community will be my main focus this year. Our aim is to create a caring, engaging school climate in which all of our students feel valued, supported, and encouraged to excel to their fullest potential.

Make sure that your student understands the expectations outlined in the planner and knows who to contact when questions arise or assistance is needed. I also highly encourage all of our students to get involved in at least one extra-curricular activity. Clubs and sports enrich a student's high school experience, teach valuable leadership skills, and connect students to others who share their interests. Following the year of isolation we have all experienced, it is more important than ever that we help our students make positive connections with others.

One way we build our community is by keeping connected. Please make sure you keep your contact information- address, email address, and phone number- up-to-date with the school. There are many ways to keep informed and keep up with all the great things going on at school. The BTHS website is a great resource for our students and families. You can find us at [www.bloomtrail.org](http://www.bloomtrail.org). On Facebook, keep up with us by following Bloom Trail Yearbook. You can also follow me on Twitter @PrincipalKeene. I am hopeful about the 2021-2022 school year and look forward to reconnecting with our students and families.

Respectfully,

Glynis Keene, BTHS Principal

### **BLOOM TRAIL MISSION STATEMENT**

Bloom Trail High School aspires to empower all students to succeed and become lifelong learners. We provide a comprehensive educational program to develop the attitudes, behavior, knowledge and skills necessary to be responsible and productive members of a constantly changing society. We recognize the strength of our diversity and strive to develop the full potential of all our students. We value a safe environment, which promotes mutual respect and provides high academic expectations. Student success is possible only through the shared responsibility of students, school staff, parents/guardians, and community.

## **BLOOM TRAIL HIGH SCHOOL 2021-2022**

### **BOARD OF EDUCATION**

Mr. Henry Drake	President
Mr. William Angell	Vice President
Ms. Teresa Palombi	Secretary
Ms. Cassandra Everett	Member
Ms. Karen King	Member
Mr. Anthony Murphy	Member
Mr. Robert Rossi	Member

### **DISTRICT ADMINISTRATION**

Dr. Lenell Navarre	Superintendent
Mrs. Dorith Johnson	Assistant Superintendent for Curriculum, Instruction & Assessments & Grants
Dr. Latunja Williams	Assistant Superintendent for Human Resources
Mr. Jason Okrasinski	Business Manager
Ms. Carole Burns	Director of Special Education
Dr. Gregory Horak	Director of Climate
Mrs. Cynthia Gonzalez	Director of College/Career Readiness and Interventions
Mr. Joe Reda	Athletic Director
Dr. Tasha Gibson-White	MTSS Director

### **BLOOM TRAIL ADMINISTRATION**

Mrs. Glynis Keene	Principal
Mrs. Susan Woodyatt	Assistant Principal Curriculum, Instruction & Assessment
Mr. Timel Moore	Assistant Principal, Student Services

### **BLOOM TRAIL DIVISION COORDINATOR**

Mr. Edward Garcia	Special Education
Mrs. Samantha Reda	English /Reading/Social Studies
Mr. Stephen Had	Math/Physical Education/Science
Ms. Hope Stovall	CTE/Fine Arts (Bloom & Bloom Trail)

### E-Learning Days and Remote Learning

E-Learning days provide a platform for continued learning in case of emergency school closure, such as a snow day. E-Learning days would be determined on an as needed basis. They would be announced the same way we would announce a snow day, using our robocall system, website, etc.

#### **E-Learning Student Schedule**

8:10 am - 1:05 pm is the time for students to interface with staff via virtual office hours. Assignments will be given to students asynchronously. Students must complete the self-certification form or log in via a Google Form at such time the self-certification form is no longer required for attendance purposes. This must be done by 1:00 pm each day.

#### **Remote Learning Schedule**

Remote learning is learning that happens outside of the traditional classroom because the student and teacher are separated by distance and/or time. Remote learning can be done in real-time, or at flexible times. Remote learning extends over a period of time. The schedule below is in the event that the entire school is operating on a remote learning schedule.

<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
		(Teachers will instruct virtually from home)		
Student Schedule	Student Schedule	Student Schedule	Student Schedule	Student Schedule
1: 8:10am - 8:55am 2: 9:00am - 9:45am 3: 9:50am - 10:35am 4: 10:40am - 11:25am 5: 11:30am - 12:15pm 6: 12:20pm - 1:05pm	1: 8:10am - 8:55am 2: 9:00am - 9:45am 3: 9:50am - 10:35am 4: 10:40am - 11:25am 5: 11:30am - 12:15pm 6: 12:20pm - 1:05pm	1: 8:10am - 8:55am 2: 9:00am - 9:45am 3: 9:50am - 10:35am 4: 10:40am - 11:25am 5: 11:30am - 12:15pm 6: 12:20pm - 1:05pm	1: 8:10am - 8:55am 2: 9:00am - 9:45am 3: 9:50am - 10:35am 4: 10:40am - 11:25am 5: 11:30am - 12:15pm 6: 12:20pm - 1:05pm	1: 8:10am - 8:55am 2: 9:00am - 9:45am 3: 9:50am - 10:35am 4: 10:40am - 11:25am 5: 11:30am - 12:15pm 6: 12:20pm - 1:05pm

Targeted Re-engagement sessions conducted virtually with students*	Targeted Re-engagement sessions conducted virtually with students*	Meetings (e.g., PLC, faculty, department meetings, SLT)  Students are engaged in independent learning	Targeted Re-engagement sessions conducted virtually with students*	Targeted Re-engagement sessions conducted virtually with students*
--	--	---	--	--

The targeted re-engagement sessions are designed for the in-depth addressing of academic deficits in addition to the differentiation that is taking place in the classroom. Teachers will notify the students who have been identified to participate in the session. PLC's will work together to differentiate groups based on data and the utilization of prerequisite skills. Students will engage in targeted instruction sessions virtually.

**EMERGENCY SCHOOL CLOSING**

1. In-School – If an emergency arises which forces the closing of school while it is in operation, information concerning dismissal and boarding of buses will be given by PA announcement or by courier. Emergency dismissal will be reported on WCGO (Call #AM1600), WGN, and WBBM.
2. Out-of-School – If weather or emergency conditions require that the school not open for the day, information will be given by local radio station WCGO (AM 1600) and by the Chicago radio stations WGN (AM 720) and WBBM (AM 780); and television stations CBS (2), WGN (9), FOX (32), and CLTV (Cable) News.
3. The school will make every effort to make an “All Call” notification.

You may also inquire about your specific school closing by logging onto the following website:  
<http://www.emergencyclosingcenter.com>

## Everyone Should

### Monitor Your Health Daily

- Be alert for symptoms. Watch for fever, cough, shortness of breath, or [other symptoms](#) of COVID-19.
  - Especially important if you are [running essential errands](#), going into the office or workplace, and in settings where it may be difficult to keep a [physical distance of at least 3 feet](#).
- Take your temperature if symptoms develop.
  - Don't take your temperature within 30 minutes of exercising or after taking medications that could lower your temperature, like acetaminophen.
- Follow [CDC guidance](#) if symptoms develop.

### Cover your mouth and nose with a cloth face cover when around others

- You could spread COVID-19 to others even if you do not feel sick.
- The cloth face cover is meant to protect other people in case you are infected.
- Everyone should wear a [cloth face cover](#) in public settings and when around people who don't live in your household, especially when other [social distancing](#) measures are difficult to maintain.
  - Cloth face coverings should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the mask without assistance.
- Do NOT use a face mask meant for a healthcare worker. Currently, surgical masks and N95 respirators are critical supplies that should be reserved for healthcare workers and other first responders.
- Continue to keep about 6 feet between yourself and others. The cloth face cover is not a substitute for social distancing.

### Cover coughs and sneezes

- Always cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow and do not spit.
- Throw used tissues in the trash.
- Immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer.

### Wash your hands often

- [Wash your hands](#) often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.

- It's especially important to wash:
  - Before eating or preparing food
  - Before touching your face
  - After using the restroom
  - After leaving a public place
  - After blowing your nose, coughing, or sneezing
  - After handling your cloth face covering
  - After changing a diaper
  - After caring for someone sick
  - After touching animals or pets
- If soap and water are not readily available, use a hand sanitizer. Cover all surfaces of your hands and rub them together until they feel dry.
- Avoid touching your eyes, nose, and mouth with unwashed hands.

#### **Avoid close contact**

- Inside your home: Avoid close contact with people who are sick.
  - If possible, maintain 6 feet between the person who is sick and other household members.
- Outside your home: Put 6 feet of distance between yourself and people who don't live in your household.
  - Remember that some people without symptoms may be able to spread a virus.
  - [Stay at least 6 feet \(about 2 arms' length\) from other people.](#)
  - Keeping distance from others is especially important for [people who are at higher risk of getting very sick.](#)

#### **Clean and disinfect**

- Clean AND disinfect [frequently touched surfaces](#) daily. This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks.
- If surfaces are dirty, clean them. Use detergent or soap and water prior to disinfection.
- Then, use a household disinfectant. Most common [EPA-registered household disinfectants](#) will work.

## BLOOM TRAIL HIGH SCHOOL 2021-2022

### SUPPORT STAFF

#### Counselors

Mr. Tom Doyle	Freshman Counselor	Ext 3118
Mrs. Laura Lauritsen	A-G	Ext 3120
Mrs. Marcia Jones	H-P	Ext 3119
Mrs. Amy Majewski	Q-Z	Ext 3117
Mr. Tim Connolly	Special Education Counselor	Ext 3178
Mrs. Amy Inka	Post-Secondary Counselor	Ext 3105
Ms. Denise Jones	Graduation Coach	Ext 3220

#### Deans

Mrs. O'Letha Watson	A-G	Ext 3239
Mr. James Ison	H-O	Ext 3112
Mrs. Elizabeth Lloyd-Chambers	P-Z	Ext 3124

#### School Psychologist

Ms. Michelle Marcowka		Ext 3256
-----------------------	--	----------

#### Student Assistant Coordinator

Mr. Matthew Kunkel		Ext 2311
--------------------	--	----------

#### Social Workers

Ms. Briahna Williams	A-L	Ext 3116
Mr. Diego Herrera	M-Z	Ext 3176

#### Main Office Staff

Ms. Nancy Lueder	Switchboard Operator	Ext 3100
Ms. Barb Manning	Registrar	Ext 3125

#### Attendance Office

Ms. Morgan Martin		Ext 3104
Ms. Shelly Prosser		Ext 3123

#### Truant Officer

Ms. Kimberly Kracik		Ext. 3299
---------------------	--	-----------

#### Bookstore

Ms. Amanda Perez		Ext 3109
------------------	--	----------

#### School Nurse

Ms. Ilundria Bardwell		Ext 3127
-----------------------	--	----------

#### Librarian

Ms. Annie Bergeron		Ext 3179
--------------------	--	----------

#### Drivers Ed

Mrs. Andrea Lindley		Ext 3212
---------------------	--	----------

**BLOOM TOWNSHIP COACHING STAFF 2021-2022**

**Joseph Reda, Athletic Director**  
**755-1122 ext. 2124**

**Colors: Royal Blue & Vegas Gold**  
**Mascot: Blazing Trojan**

**FALL SPORTS**

**Cross Country**  
Gina Narcisi

**Cheerleading**  
TBA

**Football**  
Tony Palombi

**Girls' Volleyball**  
Matt Hunt

**Boys' Soccer**  
Zack Radtke

**WINTER SPORTS**

**Boys' Basketball**  
Dante Maddox

**Girls Basketball**  
Lauren Foster

**Wrestling**  
TBD

**Cheerleading**  
TBD

**Bowling – Boys**  
Cardell Alexander

**Bowling – Girls**  
Kaitlyn Lawson

**SPRING SPORTS**

**Baseball**  
Erich Stockwell

**Girls' Soccer**  
Zack Radtke

**Girls' Track**  
TBD

**Boys' Track**  
Jeffrey Timms

**Softball**  
Scott Schulz

**Boys Volleyball**  
Steve Alexander



**2021-2022**  
**CLUBS AND EXTRA CURRICULAR ACTIVITIES**

**CLUBS**

**SPONSORS**

Art Club	Mrs. T. Insalaco & Mrs. A. Gowan
Band	Mr. M. Bielecki
Blazer Book Club	Ms. A. Bergeron
Bowling	Mrs. K. Totos
Broadcasting Club	Mr. M. Kunkel
Business Professionals	Ms. A. Bergeron
Chess Club	Mrs. B. Maynard
Concert Choir	Mrs. D. Harrigan
Drama	Mr. M. Kunkel, Mrs. J. Finlon & Mrs. L. Orozco
Ejercicio Latino	Mrs. Mattran
Freshman Class	Mrs. R. O'Connell
Gospel Choir	Mrs. D. Harrigan
Journalism	Mr. M. Kavaliunas
Junior Class	Mrs. C. Twietmeyer & Mrs. H. Paape
Key Club	TBD
L.M.G.	Ms. T. Upshaw
Literary Magazine	Mrs. T. Insalaco & Mrs. C Twietmeyer
M.M.G.	Mr. C. Perry
Mathletes	Mr. T. Rapcan & Mr. A. O'Connell
Mock Trial	Mr. G. Flaig
National Honor Society	Mrs. A. Faoro & Mrs. C. Shank
Robotics	Mr. C. Clausing & Mr. C. Madison
Scholastic Bowl	Mr. T. Rapcan
Science Club	Mr. C. Clausing
Senior Class	Mrs. S. Kapaldo & Mrs. O. Watson
Sophomore Class	TBD
S.S.M.P.	Mrs. B. Feret
Student Council	Mrs. D. Mattran & Ms. J. Koca
T.A.A.C.C.	Mr. W. Mosby
Tech Crew	Mr. Gary Flaig
SkillsUSA	Mr. D. Attaway
SkillsUSA (Auto)	Mr. M. Radeke
Video game club	Mr. G. Bell
Yearbook	Mrs. S. Kapaldo

## **BLOOM TRAIL HIGH SCHOOL SCHOOL-PARENT-STUDENT COMPACT**

**Bloom Trail High School** and the parents of the students participating in activities, services, and programs funded by Title I, Part A Every Student Succeeds Act, section 1116 (participating children), agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the State's high standards. This School-Parent-Student Compact is in effect during the 2021-22 school year.

### **School Responsibilities**

#### **Bloom Trail High School will:**

- Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State's student academic achievement standards.
- Offer parent-teacher conferences during which this compact will be discussed as it relates to the individual child's achievement. Specifically, those conferences will be held according to the official school calendar. Parent/Teacher conferences offered in the fall and Open House offered during the spring.
- Provide parents with frequent reports on their children's progress. Specifically, the school will provide reports as follows: online through PowerSchool, during school sponsored Parent/Teacher conferences and Open House, progress reports and semester grades mailed to household, and Response to Intervention as requested.
- Provide parents reasonable access to staff. Specifically, staff will be available for consultation with parents as follows: electronically through email, phone/messaging system, and through ongoing conferencing as arranged by all participants. Provide parents opportunities to volunteer and participate in their child's education through such functions as: Parent/Guardian Academy, Parent/Teacher Conferences, and Open House.
- Provide parents opportunities to volunteer and participate in their child's school activities.
- Teachers explain their approach to teaching, expectations, and grading systems by providing a syllabus to each student and their family.

### **Parent/Guardian Responsibilities**

**We, as parents, will support our children's learning in the following ways:**

- Following rules to protect the safety, interests and rights of all individuals in the Bloom Trail High School community.
- Ensuring student attends school every day.
- Ensuring that homework is completed.
- Monitoring the amount of time spent watching television, using the internet, and listening to music.
- Volunteering where and when appropriate.
- Participating, as appropriate, in decisions relating to my child's education.
- Promoting positive and constructive use of my child's extracurricular time.
- Staying informed about my child's education and communicating with the school by promptly checking the school's website and reading all notices from the school or the school district either received by my child or by mail and responding, as appropriate.
- Participating, to the extent possible, on Bloom Trail High School's School Improvement Team and by attending Open House and Parent/Teacher Conferences

### **Student Responsibilities**

**We, as students, will share the responsibility to improve our academic achievement and achieve the state's high standards. Specifically, we will:**

- Write down assignments, do my homework every day and turn it in when it's due, and ask for help/attend tutoring when needed.
- Attend all assigned classes every day that school is in session.
- Read at least 30 minutes every day outside of school time.
- Give my parents/guardian all notices and information received by me from my school.
- Work to my fullest potential that accurately reflects my abilities.

- Demonstrate Self-Regulation
- Demonstrate Self-Awareness
- Demonstrate Social Awareness
- Demonstrate Self-Efficacy/Social -Harmony

**Graduation Requirements**

**A warning to students transferring: graduating in 4 years may be challenging if you transfer from another school. Official transcripts are required from the previous school to receive credit.**

**The class of 2022 must earn 20 credits to graduate. These credits include the state requirements as follows:**

- 4 credits in English
- 3 credits in Math (including 1 class in Algebra I and 1 credit with geometry content)
- 2 credits in Science
- 3 credits (must include 1.0 credit in US History, 0.5 credit in Civics, 0.25 in Consumer Economics, and 1.0 credit in a Social Studies elective. Consumer Economics credit may be satisfied by passing either Consumer Economics, Economics, or AP Economics.)
- Earn 0.25 credit in Consumer Education, Economics, or AP Economics (0.5 credit for class of 2020 and earlier)
- 2 credits Physical Education, must be enrolled for 4 years
- 2 credits in Fine Arts/Foreign Language/Career and Technical Education
- Pass the Constitution Test

_____	_____	_____
Student Signature	Date	ID #
_____	_____	
School Representative	Date	
_____	_____	
Parent/Guardian Signature	Date	

## **Positive Behavioral Interventions and Supports (PBIS)**

As we transition back to in-person learning for all students, the schools in District 206 are adopting the Positive Behavioral Interventions & Supports (PBIS) framework as part of our Multi-Tiered Systems of Support to create a climate and culture conducive to learning and safety. As a district, we are embracing a more restorative and culturally responsive approach to misbehavior through PBIS. Our goal is to support each student in learning socially responsible behavior in order to become productive and contributing members of our community. As we transition to this new framework, there will be a shift in language and practice. The focus of PBIS is to teach students what the expectations are and affirm students for meeting those expectations.

The support of parents/guardians is critical in teaching students to make socially responsible choices and understanding the consequences of their actions. As we transition to PBIS, more detailed information will be shared with you. You will hear about acknowledgements and rewards. You may receive correspondence highlighting various topics such as bullying, anger management, etc. We ask that you talk with your student or students about these topics, encourage them to make socially responsible choices, and celebrate their successes. There is a great deal of excitement around our new approach to teaching behavior and we hope that students will feel encouraged to make good choices in school that will transfer into adulthood.

## **Table of Contents**

I. Academic Information.....	pg. 15
II. Attendance.....	pg. 20
III. General School Polices.....	pg. 23
IV. Student Expectations.....	pg. 26
V. Student Code of Conduct.....	pg. 28
VI. Athletics and Extra-Curricular Activities....	pg. 33
VII. District Policies.....	pg. 36
VIII. Student Log-in Instructions.....	pg. 46
IHSA Rules for Participation in Athletics – (Link)	

## **I. ACADEMIC INFORMATION**

### **Graduation Requirements CLASS of 2021 and beyond**

**Failure to attend or create a disruption at graduation practice will result in the student not being able to participate in the graduation ceremony.**

The following credits are required for graduation from a District 206 high school:

<b><u>English I, II, III, IV</u></b>	Earn 4 credits (must include 2 credits in Writing Intensive courses)
<b><u>Mathematics</u></b>	Earn 3 credits (must include 1 course in Algebra & 1 course with Geometry content)
<b><u>Science</u></b>	Earn 2 credits
<b><u>Social Studies</u></b>	Earn 3 credits (must include 1.0 credit in US History, 0.5 credit in Civics, 0.5 in Consumer Economics, and 1.0 credit in a Social Studies elective. Consumer Economics credit may be satisfied by passing either Consumer Economics, Economics, or AP Economics.)
<b><u>Constitution Test</u></b>	Pass both the state and federal tests
<b><u>Consumer Education</u></b>	Earn 0.25 credit in Consumer Education, Economics or AP Economics (0.5 credit for the class 2020 and earlier)
<b><u>Physical Education</u></b>	Enrolled 4 years, must earn 2 credits
<b><u>Career &amp; Technical Ed./Fine Arts</u></b>	Earn 2 credits

### **Promotion Requirements**

#### **Freshman to Sophomore:**

- Earn five credits

#### **Sophomore to Junior:**

- Earn ten credits **AND**
- English I & English II
- Two credits in Math including a course with Algebra content
- One credit in Science

**Junior to Senior:**

- Earn fifteen credits
- Graduation requirements must be met for the original year of graduation

**Transfer Students** – Transcripts of credit earned in high schools accredited by the North Central Association of Secondary Schools are accepted at designated value providing that no study taken elsewhere shall be given more credit than the equivalent study taken in District 206 High Schools. The previous work of transfer students will be considered in comparison to District 206 requirements of courses on an individual basis.

**OTHER REQUIREMENTS:**

- A. The State of Illinois requires that each student pass a test on the Illinois and the U.S. Constitution before graduation. This test is ordinarily taken as part of the American History course.
- B. The state Consumer Education requirements must be met by taking one of several approved courses.
- C. Four (4) years of study is the normal time required to earn a diploma.

**ADDITIONAL CREDIT OPTIONS:**

- Campus-Centered Credit Recovery Program  
Counselors have information about opportunities to take courses for credit recovery. These courses are taken in addition to the customary school day schedule. Credit Recovery accommodates students who are presently short of the credits needed to graduate with their class.
- American School:  
American School provides secondary instruction to those students who are seeking an alternative means of completing their high school education by using the home study method. Only one American School course will be accepted at District 206 high schools towards graduation requirements.

**ENRICHMENT:**

- REFS (**R**eading **E**nsures **F**uture **S**uccess) is a program for all incoming freshmen to provide essential skills for the transition to High School. The REFS program is an intense, short-term tutorial program that provides instruction aligned to the Common Core English Language Arts Standards and is aimed at improving writing, reading comprehension and higher order thinking skills.
- RAMP (**R**eaching **A**lgebra **M**ath **P**rogram) is a summer tutorial open to all students who are transitioning into the District 206 Algebra 1 program. The RAMP curriculum is aligned to Common Core Mathematics Standards and reinforces fundamental math skills to improve mathematics comprehension and problem solving.

**Testing Services**

Testing includes the Renaissance Star Reading and Math, which is held twice a year for grades 9-12 in the Fall and Winter in reading and math.



**National SAT Test Dates**

<https://collegereadiness.collegeboard.org/sat/register/dates-deadlines>

SAT Test Date	Registration Deadline
August 28, 2021	July 30, 2021
October 2, 2021	September 3, 2021
November 6, 2021	October 8, 2021
December 4, 2021	November 4, 2021
March 12, 2022	February 11, 2022
May 7, 2022	April 8, 2022
June 4, 2022	May 5, 2022

**National ACT Test Dates, found on [www.act.org](http://www.act.org) are listed below:**

ACT Test Date	Normal Deadline
July 17, 2021	June 18, 2021
September 11, 2021	August 6, 2021
October 23, 2021	September 17, 2021
December 11, 2021	November 5, 2021
February 12, 2022	January 7, 2022
April 2, 2022	February 25, 2022
June 11, 2022	May 6, 2022
July 16, 2022	June 17, 2022

Students can check with their counselors for test locations and should visit ACT's website at [www.act.org](http://www.act.org) for more information.

**ACADEMIC PROCEDURES**

1. **Grading** – Grades of A, B, C, D, or F are issued by teachers to indicate student achievement and progress. The following statements describe each grade briefly:

- a. A Student who earns an A grade is one who in most instances:
  - Demonstrates outstanding scholarship and grasp of the designated subject area. Demonstrates achievement of specific knowledge and skills.
  - Goes beyond the goals established for the class in achievement and contribution, independently applies knowledge and skills to new situations, and does assignments thoroughly and accurately.
- b. A student who earns a B grade is one who in most instances:
  - Demonstrates above average scholarship and achievement in the designated subject area and is above average in mastery of specific knowledge and skills.
  - Does assignments less thoroughly than the "A" student but with above average quality, occasionally contributes creatively, usually applies knowledge and skills independently
- c. A student who has earned a C grade is one who in most instances:
  - Demonstrates average scholarship and achievement in the designated subject areas (in comparison to the total school population). With help, applies knowledge and skills to new situations.
  - Frequently requires individual direction and supervision in order to complete the work.
- d. A student who earns a D grade is one who in most instances:
  - Is below average in mastery of knowledge and skills established by the course of study.
  - Seldom completes an assignment without teacher direction or encouragement and generally fails to make up work missed when absent.
- e. A student who earns an F grade is one who, in most instances:
  - Does not fulfill the course requirements as established by the course of study.
  - Infrequently completes assignments and generally fails to make up work missed when absent. Often rejects teacher assistance.
2. In order to **maintain classification** in their class, students must accumulate the necessary amount of credits toward graduation. (listed on page 10.)
3. **Honor Roll** – Students, through high academic accomplishment, earn honors each grading period.
  - a. High Honors - students earning an average of 3.6 grade points or above after all grades are averaged.
  - b. Honors – students earning an average of 3.0 grade points or above after all grades are averaged.
4. **Grade Points** – Grade points are used in computing averages for all courses except Honors and Advance Placement. Following are the grade point equivalents:  
**A = 4 B=3 C=2 D=1 F=0**
5. **Grade Points for Honors and Advanced Placement:** The following criteria are recommended for calculating grade point average for

Advanced Placement and Honors classes and for determining certain graduation requirements:

- a. Advanced Placement (AP) courses will receive the equivalent of two extra grade points for grades A, B, C, and D (A = 6 points, B = 5 points, C = 4 points, D = 3 points).  
AP courses will also be calculated with the honors weighted factor for grades of A, B, and C.
- b. Honors courses will receive the equivalent of one extra grade point for grades A, B, C, and D (A = 5 points, B = 4 points, C = 3 points, D = 2 points).
- c. Weighted grades for honors courses will be awarded at the semester.
- d. The maximum number of honors courses that can receive weighted credit will be 18.
- e. Unless in an approved District 206 Program, only one credit may be counted toward G.P.A. and graduation from Prairie State College; however, students may take more courses if they so desire.
- f. Seniors must have 20 credits in order to participate in the commencement ceremony for the Class of 2022, please see asterisk (\*) on page 10 for students in their 5<sup>th</sup> or more school year.

## **SEMESTER/FINAL EXAM SCHEDULE**

### **EXAM SCHEDULE DAY ONE**

Professional Development:	7:25-8:05
PERIOD 1:	8:10-9:35 (85 min.—1 <sup>st</sup> five for announcements)
PERIOD 2:	9:40-11:05 (85 min.—last five for announcements)

### **EXAM SCHEDULE DAY TWO**

Professional Development:	7:25-8:05
PERIOD 3:	8:10-9:35 (85 min.—1 <sup>st</sup> five for announcements)
PERIOD 4/5/6:	9:40-11:05 (85 min.—last five for announcements)

### **EXAM SCHEDULE DAY THREE**

Professional Development:	7:25-8:05
PERIOD 6/7/8:	8:10-9:35 (85 min.—1 <sup>st</sup> five for announcements)
PERIOD 9:	9:40-11:05 (85 min.—last five for announcements)

## **II. ATTENDANCE INFORMATION**

**Board policy 7:30, 7:50, 7:60 and 7:90**

### **Residency**

1. The boundaries of the attendance areas of District 206 are defined by the Board of Education.
2. The Bloom Trail attendance area includes all of the area in elementary districts: #168 (Sauk Village), #169 (Ford Heights), #172 (Lynwood) (east of Torrence and south of Old Joe Orr Rd) and #194 (Steger/South Chicago Heights).
3. A student who lives with one or both parents, or with a legal guardian, at an address within that attendance area must attend Bloom Trail if attendance is to be at a public high school.

### **STUDENT ATTENDANCE Board policy 7:70**

1. In accordance with Illinois School Code, and the District 206 Board of Education policy, parents/guardians of students residing in this district must cause the child to attend the assigned district. Additionally, they must authorize all absences from school and notify the school in advance or at the time of the student's absence. Valid causes for absences include: illness, observance of a religious holiday, death in the immediate family, family emergency, other situations beyond the control of the student, other circumstances that cause reasonable concern to the parent/guardian for the student's safety or health; or other reasons as approved by the Superintendent or designee.
2. In order for an absence to be excused, parents/guardians are expected to call the Attendance Office at (708)758-7000 ext. 3104, on the day of the absence to report their child's absence unless the absence is "pre-arranged." Impersonating a parent/guardian for the purposes of attendance may bear disciplinary consequences. If the school has not been notified, an absence call will automatically be generated to go out at the end of the day. As stated in Board Policy 7:90 (7:80 may be applicable), the following absences will be EXCUSED:
  - a. **Absence due to medical reasons (including illness)** that are reported by the parent/guardian.
  - b. **Absence due to funeral attendance**—Absence because of a funeral for an immediate family member will be excused if the student brings verification from the funeral director upon return to school. Funeral programs and obituary notices do not verify funeral attendance and are not acceptable.
  - c. **Absence due to student's court appearance**—A student's court appearance will be excused if the student presents verification upon return to school that he/she was in court on the day of the absence. Citations or tickets are not acceptable.
  - d. **Pre-Arranged absences**—Pre-arrangement for expected absences may be excused providing the following criteria are met: A personal appearance by the parent will be required at least two (2) days before the intended absence from school. A pre-arranged excused absence can be scheduled for a college visit, a job

interview, or military testing. A pre-arranged absence form may be obtained and must be submitted to the attendance office before the date of absence. Pre-arranged absence may not be necessary if verifiable notes can be obtained and presented by the student upon his/her return to school. Acceptable notes should be on letterhead stationery and may be from college admissions officers, interviewing companies, or military recruiting officers.

- e. **Senior College visits**—Seniors are allowed two excused college visits during their senior year. The absence will be excused when the proper documentation is provided. Arrangements will be made through the Guidance Department for District 206 students to visit the local colleges during this time. Visits to other colleges or universities must be individually arranged and will require the same documentation as all pre-arranged absences.
  - f. **Absence due to emergency/early dismissal** - If a student must return home or leave school early for any reason, the Attendance Office must be able to verify that the absence is with the permission of the custodial parent; it is the custodial parent (or emergency contact in our system) who will come into the building to sign for the student's release. This policy is for the safety and welfare of the student. Time missed in this category will be unexcused (unless the absence fits into one of the above categories).
  - g. **Absence due to school-related activities**—Absences for school related activities will be excused.
3. **Re-admit Procedure**—When returning from an out of school suspension, student must obtain a re-admit from the suspending dean and present to each teacher.
  4. **Consequences of Poor Attendance:**
    - a. Students should be aware that 6 or more absences, excused or unexcused, can affect a student's grade and may result in loss of privileges.
    - b. The responsibility for requesting, securing and completing makeup work after an absence rests solely with the student.
    - c. ANY absence beyond 9 for the school year may require proper documentation for excusal.

## **TARDIES**

### **Definition of late to school:**

Arriving at school after the 8:10 am bell to your first period of the day has sounded.

### **Late to school policy:**

- Students arriving late to school should report immediately to the Attendance Office.
- Students have 5 minutes from stamped time to go to locker/restroom and report to class. If the pass is not validated/stamped by the Attendance Office, it is not valid.
- The third late to school unexcused may result in a consequence.
- Once 9 late to schools have accumulated (excused or unexcused) for the

school year, appropriate documentation (refer to section 2) may be required.

**Definition of tardy to class:**

Tardiness is defined as the appearance of a student after the scheduled time that a class begins without a pass.

- Tardies are tracked cumulatively per quarter, not per class.
- Once students accumulate six total tardies, they will be referred to their Dean.
- Every sixth tardy thereafter may result in consequences.

**Positive Hall Sweep**

The positive hallway sweep is in place to remind and encourage punctual and prepared school behaviors. Tardiness to class disrupts the learning environment.

**TRUANCY Board policy 7:70**

Arriving 10 or more minutes late to class, lunch or any assigned area without authorization. **According to the State of Illinois, a chronic truant is to miss more than 5% of the entire school year. This equates to 9 or more days of absenteeism without a valid cause.** Any student, who is truant from a teacher's class, should be referred by the teacher to the Dean. Consequences may or may not include one or more of the following:

- Parent Notification
- Detention
- In-School Suspension (ISS)
- Referral to Truant Officer
- Referral to Regional Office of Education
- Truancy Hearing
- Truancy Court proceedings

Under the Illinois General Assembly, 105 ILCS 5/School Code Section 26-2a:

A "Truant" is defined as a child who is subject to compulsory school attendance and who is absent without valid cause, as defined under this section, from such attendance for more than 1% but less than 5% of the past 180 school days.

"Chronic or habitual Truant" shall be defined as a child who is subject to compulsory school attendance and who is absent without valid cause from such attendance for 5% (changed from 10% in July 2011) or more of the previous 180 regular attendance days.

**CHRONIC ABSENTEEISM:** As defined in Section 26-2a of the School Code "Chronic absence" means absences that total 10% or 18 days of the most recent academic school year including absences with and without valid cause; examples of this are: suspensions, unexcused absences and excused absences. Source: P.A. 100-810, eff 1-1-19

**PROBATIONARY ATTENDANCE AGREEMENT:** The Probationary Attendance Agreement is for students eighteen years of age or older who have a history of chronic truancy, tardiness, and academic failure. The purpose of the

agreement is to help the student, along with the parent, focus on areas of his/her behavior that are contributing to school failure and the steps that will be taken to alleviate the problem. Any violation of this agreement may lead to the student being withdrawn from school.

#### **PARENT NOTIFICATION OF ABSENCES**

##### **1. POWER SCHOOL AUTOMATED CALLS:**

A computerized automated telephone dialing system is designed to notify parents on a daily basis when their student has been absent from school or a class.

### **III GENERAL SCHOOL POLICIES**

**\*Any violation of General School Policies  
may result in consequences.**

- 1. Bookstore** – The Bookstore will be open before and after school and during the day for the purchase of school supplies, obtaining textbooks, classroom supplies or insurance forms, P.E. uniforms, yearbooks, dance tickets, and to handle problems relating to book rentals and registration fees. **The Bookstore will not cash checks of any type. Students must have a hall pass from their teacher to the bookstore during class time.**
- 2. Bus Transportation** – In accordance with state guidelines, District 206 provides bus transportation to and from school for students that live 1.5 miles or more from the school. An activity bus will be provided Monday through Thursday for students who participate in extra-curricular activities or who have after school community service. An athletic bus is provided at both campuses for students who participate in athletics. Students must ride the bus to which they are assigned. Students will not be allowed to board school buses unless they show a valid school ID. Misconduct, disrespect, or a lack of cooperation may result in disciplinary action and/or loss of bus privileges.
- 3. Change of Name, Address or Phone Number** – If there is a change in a student's name, address or telephone number, it is necessary to report that change immediately to the Registrar's Office 1.202.
- 4. Dances** – Dances are sponsored by various school organizations. Traditional dances include Homecoming (fall), Turnabout (winter), and Junior-Senior Prom (spring). Students are reminded that such activities are an extension of the school day, and that all school rules and expectations apply, including appropriate attire. No exceptions will be made! For each dance, students will be required to submit a signed permission slip specific to that dance. In general, students must arrive at the dance by the designated time and may not return to the dance once they have left the building. Students with outstanding balances on their accounts must pay 10% of their balance with a cap of \$50.00. This is in addition to the cost of the ticket. Additionally, students must be at least high school freshmen and under the age of 21 to attend any school sponsored dances.
- 5. Driver Education** – Driver's Education will be provided to students who demonstrate responsible behavior. Students may be restricted from or removed from Driver's Education if they do not:

- a. Demonstrate academic progress (must receive a passing grade in at least five courses during the previous two semesters to enroll in a driver education course).
  - b. Demonstrate responsible behavior:
    1. Refrain from excessive acts of inappropriate behavior or acts of unacceptable behavior as defined by the student handbook.
    2. Successfully complete consequences when assigned.
    3. Follows attendance policy.
    4. Does not receive excessive numbers of detentions, ISS days or suspensions.
  - c. Be at least a classified sophomore at the time of enrollment into the program.
  - d. If a student is dropped from the program due to inappropriate behavior, etc. the fee is non-refundable.
6. **Evening Activities** – The school will only be responsible for students for period of 15 minutes following games, dances and other night activities.
  7. **Field Trips** – Field trips are conducted periodically during the school year. Since these trips are organized by the school, all students on a field trip are responsible to abide by all District 206 rules and regulations. Written parental consent is required for all field trips. Classroom teachers have the right to deny attendance on a field trip to students who have excessive absences, tardiness, poor class performance or discipline problems. Students are required to remind their teachers in advance when they know they will be absent for a field trip so that they may arrange for make-up work.
  8. **Fire or Disaster Drills or Emergencies** – When the alert is sounded, instructions from teacher must be carried out immediately and calmly. The number over the classroom door corresponds to the stairwell and exit which are to be used during the drill or emergency.
  9. **Hall Passes** – Other than the passing periods, students are not permitted in the hall unless they are in possession of a properly authorized hall pass. Teachers will issue hall passes only in an emergency. These rules apply after school as well as during the regular school day.
  10. **Illness** – A student who becomes ill during the day must report to the Nurse's Office. He/she must bring a pass from the teacher whose class he/she is missing.
  11. **Insurance** – Student insurance-may be purchased online for a nominal fee at [www.k12specialmarkets.com](http://www.k12specialmarkets.com).
  12. **Lab/Course Fees** – Lab fees may be charged in certain classes. Please check with your teacher or department head for verification of those fees
  13. **Lockers** – The assignment of a locker to a student is made subject to the right of school officials to have access at any time the administration or the school deems necessary.
    - Students are not permitted to share lockers.
    - The only items that may be placed in the locker are articles of clothing, school books or supplies relating to school use, lunches and personal items that the student is legally entitled to have in his or her possession.
    - Padlocks are not allowed to be placed on hall lockers.
  14. **Lost and Found** – Items may be turned in or claimed in the Bookstore.



- 15. Medical Requirements** – Illinois school code requires that incoming freshman have a physical completed by a physician and an up-to-date immunization record. Students transferring from another high school are required to present a compliant ninth grade or more current physical and an up-to-date immunization record at the time of registration. Annual physical examinations are required for all student athletes and ROTC Cadets. As of 2015, students need to receive the Meningococcal vaccine twice prior to their senior year of high school.
- 16. Messages for Students** – Only in an extreme emergency will messages be delivered to students. When an emergency exists parents should contact the counselor.  
**Flowers, balloons, cakes/desserts and other gifts cannot be delivered to students at school. Any item that is distracting to the learning environment will be confiscated until the end of that school day.**
- 17. No school district employee** will administer or supervise administration of any prescription or non-prescription medication until a signed Medication Release Form is submitted. No student will possess or consume any medication on school grounds or at school related functions other than as provided for in this policy, with the exception of asthma medications. Asthma medication requires an additional Self-Administration Form signed by the parent or legal guardian, as well as a physician's statement, as required by Illinois School Code (22-30). Any medication brought to school by the student must be in the original container.
- 18. Payment of Fees** – Registration fees and other school fees are payable by cash, check, money order or major credit cards. (No personal checks after March 31, 2022).
- 19. Student Driving and Parking – Student driving is by permission only.** Student parking is only permitted in designated areas at school. The Student Parking Permission form may be picked up in Office 1.401. It is to be completed in detail. The following will be considered for approval to drive:
- Student must obtain, fill out, and return student parking permission slip to Office 1.401.
  - Student must provide proof of valid driver's license and up-to-date car insurance on any and all vehicles that will be driven to school.
  - Parking permits are \$10 for the school year, to be paid in cash only.
  - Failure to follow school rules, while in cars or on school property may result in disciplinary action and parking privileges may be revoked.
- 20. Student Loans** – Student loans for school-required materials must be made through the Bookstore.
- 21. Transcripts** – Official transcripts will be forwarded to colleges and/or employers only at the request of the student. A fee of \$5.00 per transcript is charged after the second request.
- 22. Visitors** – All visitors must enter through the main entrance. Proper identification is required or admission may be denied. Visitors must sign in upon arrival and sign out upon departure. A visitors' badge must be displayed at all times while in the building. Visitors should not disrupt the learning environment. Any disruptions may result in further action.

- 23. Work Permits** – Work permits and Promise of Employment forms are available in the Main Office.

#### **IV. STUDENT EXPECTATIONS**

##### **Board Policy 7:130**

One of the goals of District 206 is to develop positive, constructive student behavior. In general, students are expected to:

- Respect the authority of teachers and school personnel and the rights of all members of the school community.
- Refrain from those practices which interfere with the health, safety, or educational opportunities of themselves or other members of the school community.
- Obey all federal, state, local, and school-enacted rules and regulations pertaining to behavior.
- Be on time for every class and ready for classwork when the bell rings by making a serious and continued academic effort to:
  - Complete all assigned work on time.
  - Perform in relation to and consistent with student's individual ability.
  - Give complete and undivided attention to the teacher.
  - Display a spirit of cooperation with teachers and other students.
- Respect the property of the school and all members of the school community.

Specifically, it is an expectation of all students to do the following:

1. **Wear a Visible Student ID** - Students must wear an ID card, around the neck, that is visible on a breakaway lanyard at all times. Additionally, students are required to show that ID card when boarding buses and when requested by any staff member, security person, or the bus driver. Failure to present an ID card when requested may result in disciplinary action. IDs must not be defaced in any way by applying stickers, magic markers, drawings, etc. Defacement of IDs is strictly prohibited and may also result in disciplinary action.

- a. **Temporary IDs** – Students are allowed three temporary one day IDs, at no cost, for the entire school year. Temporary or new IDs must be obtained before the start of the school day. *A temporary ID must be worn on the left side of the upper torso.* After three no-cost temporary IDs, temporary IDs will start at \$1.00 and the school reserves the right to raise the amount of the temporary on a case by case basis. In an event the student does not have a dollar for a temporary ID, the student's account may be billed and consequences may be given.
- b. **IDs are school property** and must be relinquished to any school personnel upon request.
- c. Upon entering the building, students should have their ID properly displayed at all times

2. **Display Responsible Cafeteria Conduct** - The District 206 schools have closed campuses. Students are not allowed to leave the building during lunch periods. Students can purchase or bring a lunch from home. To assure the proper maintenance of the facilities and help maintain order, the following list

of rules must be observed by all students. Violators are subject to disciplinary action:

- a. Students are required to be on time for their lunch period.
- b. Students must be wearing their ID in order to enter the cafeteria and receive lunch.
- c. Food is to be eaten only in the lunchroom area and may not be transported from one section of the lunchroom to another.
- d. Trash must be removed as soon as students finish eating.
- e. All tables, and the immediate eating area, must be left clean—this is the responsibility of everyone at the table.
- f. Students are to eat in their assigned section only and are not to walk around.
- g. Throwing of objects is prohibited in the cafeteria.
- h. Students are not allowed to sit on the lunch tables.
- i. Food and beverage **MAY NOT** be taken out of the Cafeteria.

**3. Comply with the Dress Code:** If the style of dress or grooming appears to be disruptive to the educational process, or could constitute a threat to the safety and health of students, it will not be permitted in school per Board Policy 7:160. In general, the body must be covered from shoulder to fingertip length. The following dress is NOT allowed:

- Bare midriffs or excessively tight or revealing tank tops
- Bare feet (shoes must be worn at all times)
- Pajamas or slippers
- Shorts, skirts, dresses, or torn garments shorter than fingertip length (Fabric must show below the student's fingertips with the arm fully extended down the side as measure of appropriate length)
- Slits in shorts, skirts or dresses that extends above the finger-tip length
- Torn garments-fingertip length
- Visible undergarments
- Clothing or jewelry with inappropriate insignias (such as obscene, provocative, or disrespectful messages)
- Pants that sag below the hips
- Book bags, string bags, or purses larger than a sheet of paper
- Excessively tight, fitted or revealing garments
- Coats/vests, hats, bandanas, gloves, and sunglasses (These can all be worn to school, but must be removed upon entering the building)
- Heads cannot be fully covered; no bonnets, no du-rags, no hoods on head.

**Inappropriate clothing will be confiscated and returned at the end of the day with the loss of privilege points. See your dean if you have any questions regarding dress code.**

**4. Display Appropriate Bus Conduct** – Board Policy 7:220. Conduct on buses is expected to be governed by safety and good taste. All school rules and regulations apply to, and are enforced, on buses. Appropriate disciplinary action, may include suspension from school and/or bus. Students who ride the

buses to school must realize that the bus drivers are in complete charge of the buses at all times and may recommend temporary suspension of bus privileges. Video cameras may be used to promote compliance with the rules of conduct. Videotapes are protected student records. In addition to following the driver's directions at all times, expectations of students who ride the bus are:

- a. Present a current Student ID (with bus route) upon boarding the bus.
- b. Board and leave the bus in an orderly manner at the designated bus stop nearest their home.
- c. Remain seated at all times.
- d. Keep books, instrument cases, feet, and other objects out of the aisle.
- e. Refrain from defacing the bus or its equipment.
- f. Refrain from extending their head, hands, arms, or legs out of the window.
- g. Refrain from holding or throwing objects out of the window or within the bus.
- h. Refrain from smoking or using any form of tobacco.
- i. Observe usual classroom conduct. Unruly conduct, including the use of obscene language, and inappropriate behavior will subject the student to disciplinary action.
- j. Wait for the driver's signal before crossing in front of the bus upon departure from the bus.
- k. Use seat belts at all times when riding in a District 206 vehicle.
- l. Must ride assigned bus.

## **V. Student Code of Conduct**

### **Board Policies 7:190, 7:200, 7:210, 7:220, 7:230 and 7:240**

The Board of Education of District 206 believes all students are entitled to a fair and appropriate education without disruption or threat by any other student or any staff member. In accordance with Public Act 99-456 (commonly known as Senate Bill 100), District 206 has met with a Parent-Teacher Advisory Committee to review the content and implementation of discipline policies, including student searches. The committee also reviewed procedures to ensure the safety of all students and staff, both during the school day, and while traveling to and from school. Students who cause a threat or disruption to another student, their right to an education, the safety of anyone else in the school, or the operation of school will be issued consequences on a case-by-case basis.

When students make poor choices that are severe in nature, there will be consequences. Some examples of a major infraction might include: **fighting, truancy, overt defiance, gross insubordination, graffiti, gang activity, etc.** These types of infractions will result in an automatic referral resulting in some type of consequence that may include suspension and possible arrest. Extended days of Out of School suspension will be reserved for the extreme cases of major behavior (i.e. mob action, weapons, etc.).

Less severe, or minor infractions, will be addressed within class as much as possible on the teacher's level. If a teacher has used the interventions provided to them with no success, then it will be necessary to write a referral for continued minor behavior. One of the interventions that will be used by both the teachers and deans will be parent contact. Parents who are contacted by

their student's teacher are asked to follow-up with the student to ensure that the message is consistent - the misbehavior will not be tolerated.

As students work their way through the PBIS model, interventions will be implemented. These may include but are not limited to: referral to the Behavior Specialist, referral to the Student Assistant Coordinator, Check-in, check-out. Referral for support from the truancy officer. Recommendation to participate in the Male Mentoring (MMG) or Ladies Mentoring Group (LMG).

The District's process for handling student behavioral problems is a progressive discipline policy (based on the PBIS framework) that will be consistently and fairly applied. The basis for such a process is a clear set of expectations that students are asked to follow. **This process is designed to provide restorative interventions to students involved in repeated offenses.** It is the hope of the school administration and staff that students involved in our schools will develop skills to self-manage their behavior effectively as a result of interventions designed and implemented by the PPS (Pupil Personnel Services) staff.

Students who repeatedly violate the school's discipline policy will be referred to the MTSS Team where their current interventions will be reviewed and future needs/goals for the student will be determined. For the good of the vast majority of the student body, individual students who consistently violate the rights of others, who exhibit little or no interest in the basic purpose of school, may be excluded from school in a manner and period of time consistent with District 206 Board of Education Policy, and State Law.

The following terms and behaviors, as well as possible consequences, are intended to expand and clarify the above policy:

- a. **Academic Dishonesty** – Examples consist of cheating, copying, and sharing answers or assignments, and plagiarism will be handled by the classroom teacher and may incur penalties that impact extracurricular activities.
- b. **Advertising or Unauthorized Sales of** – Board Policy 7:325. Advertising or sales for out-of-school businesses, functions, or for personal profit are not permitted except through school publication paid advertising. Announcements will not be made and advertising cannot be posted. A consequence will be given.
- c. **Aggressive and Physical Behavior** – Aggressive physical behavior towards any district 206 student, faculty, or staff member may result in appropriate disciplinary action including recommendation for expulsion from school. Such acts may be reported to the proper civil authority and may result in arrest.
- d. **Arson or Attempted Arson** - Attempting to start, or actually starting an unauthorized fire. May result in disciplinary action and may result in arrest.
- e. **Cell Phones and Electronic Equipment** – Students are to follow their teacher's acceptable usage policy for their class. Please consult the District 206 Electronic Use Policy in the next section of the handbook entitled District Policies.

- f. **Closed Campus** - Violation of the closed-campus policy may result in disciplinary action, including possible suspension from school.
- g. **Counterfeiting** - Any treasury plates or attempts at look-a-likes made in print shop and including, but not limited to computer generated facsimiles. Restitution and appropriate disciplinary action will be taken. Referral may be made to the proper civil authority and may result in arrest.
- h. **Dangerous Conduct** - Dangerous conduct including, but not limited to, snowballing, possession or use of fireworks, or possession of any article or weapon that may cause injury to persons or damage to property is strictly forbidden in the school building, on or near school grounds, or in school buses. This also includes off-campus conduct that leads to conflict and/or fights between students in school. Appropriate disciplinary action, including recommendation for expulsion from school, may be taken against students apprehended. Referral may be made to the proper civil authority and may result in arrest.
- i. **Display of Affection or Amorous Behavior** - Public display of affection other than hand-holding: can include kissing/fondling or any other excessive displays of affection.
- j. **False Alarms** - A student apprehended for making a bomb threat or for tampering with a fire alarm or any other alarm system that might endanger the safety of the occupants, property, or responding emergency equipment, may be recommended for expulsion. Such acts may be reported to the proper civil authority and may result in arrest.
- k. **Fighting and Rough Play** - Students involved in fighting may be suspended from school. Rough play, pushing, shoving, near-fights, bickering fights, bickering and instigating fights by carrying gossip are all activities which interfere with the safety and order of the school. Appropriate disciplinary action, including possible recommendation for expulsion from school, will be taken. Referral may be made to the proper civil authority and may result in arrest. **Mob Action** - 2 or more students together attempting to do harm to someone or something physically or emotionally.
- l. **Forgery and/or Unauthorized Possession of School Forms** - Unauthorized possession of readmits, hall passes, interview slips or other school forms and/or tampering with school forms (including the forging of staff signatures) are against school procedure and may result in suspension from school.
- m. **Gambling** - Gambling in any form is forbidden within the school and on school property. Appropriate disciplinary action will be taken. Referral will be made to the proper civil authority and may result in arrest. Card/Dice Playing (or Possession of card/dice) is not permitted anywhere on school property. Offenders will be sent to the Deans' Office with a referral and may be subject to disciplinary actions.
- n. **Gangs, Gang-Related, and/or Gang-Like Activities** - Under the state law, a student is prohibited from membership or involvement in a public school fraternity, sorority, secret

society, or gang. Affiliation with or participation in any street gang is strictly forbidden in District 206 schools. A “gang” as defined by the Board of Education is any group of two or more persons whose purposes include the commission of illegal acts. This may also be construed as **mob action**. Students engaged in this type of activity may be subject to suspension and/or recommendation for expulsion from school. Additionally, students on school property, or at a school activity, shall not:

1. Use any speech or commit any act in furtherance of the interest of any gang or gang activity including, but not limited to: soliciting others for membership in any gangs; requesting any person to pay protection or otherwise intimidating or threatening any person; inciting other students to act with physical violence upon any other person.
  2. Commit any act or use any speech, either verbal or nonverbal (gestures, handshakes, etc.), showing membership or affiliation in a gang.
  3. Wear, possess, distribute, display or sell any clothing, jewelry, emblem, symbol, sign or other thing which is evidence of membership or affiliation in any gang.
- o. Illegal Drugs and Substances** - It is a violation of District policy for any student: To possess or attempt to possess, procure, purchase, use, consume or attempt to use or consume alcoholic beverage, controlled substance or dangerous drugs. To sell, supply, give or attempt to sell, supply or give to any person any controlled substance or dangerous drug. Possession or Use of Alcohol or Drugs—Having possession of, the odor of, or being under the influence of any drug. This includes, but is not limited to, over the counter stimulants or depressants that produce a physiological change. Controlled substances are not allowed in the building, on school property, or at any school sponsored activity, including home or away sporting events.
- p. Intimidation and/or Extortion** - Students may not cause another person to perform, or omit the performance of any act against his will or in violation of school regulations. Appropriate disciplinary action will be taken.
- q. Overt Defiance** - To deliberately disobey reasonable requests of teachers and other school authorities in regards to their conduct on school property or at school-sponsored events is gross insubordination. Disciplinary action, including possible recommendation for expulsion from school, may be taken against offenders.
- r. Profanity and/or Racial Slurs** - Vulgar language, profanity and racial slurs have no place at District 206. The use of such language may result in suspension from school.
- s. School Disruptions** - State law prohibits a student from participation in disruptive activities. This includes acting alone, or with others, to: Interfere with the movement of people in an exit, an entrance, or a hallway of a District building without authorization from an administrator. Interfere with an authorized activity by seizing control of all or part of a building. Use force,

violence, or threats to cause disruption during an assembly. Interfere with movement of people at an exit or an entrance to District property. Use force, violence, or threats in an attempt to prevent people from entering or leaving District property without authorization from an administrator. Disrupt classes while on District property or on public property that is within 500 feet of the school, a required class or activity, entering a classroom without authorization and disruption of the quality of education provided for each individual student with profane language or any misconduct. Interfere with the transportation of students in District vehicles.

- t. **Sexual Harassment** - Sexual harassment of students is prohibited. Any person, including a district employee or agent, or student, engages in sexual harassment whenever he or she makes sexual advances, requests sexual favors, and engages in other verbal or physical conduct of a sexual or sex-based nature, imposed on the basis of sex. Board Policy 7:20
- u. **Smoking Regulation** - Smoking and possession of smoking materials (for example: vapor/electronic cigarettes) are forbidden for students anywhere in the building, or campus, on buses or at bus stops. The penalty will relate to the number and nature of the violation. Appropriate disciplinary action will be taken and may result in suspension from school.
- v. **Threats** - of any kind (not limited to verbal, written, or electronic) to any member of the school community are considered to be a serious offense and may result in expulsion. Please refer to the Board Policy 7:180 of Prevention of Bullying, Intimidation or Harassment.
- w. **Trespassing** - Students and non-students may not commit criminal trespass to school property. Criminal trespass is entering school premises or going into a school building after receiving notice to leave. All visitors must sign in at the main entrance and receive permission to enter the building. Appropriate disciplinary action will be taken. A referral may be made to the proper civil authority and may result in arrest.
- x. **Vandalism and Theft** - Students may not vandalize, deface, damage, destroy, or steal property belonging to the school, staff members, or students (this includes the security cameras). Defacement, destruction, or theft of public or private property is against the law. Any student involved in this kind of action may be suspended, and will be required to pay for all destruction or loss. If the value of the material stolen is greater than \$500, the offense will be handled more severely and a referral will be made to the proper civic authorities and may result in arrest.
- y. **Weapons** - Possession, use, control, or transfer of any object which may be used to cause bodily harm, including but not limited to guns, knives, box cutters, tasers, brass knuckles, **pepper spray/mace**, and billy-clubs, is strictly prohibited. Sticks, baseball bats, pipes, bottles, locks, pencils, etc. may be considered weapons if used to cause bodily harm. Appropriate disciplinary action, including possible recommendation for



expulsion from school, will be taken. Referral may be made to the proper civil authority and may result in arrest.

**PROBATIONARY BEHAVIOR CONTRACT:** The Probationary contract is for students that exhibit chronic discipline problems such as; aggressive behavior, fighting, gang activity, gross insubordination, mob action and receive multiple referrals. The purpose of this contract is to help the student, along with the parents, focus on the areas of his/her behaviors that have contributed to this situation. Any violation of the behavior probationary contract may lead to further disciplinary action including recommendation for expulsion from school.

**EXPLANATION OF POSSIBLE DISCIPLINARY CONSEQUENCES:** The suspending school official shall give the student oral and/or written notice of the charges and evidence to support the charges. If the student denies the charges, the student has the opportunity to present an explanation in a conference with the suspending school official. The school officials shall then inform the student whether or not a suspension is imposed. The student's parents must be notified immediately by the school official of the suspension, reasons for the suspension, the rules and regulations allegedly violated the number of days of suspension, and the right to appeal the suspension.

- a. **Any penalties** that are not fulfilled by the end of the school year may carry over to the next school year for completion.
- b. **Expulsion** - A permanent termination of enrollment for an extended period of time. Action is taken in cases of serious violations of school regulations where the welfare of students is endangered or educational setting is disrupted.
- c. **Positive Support Center (PSC)** - A temporary termination of classroom attendance. Students assigned to report to the PSC will spend a class period(s), in an assigned area with classroom atmosphere maintained where students can work on their classroom academic assignments. Students will have the opportunity to have Social Emotional Learning.
- d. **Out-of-School Suspension (OSS)** - A temporary termination of school attendance and participation in all school activities until specific stated conditions are met, including a parent conference. Suspensions will not exceed 10 days in length. Any suspension over five days must have the approval of the Principal, or his/her designee.

**NOTE: Graduating students may lose the privilege to participate in end of the year activities for disciplinary reasons (for example: prom, Senior picnic and graduation ceremony).**

## **VI. ATHLETICS & EXTRA-CURRICULAR ACTIVITIES**

**Board policy 7:300 and 7:305**

### **PHILOSOPHY**

The student activities program at District 206 are designed to provide learning experiences beyond those offered in the normal classroom setting. The ultimate goal is to provide a broad-based, comprehensive program, which satisfies the needs and interests of the diverse student body that the schools serve.

Various activities (co-curricular in nature) support and enhance the subject matter taught in the classroom, while others (extra-curricular in nature) are

established for the express purpose of providing entertainment and enjoyment relating to vocational interests of the students.

#### **ATHLETIC FEE PAYMENT PROCEDURE**

1. There will be a one-time \$35.00 fee for the year's participation in one or more sports. This is a non-refundable participation fee. Each sport may have a practice packet fee in addition to this fee.
2. Pay fees at the bookstore. Student must designate to the bookstore what sport(s) you are paying for.

**All athletes must have a current year physical on file.**

#### **GUIDELINES FOR PARTICIPATION**

It is important that participants and their parent/guardian be aware of the philosophy, rules and regulations under which they will be given the opportunity to participate. These rules and regulations shall be enforced throughout the school year. Some activities have membership requirements such as a certain grade point average. Membership in the National Honor Society is one such activity. Participation in sports also requires the maintenance of certain grade expectations along with the required amount of privilege points.

All students may participate in all extracurricular activities for which they are eligible. Participation in sports or other extracurricular activities will not be allowed if the student is absent from school the day of the extracurricular activity unless due to extenuating circumstances that have been cleared by the Principal or his/her designee. Students who participate in extracurricular activities must meet the District 206 eligibility requirements. Participation in sports also requires the maintenance of certain minimum grade requirements.

#### **HOMECOMING – TURNABOUT – PROM**

##### **Criteria for Court**

- ❖ Student must have a minimum of a 2.0 grade point average.
- ❖ Student cannot have any failing grades for the last grading period reported on their transcripts.
- ❖ Student cannot have a history of attendance or behavior problems during the previous 12 months.

#### **DANCE POLICY**

**Admittance to school dances is a privilege not a right.**

The administration reserves the authority to deny admission to any student or guest.

All students attending must be in good social standing and have a signed permission slip on file. Good social standing includes: points, attendance and behavior.

Students must present their school ID or Driver's License to be admitted to all school dances.

**Students are not admitted to any dance later than 8pm.**

### **DRESS CODE FOR DANCES**

**Homecoming – Dress Attire** No athletic shoes, no denim (pants, skirts, dresses or suits of any kind), or warm-up suits of any kind.

**Turnabout – Same as Homecoming.**

**Military Ball – See Commanding Officer.**

**Prom – Formal attire required.** See Prom dress code on school website. Students grade 9 or below are not permitted to attend Prom.

**No Dickies or pants similar to Dickies may be worn to any dance.**

### **DANCE REGULATIONS FOR NON-STUDENT ATTENDEES**

1. A valid school ID, Driver's License or picture ID must be presented at the dance.
2. Students wishing to invite non-students must complete a "Permission and Guest Form" that is available in the Bookstore; The Guest Form must be submitted for approval by the specified deadline. School administrators reserve the right to deny permission to any guest request. Students below grade 9 are not permitted to attend.
3. Guests may only attend dances for which tickets are sold in advance.
4. **Invited guests must be under 21 years of age.**
5. Students and guests may be refused entrance to a dance at the discretion of the school officials.
6. Students and guests are expected to follow all rules and regulations of the school while in attendance at a dance and are subject to the terms of the disciplinary code.

## **VII. DISTRICT POLICIES**

**\*Any violation of District Policies may result in consequences**

### **1. Access to Electronic Networks Board Policy 6:235**

Electronic networks, including the Internet, are a part of the District's instructional program and serve to promote educational excellence by facilitating resource sharing, innovation, and communication. The Superintendent shall develop an implementation plan for this policy and appoint system administrator(s).

The School District is not responsible for any information that may be lost or damaged, or become unavailable when using the network, or for any information that is retrieved or transmitted via the Internet. Furthermore, the District will not be responsible for any unauthorized charges or fees resulting from access to the Internet.

### **Curriculum and Appropriate Online Behavior**

The use of the District's electronic networks shall: (1) be consistent with the curriculum adopted by the District as well as the varied instructional needs, learning styles, abilities, and developmental levels of the students, and (2) comply with the selection criteria for instructional materials and library

resource center materials. As required by federal law and Board policy 6:60, Curriculum Content, students will be educated about appropriate online behavior, including but not limited to: (1) interacting with other individuals on social networking websites and in chat rooms, and (2) cyber-bullying awareness and response. Staff members may, consistent with the Superintendent's implementation plan, use the Internet throughout the curriculum.

**The District's electronic network is part of the curriculum and is not a public forum for general use.**

#### **Acceptable Use Board Policy 7:345**

All use of the District's electronic networks must be: (1) in support of education and/or research, and be in furtherance of the goals stated herein, or (2) for a legitimate school business purpose. Use is a privilege, not a right. Students and staff members have no expectation of privacy in any material that is stored, transmitted, or received via the District's electronic networks or District computers. General rules for behavior and communications apply when using electronic networks. The District's *Authorization for Electronic Network Access* contains the appropriate uses, ethics, and protocol. Electronic communications and downloaded material, including files deleted from a user's account but not erased, may be monitored or read by school officials.

#### **Electronic Devices & Accessories – General Use**

Using or possessing an electronic paging device: Using a cellular telephone, video recording device, personal digital assistant (PDA), or other electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device, or cellular phone. Unless otherwise banned under this policy or by the Building Principal, all electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's individualized education program (IEP); (c) it is used during the student's lunch period, or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals.

#### **Security Risks**

**Electronic devices are especially vulnerable to loss and theft. Bloom and Bloom Trail High Schools accepts no responsibility for personal property brought onto campus by students. School personnel are not required to investigate loss or theft.**

#### **Internet Safety**

Technology protection measures shall be used on each District computer with Internet access by both adults and minors to visual depictions that are:

(1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by federal law and as determined by the Superintendent or designee. The Superintendent or designee shall enforce the use of such filtering devices.

The Superintendent or designee shall include measures in this policy's implementation plan to address the following:

1. Ensure staff supervision of student access to online electronic networks,
2. Restrict student access to inappropriate matter as well as restricting access to harmful materials,
3. Ensure student and staff privacy, safety, and security when using electronic communications,
4. Restrict unauthorized access, including "hacking" and other unlawful activities, and
5. Restrict unauthorized disclosure, use, and dissemination of personal identification information, such as, names and addresses.

Authorization for Electronic Network Access

Each staff member must sign the District's *Authorization for Electronic Network Access* as a condition for using the District's electronic network. Each student and his or her parent(s)/guardian(s) must sign the *Authorization* before being granted unsupervised use.

All users of the District's computers to access the Internet shall maintain the confidentiality of student records. Reasonable measures to protect against unreasonable access shall be taken before confidential student information is loaded onto the network.

The failure of any student or staff member to follow the terms of the *Authorization for Electronic Network Access*, or this policy, will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

LEGAL REF.: No Child Left Behind Act, 20 U.S.C. §6777. Children's Internet Protection Act, 47 U.S.C. §254(h) and (l). Enhancing Education Through Technology Act, 20 U.S.C §6751 et seq. 720 ILCS 135/0.01.

CROSS REF.: 5:100 (Staff Development Program), 5:170 (Copyright), 6:40 (Curriculum Development), 6:210 (Instructional Materials), 6:230 (Library Media Program), 6:260 (Complaints About Curriculum, Instructional Materials, and Programs), 7:130 (Student Rights and Responsibilities), 7:190 (Student Discipline), 7:310 (Restrictions on Publications).

**2. Prevention of Bullying, Intimidation, and Harassment Board Policy  
7:180**

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors is a goal of the District 206.

Bullying on the basis of actual or perceived race, color, nationality, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including

pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic is prohibited in each of the following situations:

- During any school sponsored education program or activity.
- While in school, on school property, on school buses or other school vehicles, at designated bus stops, or at school sponsored or school sanctioned events or activities.
- Through the transmission of information from any electronic device, and/or social media.

Students are not to engage in any form or type of aggressive behavior that does physical or psychological harm to someone else. Students who urge encourage or incite aggressive behaviors which cause physical or psychological harm will be treated as those who actually commit the offense.

Prohibited aggressive behaviors include, but are not limited to: the use of bullying, physical violence, threats, (not limited to verbal, written or electronic) noise, coercion, intimidation, fear, hazing, initiation rituals, psychological threats, symbolic threats (such as harming an effigy, or internet based images or likeness using any social media) physical abuse, or other comparable conduct. When a student engages in behaviors that are considered to be aggressive, bullying or hazing, normal disciplinary measures will be followed per the student handbook. Additionally, the Building Principal or his/her Designee will send the Notice of Aggressive Behavior, Bullying or Hazing Letter.

Students may not organize, incite, participate in, or perpetuate forms of civil disobedience such as sit-ins, walkouts, boycotts or other disruptions of the normal operation of the school. Appropriate disciplinary action, including recommendation for expulsion from school, will be taken against offenders. Referral to civil authorities will be made and may result in arrest.

When a student engages in behaviors that are considered to be aggressive, bullying or hazing, normal disciplinary measures will be followed per the student handbook.

Students are encouraged to report claims or incidences of bullying, harassment, or any other prohibited conduct to the Nondiscrimination Coordinator, Building Principal, Assistant Principal, Dean of Students, or a complaint manager. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

### **3. Search and Seizures Board Policy 7:140**

In order to maintain order and security in the school, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. "School authorities" includes school liaison police officers.

- School property that is owned by the school (such as lockers, desks, and parking lots) may be inspected. Students have no reasonable expectation of privacy in these places or in their personal effects left in these areas.

- Unannounced canine locker searches will occur periodically. The high school administration reserves the right to search student lockers at any time.
- School authorities may search a student and/or the student's personal effects in their possession (purses, wallets, book bags, etc.) when there is a reasonable ground for suspecting that the search will produce evidence that the student has violated the law or a school rule or policy

Immediately following a search, a written report shall be made by the school authority who conducted the search, and given to the Superintendent.

#### **4. Notice of Surveillance**

**School Property:** This building and the outdoor school grounds and facilities thereon contain surveillance equipment, including video recorders. Activities that take place while you are present in this school building, on outdoor school grounds or in the facilities thereon may be video recorded and will be used for student disciplinary purposes when necessary. Presence in the school building, on the outdoor school grounds or in the facilities thereon constitutes consent by all interested parties, including both students and parents, to the making of such video recordings.

**School Bus:** Each regular, athletic, and activity bus operated for the District high schools contains surveillance equipment, including audio and video recorders. Conversations and activities that take place while you are riding on this school bus may be audio and/or video recorded and will be used for student disciplinary purposes when necessary. Riding the school bus constitutes consent by all interested parties, including both students and parents, to the making of such audio and video recording.

#### **5. Sexual Harassment Board Policy 7:20**

Sexual harassment of students is prohibited. Any person, including a district employee or agent, or student, engages in sexual harassment whenever he or she makes sexual advances, requests sexual favors, and engages in other verbal or physical conduct of a sexual or sex-based nature, imposed on the basis of sex. Such practices or actions include, but are not limited to:

- Use of authority or superior position to solicit sexual favors which might affect student status, honors, achievements or progress.
- Sexual advances which interfere with student's participation in or success with any aspect of the educational or extracurricular program.
- Gender based derogatory remarks, questions, statements or actions which have an intimidating effect.

Students are encouraged to report claims or incidences of sexual harassment to the Nondiscrimination Coordinator, Building Principal, Assistant Principal, Dean of Students, or a complaint manager. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

## **6. Non-Discrimination Policies Board Policy 7:10**

Title IX of the Education Amendments of 1972 prohibits District 206 High Schools from sex discrimination in any educational program or activity it operates. District 206 High Schools do not discriminate on the basis of disability in any educational program or activity operated by District 206 High Schools. Additionally, vocational education opportunities will be offered without regard to race, color, national origin, sex or disability. Inquiries concerning the school's obligation under these regulations should be directed to the School's Title IX and 504 Compliance Officer.

Mrs. Dorith Johnson, Title IX Coordinator  
Ms. Carole Burns, Section 504 Coordinator  
100 West 10<sup>th</sup> Street  
Chicago Heights, IL 60411 Tele. 708-755-7010

Students who feel they are being discriminated against or denied access may pick up the proper forms through their counselors.

Bloom Township District 206 provides special education and related services to students with disabilities pursuant to school district procedures, state and federal regulations. The district offers a full continuum of services in the least restrictive environment. Parents have the right to request a copy of the district's "Special Education Procedures" and the "Procedural Safeguards". Copies of both documents can be requested from the Special Education Office and/or found on the district's website and at:

<https://www.isbe.net/Pages/Search-Results.aspx?k=procedural%20safeguards>

### Reglas contra la Discriminación Título IX y Sección 504

El Título IX de las Reformas de Educación de 1972, les prohíbe a las Escuelas Secundarias del Distrito 206 la discriminación de sexos en cualquier programa educacional que se lleve a cabo. Las Escuelas Secundarias del Distrito 206 no discriminan por sexo en sus admisiones, en empleo o en el desarrollo de cualquier programa educacional o actividad. La Sección 504, prohíbe la discriminación por impedimento o inhabilidad en cualquier programa o actividad patrocinados por las Escuelas Secundarias del Distrito 206. Además, las oportunidades de educación vocacional serán ofrecidas sin considerar raza, color, origen, sexo o impedimento. Preguntas que se tengan sobre las obligaciones de las escuelas bajo estas regulaciones, deberán ser dirigadas al Título IX Escolar y al Oficial de Quejas 504.

Mrs. Dorith Johnson, Title IX Coordinator  
Ms. Carole Burns, Section 504 Coordinator  
100 West 10<sup>th</sup> Street  
Chicago Heights, IL. 60411 Tele. 708-755-7010

Los estudiantes que sientan discriminados o negados al acceso educacional, pueden obtener las formas adecuadas a través de sus consejeros.

## **7. Student Record Rights and Privacy Board Policy 7:15 and 7:340P**

All academic and personal records pertaining to individual students are confidential and can be inspected by students, parents, and school officials only. Anyone else wishing to see a student's record must get written permission from the parents, the student, or the courts. Upon written requests, the school



will make the entire record, as well as selected items from that record, available for review. In some cases, such as with psychological testing, social work profiles, special education placement, etc., parents and students should seek interpretation from persons trained in the administration and interpretation of such tests.

The rules and regulations regarding the Federal Right to Privacy Act and the School Code of Illinois 122-50 are available at both the Superintendent's Office and the Principal's Office upon request for your inspection. At that time, the requesting party will be provided with the regulations regarding the maintenance of records and the appropriate procedures governing the request for copies of such records.

#### LOS EXPEDIENTES ACADEMICOS

Todos los expedients académicos y personales perteneciente a un alumno individual son confidenciales y solamente los alumnos, los padres, y los funcionarios de la escuela tienen el derecho de inspeccionarlos. Cualquiera otro que desee ver los documentos de un estudiante necesita el permiso escrito de los padres, o del alumno, o de las cortes. Al recibir su petición escrita la escuela facilitará el entero expediente académico, y tal será disponible al estudiante y/o los padres. En algunos casos, tal como los exámenes psicológicos, el perfil escritos de trabajo social, la colocación de las personas educadas en la administración y interpretación de tales exámenes.

La reglas y regulaciones con respecto a los Derechos Federales de Privacidad y el Código Escolar 122.50 de Illinois están disponibles en las oficinas del superintendente y del director de la escuela secundaria cuando usted presente su petición. En ese momento, se le dará las regulaciones en respecto al cuidado de los expedientes académicos y los procedimientos apropiados que regulan el pedido de dichas copias.

#### NON-CUSTODIAL PARENTS' RIGHT TO INFORMATION

All pertinent information regarding the progress of a child will be shared with non-custodial as it would with custodial parents. Federal Law (Federal Education Rights and Privacy Act) and state law (Illinois Student School Records Act) mandate that non-custodial parents receive the same consideration as custodial parents and should receive such information as:

- Report cards
- Statewide test results
- Invitations to parent-teacher conferences
- Access to child's records
- Other information shared with the custodial parent

The only way in which a non-custodial parent may be denied access to this information is if there is a court order specifically prohibiting the non-custodial parent's contact with the school. The request from a custodial parent in itself is not enough to deny access to a non-custodial parent.

#### **8. District 206 Bilingual Department** Mission Statement

The Bilingual Department, located at Bloom High School, is dedicated to providing rigorous education for English Language Learners by providing English Language Instruction along with classes in the core subjects in native language when possible in an effort to smoothly transition into mainstream classes.

#### Program Goals

- To improve students' acquisition of English in speaking, listening, reading and writing as measured by the ACCESS test.
- To provide instruction aligned with mainstream curriculum in the core areas of math, science and social studies.
- To transition students to mainstream classes once they are proficient in all four areas of language acquisition.
- Once mainstreamed, the Bilingual Department also monitors student success and works to provide interventions when necessary.

#### Program Placement Information

Identifying ELL students:

1. Administer a [Home Language Survey](#) to **ALL** students newly registering in the district.
2. Assess the English language proficiency of all students whose parents answered "yes" to one or both of the Home Language Survey questions, "Is a language other than English spoken in the home?" and "Does the student speak a language other than English?"
3. If the student is identified as Limited English Proficient (LEP), we will provide services as required based on the individual student's needs.
4. Annually report identified LEP students on the [Student Information System \(SIS\)](#).

#### Program Exit Information

Exit Criteria:

As of January 1, 2010, students who obtain an overall composite proficiency level of 4.8 **as well as a 4.2 composite literacy (reading/writing) proficiency level (Tier B or C)** on the annually administered state approved English language proficiency test, **ACCESS for ELLs®**, are to be considered English language proficient. Students who enter the program are still monitored by the department until they graduate.

3-year assessment:

If a student is enrolled in the Bilingual program for three years and does not meet the proficiency standards listed above, the District provides the parents with a recommendation letter to have the student remain in the program. The parent must authorize the continuing placement.

**BTHS District 206 shares notifications and policies in accordance with all state and federal laws and requirements. Noted below are titles and the numerical location to the District 206 Board Policies:**

#### **Waiver of Student Fee 4:140**

Students are entitled to a free and public education. The policy supporting this can be found at 4:140.

**Pesticide Notification 4:160**

Any request to be notified of the use of pesticides can be found at 4:160 along with other safety precautions. See policy.

**Safety Drill Procedures and Conduct/Unsafe School Notification 4:170**

As part of operating safe schools, District 206 will conduct drills and provide a safe and secure environment for students to be productive. See policy.

**Violent Offender and Sex Offender Notification 4:175**

District 206 uses a visitor management system that will scan violent and sex offender databases for any known offenders attempting to enter any building. See policy.

**Mandated Reporter 5:90**

Any district employee is required to report any suspected abuse of district students. See policy.

**Sex Education Instruction 6:60**

Information regarding sexual education, abuse and assault awareness is provided in this policy.

**Education of Children with Disabilities 6:120**

The District will provide free and appropriate public education in the least restrictive environment, including IEP and 504 students. See policy.

**Homeless Child's Right to Education 6:140**

Each child of a homeless individual is entitled to a free and public education. See policy.

**English Learners 6:160**

The district shall develop and implement a program for English Language Learners.

**Parent Notices Required by the Every Student Succeeds Act (ESSA) 6:170**

Required postings regarding Teacher Qualification, Testing Transparency, the Annual School Report Card, Parent and Family Engagement Compact, Student Privacy, English Learners and Homeless Student are clarified in this policy.

**Certificate of High School Completion 6:300**

A student with a disability who has an IEP prescribing special education, transition planning, transition services, or related services beyond the student's 4 years of high school, qualifies for a certificate of completion after the student has completed 4 years of high school. See policy.

**Standardized Testing 6:340**

Students and parents/guardians should be aware that the State and District require students to take certain standardized tests, including the following: PSAT NMSQT, PSAT 8/9, PSAT 10, SAT, ISA . See policy.

**Student Privacy Protection Biometric Information 7:15**

Before collecting biometric information from students, the school must seek the permission of the student's parent/guardian or the student, if over the age of 18. See policy.

**Military Recruiters and Institutions of Higher Learning 7:15**

Upon their request, military recruiters and institutions of higher learning will be given access to students' names, addresses and telephone numbers. See policy.

**Immunizations, Health, Eye & Dental Examination 7:100**

Required health and immunizations records, eye examination records, and dental examination records for entering school are clarified in this policy.

**Discipline of Students with Disabilities 7:230**

District 206 follows the requirements regarding the safeguards for the discipline of students with IEPs. See policy.

**Exemption from PE Requirement 7:260**

The parameters for P.E. waivers for students with special education are discussed in this policy.

**Dispensing Student Medication 7:270**

Requirements for the dispensing of medication by school staff and for the self-administration of medication are clarified in this policy.

**Guidance and Counseling Program 7:270**

The school provides a guidance and counseling program for students. See policy.

**Communicable and Chronic Infectious Disease 7:280**

The school will observe recommendations of the Illinois Department of Public Health regarding communicable diseases. See policy.

**Student Records 7:340**

The Family Educational Rights and Privacy Act (FERPA) and the Illinois Student Records Act afford parents/guardians and students over 18 years of age ("eligible students' ") certain rights with respect to the student's school records. See policy for more details.

**School Visitation and Access to Classroom for Spec. Ed Purposes 8:30**

Parents, Independent Evaluators, and Qualified Professionals are granted reasonable access to the special education classroom. See policy.

**Related Service Logs**

Illinois schools must make related service logs available to parents/guardians at the student's annual review IEP meeting or at any time upon request by the parent/guardian. The logs must indicate the type of related services administered, per the IEP, and the minutes of each type of related service.

**Student Log-on Directions**  
**For Computer/Network Access**  
Passwords for new students are set  
to a default password: **Password1**

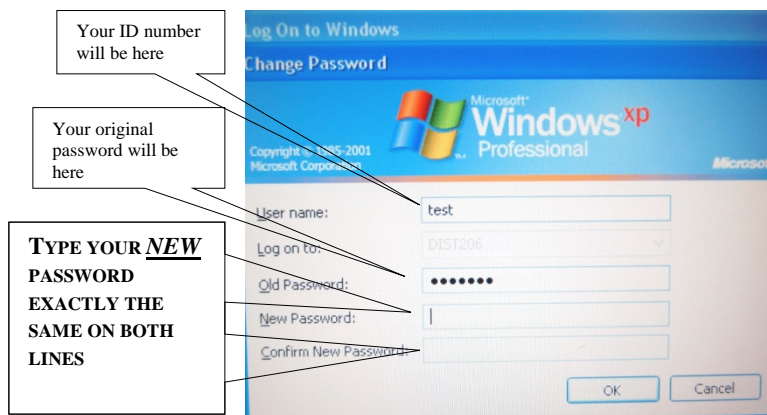
YOUR STUDENT ID NUMBER IS YOUR USERNAME

The first time you logon to the computer system, you will  
receive a box that says:

“You are required to change your password at first logon.”

**CLICK OK**

The screen shown below will be displayed



**CLICK OK after you have entered your new password twice**

Passwords must be at least **8** characters in length  
and include at least three of the following four:

- UPPERCASE (CAPITAL) letters
- Lowercase (small) letters
- Numbers (0 THRU 9)
- Symbols (example: # % \$)

The new password must be different from the old one  
and cannot include your first or last name

**You will get an error message if these rules are not followed**

## **Student Log-on Directions for Google Account Access**

**All students have a Bloom Google Account  
for creating and storing files.**

---

You do not have a Google email account from Bloom


---

You must sign into your regular school account  
before you can activate your Google account.

---

To activate your Google account:

1. Open a web browser such as Chrome, Firefox or Internet Explorer
2. Navigate to: [www.google.com](http://www.google.com)  
*If you don't see the box below, click on the **Sign In** button in the top right corner*



The screenshot shows the Google sign-in interface. At the top, it says "Sign in to add another account". Below that is a profile picture placeholder. There are two input fields: the first contains the email address "123456@sd206.org" and the second is labeled "Password". A blue "Sign in" button is below the fields, and a "Need help?" link is at the bottom left of the sign-in area.

Type your Student ID number followed by "@sd206.org"

Type your **Bloom 206 computer password**  
*Your Google account and your Bloom account are synchronized and will have the same password.*

Click the "Sign in" button

3. You are now signed in to Google
4. Click on the apps launcher [*the rubix cube looking icon in the top right corner*]
5. From here you can click on your Google Drive or other Google Apps



## **EXTENDED 9<sup>th</sup> PERIOD ASSEMBLY SCHEDULE**

(Assembly times are only estimates since we will control this over the PA):

PERIOD 1:	8:10-8:55
PERIOD 2:	9:00-9:45
PERIOD 3:	9:50-10:35
PERIOD 4:	10:40-11:07
PERIOD 5:	11:12-11:39
PERIOD 6:	11:44-12:11
PERIOD 7:	12:16-12:43
PERIOD 8:	12:48-1:15
PERIOD 9A:	1:20-2:00 (40) "A Group"
PERIOD 9B:	2:05-2:45 (40) "B Group"



I acknowledge receipt of the  
Bloom Trail High School Planner/Handbook.

This book provides a full description of  
school policies, rules, regulations and services.

If you have any questions concerning any information in this book,  
please contact a school official.

---

Student Name (Print)

---

Student Signature

---

ID Number

---

Date

