



**BLOOM TOWNSHIP**  
High School District 206

BLOOM TOWNSHIP  
HIGH SCHOOL  
DISTRICT 206

*2018-2019  
Faculty Handbook*

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# Introduction

## District 206

### Mission

Bloom Township's mission is to provide students with relevant educational experiences that assist in their attainment of competency in all academic areas and the ability to apply these skills to real life endeavors. While working within the multicultural school/community environment, we strive to empower individuals-personally and socially-to achieve their maximum potential using higher order thinking skills that prepare them for the constantly changing challenges of our global society.

### Board of Education

HENRY DRAKE  
President

WILLIAM ANGELL  
Vice President

KELLI MERRICK  
Member

TERESA PALOMBI  
Secretary

ANTHONY MURPHY  
Member

KAREN KING  
Member

ROBERT ROSSI  
Member

### Administration

Dr. LENELL NAVARRE  
Superintendent

DORITH JOHNSON  
Assistant Superintendent Curriculum & Instruction

RHONA ISRAEL  
Assistant Superintendent Human Resources

MICHAEL CAMPBELL  
Alternative School Principal

CAROLE BURNS  
Director of Special Education

JOSEPH REDA  
Director of Athletics

KENNETH KORBEL  
Business Manager  
Chief School Business Officer

Dr. GREGORY HORAK  
District Director of Climate

CYNTHIA GONZALEZ  
Director of College Career Readiness and Interventions

# Bloom High School

## Mission

Bloom High School's mission is to provide our students with relevant educational experiences in all academic areas while developing useful real life skills. We strive to prepare our students to maximize their potential in a multicultural global society.

## History

When Bloom Township High School District 206 was founded, it was created to serve a vast geographical area which then included the expanse from Beecher on the south to Hazel Crest on the north and from New Lenox on the west almost to the Indiana border. In 1930, Beecher opened its own high school, and 10 years later Crete High School became a four year school. During the 1950's and 1960's the population within this area skyrocketed beyond anyone's expectations. As a result, three major population areas left District 206. Rich Township High School District 227 was formed in 1953 to serve Park Forest, Matteson, and other areas in the southwestern section of the district; Lincoln-Way in New Lenox was begun in 1954 to serve the rapidly growing communities to the west, such as Frankfort and Mokena; and High School District 223 was instituted in 1959 to serve the communities of Homewood and Flossmoor.

The history of Bloom Township High School District 206 has been one of growth and change, with a continuing commitment to quality education and a dedication to meet the needs of a varied student population. Quality academic programs are available for those who plan to attend college, but the district also offers other programs that are just as important. A fine industrial arts program now offers increased opportunity through an area vocational network, and special education opportunities are among the best in the tradition of excellence that had its beginning nearly 110 years ago.

### Historical Bloom Art

The historic fresco murals that adorn the front entrance were created by WPA artist Edgar Britton. He used students as models as he depicted the major academic pursuits of the time and into the future. Britton studied under the famous American artist Grant Wood. The architectural firm of Royer, Danelly and Smith of Urbana set aside these panels when planning the art deco theme for the school and its famous tower. The two Bedford Limestone statues of students at the outside entrance were donated by the class of 1938. The WPA artists chosen as sculptors were Felix W. Schlag (the artist who designed the Jefferson head nickel) and Curtis Drewes. These artistic additions, plus the unique deco art of the Tower, contributed to naming Bloom High School as a National Historic Site in 1982, the first public high school in Illinois to be so designated. Both murals and statues were restored in 1987 through private donations.

### The Trojan Head

The Bloom High School class of 1962 presented the solid brass Trojan Head plaque to represent hallowed ground to the school. The Trojan Head plaque is never to be walked on. It is a symbol of distinction, pride, and respect for all Bloom Trojans. The class gift was to preserve the pride and traditions of Bloom High School.

## Administration

### BLOOM HIGH SCHOOL

SCOTT SAVAGE  
Principal

ELIZABETH SANTIAGO  
Assistant Principal  
Curriculum, Instruction and Assessment

MARCUS LYKE  
Assistant Principal  
Student Services

MICHELE EDWARDS  
Division Coordinator for Special Education

MARILYN BITTNER  
District Coordinator, Career/Technical Education/Art

SCOTT ANDERSON  
District Coordinator, English/Social Studies

STEVE HAD  
District Coordinator, Mathematics

MICHAEL CAMP  
District Coordinator, Reading/World Language/ELL

KIMBERLY KIMBROUGH  
District Coordinator, Science

## Pupil and Personnel Services

### Counselors

Monica Miller (Freshmen)  
Elizabeth Fushi-Peterson (A-GL)  
Jim Doherty (GO-N)  
Shellie Winters (O-Z)  
Imelda Gonzalez (ELL)  
Julie Largen (Special Education)  
Jeanette Beste (Post-Secondary)  
Sheva Franklin (Graduation Coach)  
Dr. Latasha Wright (Mental Health  
Counselor)

### Deans

Kimberlee Bateast (A-G)  
Deborah Robustelli (H-N)  
Robert Belzeski (O-Z)  
Kendrick Hall (MTSS)

### Pupil Personnel Staff

Michael Turner  
Social Worker (A-J)  
Danté Maddox  
Social Worker (K-Z)  
Mariba Woods  
Student Assistance Coordinator  
Susan Mouritzen  
Nurse  
Kimberly Stout  
Truant Officer  
Anthony Holmes  
MTSS Behavioral Specialist



## **Bloom Trail High School**

### **Mission**

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 standards. Student success is possible only through the shared responsibility of students, school staff, parents/guardians, and community.

### **History**

Bloom Trail High School opened as a four-year high school in the fall of 1976. Prior to that, since 1964, it had been a Freshman-Sophomore Division of Bloom Township High School. In 1964, it housed only freshmen (940) and then expanded to freshmen and sophomores the following year. As the school population grew in the late 60's, the frosh-soph building was so crowded that 200 sophomores commuted one-half day to Bloom Junior-Senior Division in 1969. Two years later all sophomores were sent to Bloom on a permanent basis, making that school go on a split day schedule. The Freshman-Sophomore Division then housed only freshmen on a regular school day schedule.

In the fall of 1976, following a successful building bond referendum, Bloom School District had two four-year schools. Bloom Trail was then born. Names for the new four-year school were suggested by the community at large and narrowed down to five by a student vote. Bloom Trail was ultimately chosen by the Board of Education, navy blue and old gold were selected for the school's uniforms and the logo chosen was the fiery helmet. The seniors, falling within the new Bloom Trail boundaries, were given the choice of finishing at Bloom High School or being the first senior class at the new Bloom Trail. About half of those eligible opted for Bloom Trail and the school graduated 348 seniors in 1977.

Since that first graduating class, Bloom Trail has seen 35 other graduations. The total graduated since 1977 numbers 10,000. Among our graduates, as calculated from fourteen ten-year class reunions, there are fifteen physicians, twenty-six teachers, fifteen nurses, ten lawyers, ten with engineering degrees, fifteen small business owners, some architects and accountants and many others enjoying successful careers.

Since our birth as a four-year comprehensive high school, Bloom Trail has been privileged with outstanding leadership from five principals. Mr. E. E. Neubauer had the distinction of being the first principal, until he retired in 1980. He was succeeded by Mr. William D. McGee who enjoyed the period of Bloom Trail highest enrollment. When Mr. McGee retired in 1985, the leadership was passed on to Mr. Gerald Lauritsen. He has the distinction of the longest term of office at Bloom Trail, from 1985 to 1994, when he was promoted to Assistant Superintendent in charge of Instruction.

## Administration

### BLOOM TRAIL HIGH SCHOOL

GLYNIS KEENE  
Principal

SUSAN WOODYATT  
Assistant Principal  
Curriculum, Instruction and Assessment

DR. TIMOTHY CRADDOCK  
Assistant Principal  
Student Services

ROSE WALLS  
Division Coordinator for Special Education

MARILYN BITTNER  
District Coordinator, Career/Technical Education/Art

SCOTT ANDERSON  
District Coordinator, English/Social Studies

STEVE HAD  
District Coordinator, Mathematics

MICHAEL CAMP  
District Coordinator, Reading/World Language/ELL

KIMBERLY KIMBROUGH  
District Coordinator, Science

## Pupil and Personnel Services

### Counselors

Thomas Doyle (Freshmen)

Laura Lauritsen (A-E)

Marcia Jones (F-L)

Amy Majewski (M-R)

Pamela Pugh (S-Z)

Timothy Connolly  
(Special Education)

Amy Inka  
(Post-Secondary Planning)

Dr. Latasha Wright (Mental Health  
Counselor)

### Deans

Tecara Nunn (A-G)

Thomas Tong (H-N)

Timel Moore (O-Z)

O'Letha Watson  
(MTSS)

Stacy Burse  
(Behavioral Intervention)

### Pupil Personnel Staff

Janae Hunziker  
Social Worker (A-L)

Michelle Pluhar  
Social Worker (M-Z)

Tim Nelson  
Student Assistance Coordinator

Cynthia Berg  
Nurse

Denise Jones  
Graduation Coach

Kimberly Kracik  
Truancy Officer

# BLOOM TOWNSHIP HIGH SCHOOL DISTRICT 206

## OFFICIAL SCHOOL CALENDAR 2018 - 2019

### July 2018

M	T	W	T	F	Total
2	3	4	5	6	0
9	10	11	12	13	0
16	17	18	19	20	0
23	24	25	26	27	0
30	31				0
<b>Total</b>					0

### August 2018

M	T	W	T	F	Total
		1	2	3	0
6	7	8	9	10	0
13	14	15	16	17	5
20	21	22	23	24	5
27	28	29	30	31	5
<b>Total</b>					15

### September 2018

M	T	W	T	F	Total
3	4	5	6	7	3
10	11	12	13	14	5
18	19	20	21	22	4
24	25	26	27	28	5
<b>Total</b>					17

### October 2018

M	T	W	T	F	Total
1	2	3	4	5	5
8	9	10	11	12	4
15	16	17	18	19	5
22	23	24	25	26	5
29	30	31			3
<b>Total</b>					22

### November 2018

M	T	W	T	F	Total
			1	2	2
5	6	7	8	9	5
13	14	15	16	17	4
19	20	21	22	23	3
26	27	28	29	30	5
<b>Total</b>					19

### December 2018

M	T	W	T	F	Total
3	4	5	6	7	5
10	11	12	13	14	5
17	18	19	20	21	5
22	23	24	25	26	0
27	28	29	30	31	0
<b>Total</b>					15

### January 2019

M	T	W	T	F	Total
	1	2	3	4	0
7	8	9	10	11	5
14	15	16	17	18	5
21	22	23	24	25	4
28	29	30	31		4
<b>Total</b>					18

### February 2019

M	T	W	T	F	Total
				1	0
4	5	6	7	8	5
11	12	13	14	15	4
18	19	20	21	22	4
25	26	27	28		4
<b>Total</b>					17

#### PARENT CONFERENCES (5:00 – 7:00 PM)

Bloom Trail	<u>2/14/19</u>
Bloom	<u>2/14/19</u>
Alternative	<u>2/14/19</u>

#### COMMENCEMENT DATES

Bloom Trail	<u>5/22/19</u>
Bloom	<u>5/23/19</u>

#### LEGAL PUBLIC SCHOOL HOLIDAYS

Independence Day .....	July 4
Labor Day .....	September 3
Columbus Day .....	October 8
Veterans Day .....	November 11
Thanksgiving Day .....	November 22
Christmas Day .....	December 25
New Year's Day .....	January 1
M.L. King's Birthday .....	January 21
President's Day .....	February 18
Casimir Pulaski Day .....	March 4
Memorial Day .....	May 27

#### CALENDAR LEGEND

Institutes	●
Legal School Holidays	☀
Not in Attendance	⊘
Half-day In-service	◀
Full-day P/T Conference	▶
Early Release	◇
Full-day In-Service	FI
Progress Report/End of Term	}
Emergency Days	★

School Begins	<u>8/9/18</u>
School Closes	<u>6/3/19</u>

Pupil Attendance Days (174 Minimum)	<u>175</u>
Emergency Days	<u>5</u>
Approved Institute Days (Limit of 4 – may use 2 for Parent Institute)	<u>4</u>
Approved All Day Parent/Teacher Conf. Days (Limit 2)	<u>1</u>
<b>TOTAL (185 days or more)</b>	<b><u>185</u></b>

### March 2019

M	T	W	T	F	Total
				1	1
4	5	6	7	8	4
11	12	13	14	15	5
18	19	20	21	22	5
23	24	25	26	27	0
28	29	30	31		0
<b>Total</b>					15

### April 2019

M	T	W	T	F	Total
1	2	3	4	5	5
8	9	10	11	12	5
15	16	17	18	19	4
22	23	24	25	26	4
29	30				2
<b>Total</b>					20

### May 2019

M	T	W	T	F	Total
		1	2	3	3
6	7	8	9	10	5
13	14	15	16	17	5
20	21	22	23	24	4
27	28	29	30	31	0
<b>Total</b>					17

### June 2019

M	T	W	T	F	Total
3	4	5	6	7	0
10	11	12	13	14	0
17	18	19	20	21	0
24	25	26	27	28	0
<b>Total</b>					0

ADOPTED: 3/19/18

AMENDED: \_\_\_\_\_

*Dr. Yell 2 ne*

Signature of District Superintendent

3/20/18

Date

#### 8<sup>TH</sup> GRADE PARENT ORIENTATION

Bloom Trail	<u>2/07/19</u>
Bloom	<u>2/14/19</u>

#### PARENT/TEACHER CONFERENCES (1:00-7:00 PM)

Bloom Trail	<u>9/17/18</u>
Bloom	<u>9/17/18</u>
Alternative	<u>9/17/18</u>

# Calendars and Schedules

TO: All Staff  
FROM: Dorith Johnson  
RE: Ending dates and other special dates for the 2018-2019 school year

## PROGRESS REPORT PERIOD:

PR 1 - Monday, September 10, 2018  
PR 2 - Friday, November 9, 2018  
PR 3 - Friday, February 8, 2019  
PR 4 - Tuesday, April 16, 2019

## PR GRADE DUE DATE:

9/10/18 - 3:00 p.m.  
11/9/18 - 3:00 p.m.  
2/8/19 - 3:00 p.m.  
4/16/19 - 3:00 p.m.

## TERM ENDING DATES:

Q1 - Friday, October 12, 2018  
Q2 - Tuesday, December 18, 2018  
Q3 - Tuesday, March 12, 2019  
Q4 - Monday, May 20, 2019

## GRADE DUE DATES:

10/18/18 - 3:00 p.m.  
12/21/18 - 3:00 p.m.  
3/20/19 - 3:00 p.m.  
5/24/19 - 3:00 p.m.

## INSTITUTE DAYS: 1<sup>ST</sup> Semester

August 9, 2018 (Thursday)  
August 10, 2018 (Friday)

## INSTITUTE DAYS: 2<sup>ND</sup> Semester

February 1, 2019 (Friday)  
May 24, 2019 (Friday)

## EARLY RELEASE DATE: 12:20 p.m. Dismissal

August 22 (Wednesday)  
September 12 (Wednesday)  
September 26 (Wednesday)  
October 10 (Wednesday) (All school testing) – 1:00 p.m.  
October 24 (Wednesday)  
November 7 (Wednesday)  
November 21 (Wednesday)  
December 5 (Wednesday)

January 16 (Wednesday)  
January 30 (Wednesday)  
February 13 (Wednesday)  
February 27 (Wednesday)  
March 13 (Wednesday)  
April 9 (Tuesday) (All school testing) – 1:00 p.m.  
April 18 (Thursday)  
May 1 (Wednesday)

## EXAM EARLY RELEASE DATES: 11:05 a.m. Dismissal

December 19, 2018 (Wednesday) – Finals  
December 20, 2018 (Thursday) – Finals  
December 21, 2018 (Friday) – Finals

May 21, 2019 (Tuesday) - Finals  
May 22, 2019 (Wednesday) - Finals  
May 23, 2019 (Thursday) – Finals

## FULL DAY PARENT/TEACHER CONFERENCE:

September 17, 2018 (Monday) **1 p.m. – 7 p.m.**

## OPEN HOUSE DATES:

Bloom Trail Thursday, February 14, 2019 5-7 p.m.  
Bloom Thursday, February 14, 2019 5-7 p.m.  
Alternative Thursday, February 14, 2019 5-7 p.m.

## 8<sup>TH</sup> GRADE PARENT ORIENTATION:

Bloom Trail Thursday, March 7, 2019 5-7 p.m.  
Bloom Thursday, March 14, 2019 5-7 p.m.

## COMMENCEMENTS:

Bloom Trail Sunday, May 26, 2019 11:00 a.m.  
Bloom Sunday, May 26, 2019 4:00 p.m.

## **BELL SCHEDULES:**

### **REGULAR SCHEDULE** (Breakfast and *lunches* served)

<b>Professional Development time:</b>	<b>7:25-8:05</b>
PERIOD 1:	8:10-9:05 (55)
PERIOD 2:	9:10-10:05 (55)
PERIOD 3:	10:10-11:05 (55)
<i>PERIOD 4:</i>	11:10-11:37 (27)
<i>PERIOD 5:</i>	11:42-12:09 (27)
<i>PERIOD 6:</i>	12:14-12:41 (27)
<i>PERIOD 7:</i>	12:46-1:13 (27)
<i>PERIOD 8:</i>	1:18-1:45 (27)
PERIOD 9:	1:50-2:45 (55)

### **LATE START** (No breakfast served; *lunches* will be served)

<b>Professional Development time:</b>	<b>7:25-9:45</b>
PERIOD 1:	9:50-10:20 (30)
PERIOD 2:	10:25-10:55 (30)
PERIOD 3:	11:00-11:30 (30)
<i>PERIOD 4:</i>	11:35-12:02 (27)
<i>PERIOD 5:</i>	12:07-12:34 (27)
<i>PERIOD 6:</i>	12:39-1:06 (27)
<i>PERIOD 7:</i>	1:11-1:38 (27)
<i>PERIOD 8:</i>	1:43-2:10 (27)
PERIOD 9:	2:15-2:45 (30)

### **EARLY RELEASE** (Breakfast is served; *lunches* will be provided)

<b>Professional Development time:</b>	<b>7:25-8:05</b>
PERIOD 1:	8:10-8:47 (37)
PERIOD 2:	8:52-9:29 (37)
PERIOD 3:	9:34-10:11 (37)
PERIOD 4/5/6:	10:16-10:53 (37)
PERIOD 6/7/8:	10:58-11:35 (37)
PERIOD 9:	11:40-12:20 (40)
<b>Staff lunch:</b>	<b>12:30-1:10</b>
<b>Professional Development:</b>	<b>1:10 -2:45</b>

**EXAM SCHEDULE DAY ONE** (Breakfast served; lunches will be provided)

**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)  
(Teacher PLC meeting time in the afternoon)

**EXAM SCHEDULE DAY TWO** (Breakfast served; lunches will be provided)

**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)  
(Teacher grading time in the afternoon)

**EXAM SCHEDULE DAY THREE** (Breakfast served; lunches will be provided)

**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)  
(Teacher grading time in the afternoon)

**EMERGENCY EARLY RELEASE** (Breakfast is served; lunches will be provided)

**Professional Development time:** 7:25-8:05  
PERIOD 1: 8:10-8:40 (30)  
PERIOD 2: 8:45-9:15 (30)  
PERIOD 3: 9:20-9:50 (30)  
PERIOD 4/5/6: 9:55-10:25 (30)  
PERIOD 6/7/8: 10:30-11:00 (30)  
PERIOD 9: 11:05-11:40 (35—last five for announcements)

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

PERIOD 1: 8:10-8:55 (45)  
PERIOD 2: 9:00-9:45 (45)  
PERIOD 3: 9:50-10:35 (45)  
PERIOD 4: 10:40-11:07 (27)  
PERIOD 5: 11:12-11:39 (27)  
PERIOD 6: 11:44-12:11 (27)  
PERIOD 7: 12:16-12:43 (27)  
PERIOD 8: 12:48-1:15 (27)  
PERIOD 9A: 1:20-2:00 (40) "A Group" assembly  
PERIOD 9B: 2:05-2:45 (40) "B Group" assembly

## Important Links

### School Web Pages

Bloom Township High School District 206 - <http://www.bloomdistrict206.org/>

Bloom High School - <http://www.bloomhs.org/>

Bloom Trail High School - <http://www.bloomtrail.org/>

### Teacher Evaluation Program

<https://drive.google.com/a/sd206.org/embeddedfolderview?id=0B5sbmEH1jSZwSzA4M2lrcIFHVDA#>

### Faculty Web Portal (Payroll)

<https://ivisions.tylertech.com/bloomhs206/>

### Online Forms and Requests – Media Production Center and Maintenance

Home - <http://bloomsp/far/default.aspx>

### Power School for Teachers- [sd206.powerschool.com/teachers](http://sd206.powerschool.com/teachers)

### ABSENCE MANAGEMENT Substitution for staff-

[Absence Management Online](#)

[Employee Training Video](#)

You are also able to access Absence Management via your mobile phone. Here is a video regarding mobile access and an attached document with information.

[Absence Management Mobile](#)



# Classroom Management Programs

## SIMMONS

Bloom Township is committed to the success of all our students. On occasion behavioral problems can interfere with the educational process. Our behavior management system helps eliminate those interferences and allows students several opportunities to correct their misbehavior. This program is successful because everyone works as a team including the teachers, counselors, administrators, and most importantly, the parents.

## TWO TYPES OF BEHAVIOR

- Mischievous
  - Covert Defiance, Passive, Calm Refusal

Includes minor infractions such as classroom disruptions, profanity, the use of an electronic device, a dress code violation, and improper ID display. These infractions are recorded by the classroom teacher in the student's behavior log.

- Severe
  - Overt Defiance, Aggressive, Extreme or Drastic Behavior

Includes major infractions such as verbal or physical aggressive behavior, possession of drugs or alcohol, vandalism, theft, assault, smoking, gambling, truancy, and inappropriate bus conduct. These infractions will result in a Dean's Referral.

## RULE OF THREE

- Two offenses in one day would result in the student moving through steps 1 and 2 in the consequences column. Three offenses in one day would result in steps 1, 2, and 3 in the consequence column.
- One offense on two separate days would be two step 1s (verbal warnings).
- Look for a pattern; once the pattern is found a student can start on the next step. See example below:

Student's Name: John Doe      Period: 2      ID #: 123456

Date	Rule	Description	Step	Consequence	Signature
8/23	① 2 3 4 5	Out of Seat	① 2 3 4 5	Warning/Last Out	
8/24	1 2 ③ 4 5	Cursing	① 2 3 4 5	Warning	
8/26	1 2 ③ 4 5	Cursing	① ② 3 4 5	Warning/Last Out	
	1 2 3 4 5		1 2 3 4 5		
	1 2 3 4 5		1 2 3 4 5		

- Because the student was placed on Step 1 for three consecutive class periods a pattern has been established. The student has exhausted Step 1 and will now begin on Step 2 the next time this class meets.
- The student must have **10** successful class periods before the reset back to Step 1 (excluding absences).
- The goal is to keep the student in your class and learning. *Overt* students are continually disruptive and should be dealt with accordingly.
- It is *extremely* important that you exhaust all of your own classroom interventions prior to sending a student to the dean. For a list of interventions please refer to your RTI Intervention Sheet.



## TARDY POLICY

(Record separately from behavior) The following the school tardy policy:

<b><i>ALL STUDENT TARDIES</i></b>
Teacher <b>MUST</b> record in Power School and have a conference with the student

- Tardies are addressed weekly through the Dean’s Office (per the guidelines in the student handbooks).
- Tardies are reset to “zero” at the beginning of each new quarter.
- If a student is held after because of Simmons consequences, the student needs to be informed that this not an excuse to be late to their next class.
- Students who are late to school are tracked separately and will report directly to the Attendance Office where they will receive a late to school pass and the “Late to School” will be recorded in the Attendance Office.

<b>Tardy</b>	<b>Not in Assigned Area</b>	<b>Truant</b>
<p>-Entering class within 5 minutes of the tardy bell.</p> <p>-Tardy IS NOT- being in the classroom and not in a seat- this would be a behavior issue and needs to be recorded in the behavior log.</p>	<p><u>Bloom Trail</u></p> <p>-Students who arrive more than five minutes after the tardy bell, are considered as “not in an assigned area.”</p> <p>-Teachers are to mark these students tardy, AND write a referral for the student not being in their assigned area.</p> <p><u>Bloom</u></p> <p>-A student is tardy without a pass under ten minutes the teacher is to mark them tardy (unless they have information about them leaving the building or in the cafe or something else that is needed to be investigated. The deans ask the teachers to keep the student in class. The dean’s ask them to have the student sign the in and out log and to mark them tardy).</p> <p>-If a student is ten or more minutes late, the teacher is to write a referral for truancy and send the student to the dean’s office.</p>	<p>-A student who makes a conscious decision not to go to class (i.e. double lunching, walking toward the IE building going down Parkside during 2nd period, etc.). This student will and should be treated with a severe referral.</p> <p>-Multiple unexcused absences.</p>

**For guidelines on: ELECTRONIC DEVICES, STUDENT DRESS CODE, AND ID POLICY, refer to the STUDENT PLANNERS**

**HALLWAY TICKETS**

- When writing hallway tickets:
  - Be clear and concise.
  - Write a specific description and hallway location. Also, include the *time* of the incident.
  - If student's name is unavailable write a visual description.
  - Up to 3 offenses can be listed on one ticket.
  - Write positive tickets too!

**POSITIVE REINFORCEMENT**

There are several forms of positive reinforcement:

- |                              |                         |
|------------------------------|-------------------------|
| -Verbal Praise               | -Classroom Tallies      |
| -Stickers                    | -Buddy Quizzes          |
| -Pencils                     | -Test Answers/Notes     |
| -Computer Lab/Library Passes | -Drop Lowest Assignment |
| -Homework Passes             | -Other                  |

**REFERRALS (Only Bloom Trail done electronically)**

- Severe Referral:
  - Student exhibits overt behavior
  - Use key phrases such as “student stopped class from functioning,” “continual,” “disrupting the learning environment,” “extreme refusal,” “flagrant,” “drastic,” etc.
- Mischievous Referral:
  - Student reaches step 5
  - ALL interventions have been exhausted including attempted parent contact
  - Interventions used and dates must be included on the referral
- Deans’ Tips
  - Remember the referral is a legal document
  - Do not include any other student names on the referral instead use “Student B.”
  - Include the location if the incident occurred in the hallway.
  - Just the facts-omit personal opinions and feelings.
  - Use direct quote – especially with profanity.
  - Use objective not subjective words.

**DISCIPLINE CARDS**

- Location—Have an assigned location where students are to drop and pick up their discipline cards.
- Post the Procedure
  - Make sure you have the procedure for discipline cards posted in your room.
  - If a student forgets their cards in your room- the next period teacher should sign their warning and you should still sign the card.
- Early Dismissal
  - Some cards require the students to leave class TWO minutes early
  - If the card says the student needs to leave- they may get up and leave class two minutes early (especially those students on RED or PINK shelter cards because they cannot be on the hallway during passing periods).
- Positive Intervention Room (PIR)
  - Students with an IEP will have an extra intervention listed on their discipline card.

## Mandated Reporter Information

Your role as a mandated reporter is to inform the Department (DCFS) when you determine there is reason to believe that a child has been harmed or is in danger of being harmed physically, sexually, or through neglect, and that a caretaker either committed the harm or should have taken the steps to protect the child from harm. You need to make the call **immediately** and no one within your employment setting is permitted to restrain the call or discourage you from making the call.

The Abused and Neglected Child Reporting Act places several requirements on you as a mandated reporter.

- You are required to report suspected child abuse or neglect **immediately**.
- Privileged communication between professional and client is not grounds for failure to report. Willful failure to report suspected incidents of child abuse or neglect is a misdemeanor (first violation) or class 4 felony (second or subsequent violations).
- You may have to testify regarding any incidents you report if the case becomes the subject of legal or judicial action.
- State law protects the identity of all mandated reporters, and you are given immunity from legal liability as a result of reports in good faith.
- Reports must be confirmed in writing to the local investigation unit within 48 hours of the Hotline call.  
**The Hotline is available 24 hours per day, 7 days per week, 365 days a year.**

All calls to report suspected abuse or neglect must be made to the statewide Hotline.  
The toll-free number is **1-800-25-ABUSE (1-800-252-2873)**

Am I required to notify parents???

**No**, state law does not require that the mandated reporter notify parents of the report.

What happens after contacting the Hotline?

If the Hotline intake worker does not accept your call as a report, you will be informed and given the reason. Most often the explanation will relate to DCFS' legal jurisdiction or to the evaluation of risk of harm to the child. If you disagree with the conclusions of the Hotline worker, you may ask to speak with a Hotline supervisor. Explain the details of the case situation, the reasons you were given for the report being refused, and why you think the worker's assessment was inaccurate. If the Hotline worker does not take a report, the information is entered into the computer data system and maintained on file for six months at SCR (State Central Register). If a report is taken by the Hotline worker, an investigation is commenced within 24 hours.

## Indicated and Unfounded Cases

At the end of the process, the worker must determine if the report is "indicated" or "unfounded". The standard of proof is "credible evidence".

DCFS can indicate the case if the investigator finds that there is credible evidence that the perpetrator committed the abuse or neglect. If credible evidence is lacking, the case will be "**unfounded**".

- When the Child Protection Investigators establish that there is credible evidence to support the allegation of abuse or neglect the case is "**indicated**".
- Unfounded reports made by mandated reports alleging abuse in serious situations (sexual abuse or serious physical injury) will be retained in the department's records for 3 years. Records of less serious abuse are retained for 1 year.

## Building Procedures

The faculty member **MUST** report any cases of suspected abuse or neglect. In addition, the student may be referred to a social worker, student assistant coordinator, counselor and/or nurse for additional support or follow-up.

All bruises will be documented by the school nurse or an administrator in the nurse's absence.

If the faculty member or support staff feels strongly that the student is not safe to go home, The Building Principal or designee will contact the police department.

If a call to the Hotline results in an investigation, the faculty member may request the presence of an administrator for support at any time.

## **Homeless Children**

### **Who are homeless children and youth?**

Before schools can be certain they are complying with legislation related to educating students experiencing homelessness, they must understand who can be considered homeless. The McKinney-Vento Act (Section 725) defines "homeless children and youth" (school age and younger) as:

- Children and youth who lack fixed, regular, and adequate nighttime residence including children and youth who are:
  - Sharing the housing of other person due to loss of housing economic hardship, or a similar reason.
  - Living in motels, hotels, trailer parks, or camping ground due to lack of alternative adequate accommodations.
  - Living in emergency or transitional shelters.
  - Abandoned in hospitals.
  - Awaiting foster care placement.
- Children and youth who have a primary nighttime residence that is a public or private place not designed for, or ordinarily used as a regular sleeping accommodation for human beings.
- Children and youth who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings.
- Migratory children who qualify as homeless because they are living in circumstances described above.

The term unaccompanied youth includes a youth not in the physical custody of a parent or guardian. This would include runaways living in runaway shelters, abandoned buildings, cars on the streets, or in other inadequate housing; children and youth denied housing by their families (sometimes referred to throwaway children and youth") and school-age unwed mothers living in homes for unwed mothers because they have no other housing available. In determining whether or not a child or youth is homeless, consider the relative permanence of living arrangement. Determination of homelessness should be made on a case-by-case basis.

### **Signs that may indicate that a child is homeless:**

- Chronic hunger and tiredness
- Erratic attendance and tardiness
- Grooming and person hygiene/clothing that draws attention
- Consistent lack of preparation for school-coming in without books, supplies, homework completed or paper signed
- Extremes in behavior-withdrawal, extreme shyness, nervousness, aggression, anger
- Resistant to parting with personal possessions (e.g. putting coat in locker)

### **How you can help a homeless child in the classroom:**

- Maintain the child's privacy-discuss his homework situation away from other classmates;
- Distribute school supplies in private
- Assign a "buddy" to help the homeless child acclimate

- Help the child participate in field trips, school activities and class projects through understanding of his or her living environment and accessing resources
- Try to give the child a special job within the classroom
- Look for special academic needs and arrange for tutoring
- Offer encouragement and understanding and recognize the child's talents and accomplishments

## **Forms—most forms are located in the faculty mail room and/or on the V drive**

### **Conference Attendance Request Procedure**

- The Conference Attendance Request form is initiated by teacher/staff member.
- A registration form and white bill (if there is a fee) form must be completed and attached.
- The conference form and all attachments are turned in to the appropriate Division Coordinator for approval.
- The form and attachments are then given to the principal for approval.
- The principal will code the conference request form and the bill form with “Title” or “IDEA” etc.
- The conference forms and all attachments are submitted to the Assistant Superintendent of Curriculum Instruction and Assessment.  
The original and a second sheet are returned to the building for distribution. The original should go to the teacher/staff member and the second copy can be retained in the Substitute Book as backup for scheduling a substitute if required.
- A copy of the conference form, bill form and registration form are given to the Assistant Superintendent of Curriculum Instruction and Assessment or Director of Special Education for coding and payment disbursement.
- Conference attendees are expected to fill out and return the complete and return the Conference Reflection Form to their respective DCs. Also, when applicable, share any information with their colleagues that might assist with the improvement of instruction.

BLOOM TOWNSHIP HIGH SCHOOL DISTRICT 206

CONFERENCE ATTENDANCE REQUEST

Submit 10 days before registration of conference deadline

Name \_\_\_\_\_ Date Submitted \_\_\_\_\_

Building \_\_\_\_\_

Substitute needed? Y N Dates \_\_\_\_\_ Periods \_\_\_\_\_  
Circle One

Name & location of conference/workshop: \_\_\_\_\_

Funding source: (Administrator initials)

Superintendent \_\_\_\_\_ Asst. Supt/Instruction \_\_\_\_\_ Director of Special Education \_\_\_\_\_

Building Principal \_\_\_\_\_ Other \_\_\_\_\_

Purpose for attendance: (Check the one which best fits the situation)

\_\_\_ Taking students \_\_\_ Representing School District206/School \_\_\_ Professional Development

\_\_\_ Will others represent the district/school at the event? If yes, who? \_\_\_\_\_

How will your attendance at this conference/meeting benefit you, your school or department? \_\_\_\_\_

Registration Cost: \_\_\_\_\_

- A completed registration and bill form must be attached to this request
- A summary of the conference and an accompanying expense report must be submitted to your department administrator within five school days of the event

Mileage \_\_\_\_\_ (approximate)

Approved	Signature	Date
Division Coordinator/ Department Administrator	_____	_____
Principal	_____	_____
Assistant Superintendent	_____	_____

# Bloom District 206

## Conference Reflection Forms

TEACHER: \_\_\_\_\_

SCHOOL: \_\_\_\_\_

CONFERENCE TITLE: \_\_\_\_\_

CONFERENCE DATE: \_\_\_\_\_

CONFERENCE HIGHLIGHTS:

IMPLICATIONS FOR FUTURE INSTRUCTION:

PLEASE SUBMIT ONE COPY TO YOUR SUPERVISOR AND ONE COPY TO THE BUILDING PRINCIPAL  
WITHIN **5** SCHOOL DAYS OF THE CONFERENCE.



## Field Trip



# BLOOM DISTRICT 206

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## TEACHER FIELD TRIP PROCEDURES

Field trips that take place during the instructional day cannot be scheduled during the week of Thanksgiving, the week before winter break, or after May 1.

1. Teachers/Sponsors must submit field trip request forms to their DC or Assistant Principal of Student Services (club sponsors only) 6 weeks prior to the field trip. Special circumstances must be approved by your DC or Assistant Principal of Student Services. Field trip request forms can be found on the V Drive.
2. Teachers/Sponsors will receive notification of approval or denial from the appropriate administrator. If approved, the following procedures must be followed:
3. Trip facilitator fills out the Positive Connections Charter Order form (found in V Drive) and submits it to the Activity/A.P. office.
4. The Assistant Principal of Student Services Office will obtain a quote and return it to the trip facilitator informing him/her of the bus cost.
5. The trip facilitator will confirm the trip with the Assistant Principal's office, and they will order the bus (teachers are asked not to call the bus company).
6. The trip facilitator will enter their absence into AESOP.
7. A bill form must be completed and submitted to the Assistant Principal's office at least one full week before the trip.
8. Teachers/Sponsors will pass out the Consent Form to the students. Forms must go out to students 2 weeks prior to the date of the trip.
9. Teachers will email a list of the students to the Attendance Office 48 hours in advance of the trip.
10. On the day of the trip, the trip facilitator's contact information should be left with his/her supervisor. The facilitator will bring the Consent Forms on the trip in case a student's family needs to be contacted.



**BLOOM DISTRICT 206**  
**Field Trip Request Form**



**Due 6 weeks prior to field trip date**

The teacher/sponsor of a proposed school trip must complete this form and submit it to his/her Division Coordinator or the Assistant Principal for Student Services (clubs only) for approval. Trips that require out-of-state travel and/or overnight accommodations require prior approval by the Board of Education.

School \_\_\_\_\_ Class/Club \_\_\_\_\_

Teacher \_\_\_\_\_ Destination \_\_\_\_\_

Date(s) \_\_\_\_\_ Start & End Times \_\_\_\_\_

Curricular connection (standards and/or skills being addressed):

\_\_\_\_\_

Attach a detailed itinerary that includes the place or places to be visited, a daily schedule of all activities, and the dates, times and places of departure and return.

Number of trips planned by this group/teacher \_\_\_\_\_

Number of Students \_\_\_\_\_

Number of school staff chaperones\* \_\_\_\_\_

Volunteer chaperones \_\_\_\_\_

\*Teachers are responsible for entering this absence into AESOP

List of staff chaperones:

\_\_\_\_\_

Are substitutes needed? Yes or No

How many subs needed \_\_\_\_\_

Method of transportation \_\_\_\_\_

Number of busses needed \_\_\_\_\_

Anticipated total cost of trip \_\_\_\_\_

Account Number \_\_\_\_\_

I verify that I have considered and made arrangements for each student to be adequately supervised at all times and that all required volunteer background checks have been conducted.

\_\_\_\_\_  
**Teacher/Sponsor Signature**

\_\_\_\_\_  
**Principal/Division Coordinator Signature**

Field Trip Approved \_\_\_\_\_

Field Trip Denied \_\_\_\_\_

Reason for denial \_\_\_\_\_

\*Submit to your DC or AP (Clubs Only) for approval.



## Bloom District 206 Student Field Trip Form



**Parent:** My child \_\_\_\_\_ ID # \_\_\_\_\_ Year \_\_\_\_\_

has my permission to attend a school sponsored field trip to \_\_\_\_\_

for \_\_\_\_\_, on \_\_\_\_\_. The time of the trip will be from \_\_\_\_\_ to \_\_\_\_\_. The cost of the field trip will be \$\_\_\_\_\_ (if writing a check,

it should be payable to Bloom High School or Bloom Trail High School) and the money will be due by \_\_\_\_\_. I understand and agree that neither District 206 nor the school personnel are responsible beyond that of general supervision.

\_\_\_\_\_  
(Parent/Guardian Signature)

\_\_\_\_\_  
(Home Phone Number)

\_\_\_\_\_  
(Parent/Guardian Printed Name)

\_\_\_\_\_  
(Emergency Phone Number)

**Student:** Each teacher must sign below to indicate he/she is aware you will be absent on the above date. You are responsible for doing any assignment(s) that are due for the following day's classes. If you are missing a test or a major project, you must make arrangements to make up that work prior to your absence. All parts of this form must be completed before you are allowed to participate on the field trip.

\_\_\_\_\_  
(Student signature)

Period	Class	Teacher's signature
1	_____	_____
2	_____	_____
3	_____	_____
4	_____	_____
5	_____	_____
6	_____	_____
7	_____	_____
8	_____	_____
9	_____	_____

# Use of Movies in the Classroom

## Rationale

Schools have limited time to meet curricular goals. This policy, which includes both departmental and parental approval, is intended to insure that movies shown in class are related to the curriculum, and do not contain material that may be objectionable to students and/or their parents.

## The Policy

All movies shown to District 206 students at any school location are to be "G" or "PG" rated. In the event that a teacher determines that a movie that is rated "PG13" or "R" would enhance curricular studies, the teacher may apply for administrative permission by using the attached forms. Permission must be granted through the use of Form A. Once the Division Coordinator determines that a "PG13" movie is appropriate, no further action is necessary. When the approved movie is rated "R," the teacher must fill out Form B and send the attached parental permission form home with the student.

## Penalties for disregarding the policy

Teachers, support staff, or administrators who fail to follow this policy by showing a non-approved movie will be subject to disciplinary action including, but not limited to, suspension with or without pay, and/or termination.

## How to apply for permission to show an R rated movie

Fill out form A completely. Give it to your Division Coordinator.

If the DC approves the "R" rated movie, s/he will give the applicant Form B to complete, send to parents, and await their reply. Any student, whose parent/guardian did not sign the form, may not view the movie.

An alternate assignment of equal point value must be made available for any students

who have not received parental permission to view the "R" rated movie.

First Reading: May 13, 2002

Second Reading: June 10, 2002

Updated: 10/26/12

**District 206 Request to show a Non-Rated,**

**PG-13 OR R Rated movie**

**Form A**

School of Teacher/Staff Member Making the request \_\_\_\_\_

Name of person making the request \_\_\_\_\_

Title of Movie \_\_\_\_\_

Rating of Movie \_\_\_\_\_

This movie will be shown in \_\_\_\_\_

to grades \_\_\_\_\_

How does this videotape or movie relate to the curriculum?

\_\_\_\_\_  
\_\_\_\_\_

When is the last time you viewed this videotape or movie in its entirety? \_\_\_\_\_

\_\_\_\_\_

When were you planning to show this movie? \_\_\_\_\_

(Give two weeks notice, please)

Are there swear words, graphic violence, adult topics, or nudity in this movie?

Please describe: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Upon completion, this form is to be submitted to the DC (keep one copy for yourself)

Date Received \_\_\_\_\_ Time Received \_\_\_\_\_ Recipient \_\_\_\_\_

**District 206 Reply to Request to show a**

**G Rated movie**

**Form B**

School of Teacher/Staff Member Making the request \_\_\_\_\_

Name of person making the request \_\_\_\_\_

Title of Movie \_\_\_\_\_

Rating of Movie \_\_\_\_\_

DC's Decision (circle one):      APPROVED                      DENIED

If denied, the reason for denial is: \_\_\_\_\_

\_\_\_\_\_

If approved, please complete the attached form letter, attach form A, send to parents, and await replies. Students must have a signed letter on file to view an approved videotape or movie.

Signed \_\_\_\_\_ Date \_\_\_\_\_

CC: Division Coordinator

Person Making Request

Date \_\_\_\_\_

Dear Parent/Guardian:

As part of our studies in the topic of \_\_\_\_\_

I plan to show the R rated movie \_\_\_\_\_

This movie is described on the attached form, along with any portions that may be of concern to you. My Division Coordinator has approved this course of study, and I need your permission for your child to view this movie.

For students who do not receive parental permission, the alternate assignment, which will count for equal value, will be:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

Feel free to call me if you have any concerns. Thank you for your time regarding this matter.

Sincerely,

.....

I \_\_\_\_\_ parent/guardian  
of \_\_\_\_\_

give him/her permission to view the videotape/movie  
\_\_\_\_\_. (OR)

I \_\_\_\_\_ parent/guardian  
of \_\_\_\_\_ Do NOT give  
him/her permission to view the videotape/movie

\_\_\_\_\_ Date \_\_\_\_\_

## A

### **ABSENCES and LATENESS (FACULTY)**

Substitutes can be a definite asset to the school district. The substitute is a certified instructor who often has had a broad experience in the field of education. However, the substitute's effectiveness in the classroom is directly related to prior planning done by a regular teacher. Many absences arise from unexpected illnesses or emergencies. It is wise to prepare for these contingencies in advance. Please prepare the following items and keep them up-to-date:

1. Current class lists (or grade book)
2. Accurate seating charts
3. Explicit, detailed lesson plans for each class period you intend to be absent

It is imperative that these items be available.

### **Planned Absence (i.e., personal or professional day)**

1. Advise the office as soon as the fact is known.
2. Follow instructions regarding class lists, seating charts, lesson plans.
3. Personal leave must be requested via ABSENCE MANAGEMENT (48 hours in advance) and approved by the principal.
4. Attendance at a professional meeting that involves absence from school, and/or expenses to be paid by the school must be approved by the principal, your division coordinator, and the superintendent. This should be planned as far in advance as possible.

### **Unplanned Absence**

1. When illness or an emergency becomes apparent after the close of the school day, it must be reported prior to 6:30 a.m. the day of the absence by accessing the

#### **ABSENCE MANAGEMENT Substitution for staff- [Absence Management Online](#)**

Your ABSENCE MANAGEMENT campus user ID is your phone number, followed by your 4-digit pin number

### **Internal Substitution**

It is often necessary to request teachers to substitute during their conference periods in an emergency or when a regular substitute is not available. Per the contract, the first four internal substitutions are not paid. Anything after that is paid at the rate of \$27.50, but it is the teacher's responsibility to complete and submit a timesheet during each pay period.



## **Late to Work Procedures:**

Individuals who regularly report to work late or do not abide by the school district's attendance policy shall be subject to the following corrective action in conjunction with any collective bargaining agreements that govern the individual's employment:

- Documentation in the teacher handbook and/or department memorandum regarding expectation
- Verbal communication of the expectation to entire staff and/or individual staff regarding expectation
- 1<sup>st</sup> tardy – Written, verbal warning to individual of reminder for following attendance/tardy procedures
- 2<sup>nd</sup> tardy – Written, 1<sup>st</sup> Notice of reminder for following attendance/tardy procedures
- 3<sup>rd</sup> tardy – Written, 2<sup>nd</sup> Notice of reminder for following attendance/tardy procedures
- 4<sup>th</sup> tardy- Written, formal letter of reprimand to personnel file
- 5<sup>th</sup> tardy – Written, formal letter of reprimand to personnel file AND unpaid suspension
- 6<sup>th</sup> tardy – Written, formal letter of reprimand to personnel file, unpaid suspension, AND notice to remedy
- 7<sup>th</sup> tardy – Discipline up to and including termination as determined on a case by case basis\*

\* Tardies shall accrue on a 12-month rolling basis, starting with the first documented tardy, and resetting on the same day of the following year.

## **ACCIDENT FORMS**

Accident forms are available in the Nurse's Office. The injured party must complete the necessary paperwork immediately after the accident and submit the form to his/her supervisor.

## **ATHLETIC OFFICE**

Mr. Reda is the Athletic Director for the school district and has his office at Bloom. Each athlete is required to be passing 20 hours (the equivalent of 4 classes) to participate on a team sport. Eligibility is checked each semester as well as weekly per IHSA requirements. Teachers are expected to have their grades updated by Thursday of each week for this purpose.

## **ATTENDANCE (STUDENT)**

Attendance must be completed for each class and submitted via Power School. You have been given a login and password for PowerSchool. Please keep this in a safe place. You will receive complete attendance procedures at a later time; however the Attendance Office as well as your District Coordinator can help you with any questions regarding absences or tardies. Remember, your attendance record is the official record, so keep very accurate records of attendance and tardies. When students are absent and it is excused, they will receive a readmit from the attendance office. Re-admits must be obtained when returning from a suspension (OSS). Students should report to the suspending dean for a re-admit. In order for other absences to be excused, proper documentation must be presented to the Attendance Office.

## **B**

### **BOOKSTORE**

Textbooks are the property of Bloom Township High School District 206. Textbooks issued to students become their responsibility until they are returned to the school. If a textbook issued to a student is lost or damaged, the student has the financial responsibility to pay for the replacement of the book. Students were issued textbooks at registration. However, if any student is still without a book, they must check one out prior to the start of the school day, during the lunch periods or after school. If an entire class of your students has not received a book, please contact the Bookstore Manager to arrange a distribution time. Books are normally

returned at the end of the school year during finals week. Seniors return their own books directly to the bookstore before the seniors' last day. The bookstore also sells general supplies as well as school clothing.

## **C**

### **CAFETERIA**

The teachers' cafeteria is located by the student cafeteria. The student cafeteria is open before school starts. Students often try to bring food out of the cafeteria after breakfast and lunch. Please remind students that food is not allowed to be brought out of the cafeteria at any time and water is the only beverage that may leave the cafeteria. Issue mischievous tickets for students that you see eating or drinking in the hallway.

### **CODE OF CONDUCT FOR STUDENTS**

Bloom Township High Schools has a detailed disciplinary code of conduct. We are currently operating under the district wide behavioral system known as the Simmons Classroom Management System. Students receive and sign for a Student Planner during the first week of school. This planner outlines the rules students are to follow and consequences for breaking school rules. The deans are responsible for the administration of the disciplinary code and do so with a degree of effectiveness that helps us maintain a positive learning environment. While all teachers are expected to maintain a good learning environment in their room, the deans are more than happy to assist with students who violate school rules. Do not hesitate to talk with them if a student is causing serious problems in your class. Please review the teacher's creed and discuss it with your students. Please direct any questions you may have with regards to the Simmons management system to your District Coordinator, faculty trainers, deans or the Assistant Principal.

Please emphasize during the first week of school and directly after extended breaks the dress code policy; the need for students to always wear their ID; the no hat policy; the tardy policy; as well as the Teacher's Creed. Our behavior management system is only as good as you make it.

### **COMPUTER LABS**

Teachers can bring their classes to the computer labs to use the Microsoft Office suite, the Internet, and any curriculum specific software that has been purchased by the district. Reservations are made through the respective supervisor for the computer lab. When teachers bring their classes to any lab, they are responsible for ensuring that students have appropriate approval for using district technology. The teachers must remain in the computer lab with their class at all times.

### **CONFERENCE REQUESTS**

All conference request forms must be submitted to your District Coordinator in a time frame that allows for central office to receive it within 10 days before the conference registration deadline. See the Conference Attendance Request Form in the back of this handbook.

### **PARENT-TEACHER CONFERENCES/OPEN HOUSE**

Open House and Parent-Teacher Conferences are opportunities to meet with parents during the school year. Both of these events give teachers and opportunity to talk to parents individually about their child's academic performance. It is mandatory that all teachers attend, so please make arrangements to reschedule all conflicts for these dates.

1. Limit each parent's time to about 5 minutes if you have a line. If a parent wants to talk further, suggest that they make an appointment to meet with you later.

2. Have a current grade report on hand to show parents. It is very helpful if the current report indicates test and quiz scores, homework and possible missing assignments, as well as general progress in your class up to that point.

### **CONTRACTUAL DAY**

The Board, Administration, and Association, recognizing the desirability of providing for individualized instruction within the school day through utilization of teachers as resource personnel, agree that the maximum teacher assignment shall be 25 clock hours in assigned responsibilities working with students (direct contact) in a five-day week with reporting times 10 minutes before school (**7:25 am**) and a dismissal time of 10 minutes after the close of the school (**2:55 pm.**) Para-pros are to sign in **by 7:25 am**. For failure to sign in on time, refer to the section on late to work procedures.

**Each faculty member shall be required, during each school year, to attend one (1) student activity for which the faculty member is not paid to attend.** A list of student activities shall be provided by the administration to each teacher at the commencement of each year. Each teacher shall select one (1) activity from the list and provide the selection to the building principal on or before September 15 of each school year.

### **COUNSELOR REFERRALS**

Counselors divide the student population alphabetically. This way, counselors can work with an individual throughout his or her four years and can develop a rapport with the family. If you have concerns about a particular student, the counselor is a good place to start. Please refer to the list of counselors at the beginning of the handbook in order to refer a student to the appropriate counselor. If one wishes to refer a student, see the attachment for the counselor referral form at the end of this handbook or there are counselor referral forms available in the counseling office.

### **CREDIT RECOVERY**

Credit Recovery is a program designed to enable students to recover credits from classes they have previously failed. This class is offered in the summer. Currently, the courses offered are only specific classes included in the core subjects of English, History, Math, and Science. Information for these classes can be given to the students by their assigned counselors. The students must pay to take each course they sign up for. The fee is currently \$50 per course and only cash, money orders, or credit cards are accepted, no checks.

### **CRISIS MANAGEMENT**

The Crisis Management Plan should be displayed in your classroom at all times. Please take the time to read it. If you do not have one, see your District Coordinator.

## **D**

### **DRESS CODE**

The following guidelines have been established as the dress code for teachers:

1. Skirts should be no shorter than 4 inches above mid-knee.
2. No cleavage should show.
3. No form-fitting shirts of any kind should be worn.
4. Tee shirts/sweatshirts should only be worn on spirit days or to signify other special events (i.e. to advertise a school play or musical).

5. Denim should be without holes, fringe, or excessive or faddish fading. “Blue jean” pants should only be worn per the guidelines for tee shirts/sweatshirts or when the class activity merits their wear (i.e. auto shop class or ceramics class).
6. No sweatpants/shorts should be worn other than by the Physical Education department staff.
7. Shirts, with or without a collar, should be in good taste and meet the other guidelines as outlined above.

## **E**

### **EMERGENCY RESPONSE**

For information on the procedures to follow for all school emergencies or crisis management situations including but not limited to fire drills, severe weather, and lockdowns, please refer to your EMERGENCY RESPONSE CRISIS MANAGEMENT procedural guide that is hanging in your classroom. If you do not have one, see your District Coordinator.

### **EMERGENCY SCHOOL CLOSING**

In the rare event of an emergency or inclement weather that requires the closing of the school, you will receive a recorded call from an administrator as early as possible. In addition to this automated call, you should receive communication from someone in your department.

### **EVALUATIONS**

The evaluation process has been designed to help a teacher improve their practice. The evaluation is comprised of, but not limited to, both informal and formal observations, participation in school activities and governance, and professionalism. Non-tenured teachers receive a minimum of 3 formal observations and tenured teachers receive 2 formal observations over the course of the year. Informal observations happen throughout the course of the year. Keep in mind that these evaluations may be prearranged or unannounced.

### **EXTRACURRICULAR ACTIVITIES**

Extracurricular activities are a great way to get to know your students on a personal level and have a lot of fun in the process. Bloom Trail offers a wide variety of extracurricular activities for students. Openings for sponsors and coaches become available throughout the school year. If there are any questions, contact your Assistant Principal for Discipline and Activities.

### **EXTRA DUTY**

No more than two evening meetings per year with parents (Open House, etc.) will be scheduled. Every attempt will be made to limit the meetings to two hours. However, teachers will be expected to complete conferences, which begin prior to the two-hour deadline. Teachers may be required to attend five (7) building faculty/department meetings per school year provided that such meeting(s) may be no longer than ninety (90) minutes in length, and further provided that teachers receive at least seventy-two (72) hours’ notice of the meeting except in cases of emergency.

## **F**

### **FACILITY USE**

For those wishing to use Bloom Trail’s facilities for any activity a Facility Use Application must be completed electronically.

## **FACULTY COMPUTER ROOM**

The faculty computer room is located in the library. Please use this room for work-related purposes only. There is no one to shut down computers, clean up, or ensure paper is restocked, therefore, you need to ensure you shut down the computer after you use it and clean your area.

## **FACULTY MAILBOXES AND VOICEMAIL**

Faculty mailboxes are located in the main office. You may also leave mail for other faculty members or use the inner office mail system to send mail within the district. Your voicemail can be accessed through your email. If you would like to check your voicemail from outside the school, you can dial 708-756-9100. You should also set up your new voicemail if you have not already done so.

## **FIELDTRIPS**

Field Trips must be approved by your District Coordinator. There are “blackout dates” when field trips cannot be taken. See your District Coordinator for those dates and the form needed to request a field trip.

## **G**

### **GRADEBOOKS**

Teachers are required to use the Power School system. Teachers are encouraged to keep a hard copy as well. See attachment at the end of this handbook for further information on Power School and Reporting Grades or e-mail questions to Willie Stevens at [wstevens@sd206.org](mailto:wstevens@sd206.org).

### **GRADING PRACTICES**

Semester Grades are calculated using the following grading breakdowns.

40%	1st Quarter Term
40%	2nd Quarter Term
20%	Semester Exam Term

Percentages submitted by the classroom teacher via Power School will be used to calculate final Semester Grades based upon the 90%, 80%, 70%, 60% grading scale. Quarter grades of “F” will be calculated at a minimum of 50%.

## **H**

### **HALLWAYS**

Students are not allowed food or drink in the hallways (only bottled WATER is acceptable). IDs must be worn at all times. School-Wide Mischievous Behavior Tickets should be written for any student not following the rules while in the hallways and Stellar Behavior Tickets should be written for students following the rules.

### **HALLWAY DUTY**

It is everyone’s responsibility to monitor the hallways during passing periods. Make sure that you are out in the hall greeting students as they enter your classroom. Your presence creates a positive environment for everyone and exposes you to the rest of the Bloom Trail family. School-Wide Mischievous Behavior Tickets should be written for any student not following the rules while in the hallways and Stellar Behavior Tickets should be written for students following the rules.

## **HOMEBOUND**

Homebound instruction is available for students who, due to temporary physical or health impairment must remain out of school for more than two weeks (ten school days). The following procedures are required to implement the homebound services.

1. Request for homebound must be given to the student's counselor.
2. Counselor must complete the homebound referral form and work with student/parent to complete the application.
3. Counselor will submit state homebound referral form and application signed by the physician to the District Coordinator of Remedial Education, who will expedite process.
4. Teachers providing homebound instruction must be certified by the State Board of Education as a teacher, **not** a substitute teacher.

### Responsibilities for **homebound teacher:**

1. Contact the classroom teacher for student assignments. Upon completion, all assignments will be returned to the assigned classroom teacher for grading.
2. Provide the student with five hours of instruction during the regular school week (only days of school attendance, no weekends, summers, or holidays).
3. Parent or responsible adult must be present during instruction.
4. Teacher should obtain parent signature and initials for each visit and subject area on the tutor's time log. If meeting at a library or other community agency, student may sign if parent is unavailable.

### Responsibilities for assigned **classroom teacher:**

1. Provide homebound teacher with specific assignments for the student.
2. Responsible for grading all work returned by the homebound teacher.
3. Responsible for providing final grades for student (recommend collaborating with homebound teacher for suggested grade).

### **Reimbursement for Services of homebound instruction:**

1. Current rate of pay per hour as stated in the teacher contract
2. Current mileage per hour. Check with homebound administrator for current rate.
3. Mileage is calculated for the round-trip to and from student's home, not to the homebound instructor's home.
4. Document all no shows and cancellations by parent or student.
5. Notify District Coordinator immediately if this becomes a pattern or problem.
6. Mileage and bill forms must be submitted on a monthly basis.

## **I**

### **ID CARDS**

All students, faculty and staff are responsible for wearing a school issued ID. Students who do not have an ID should be sent to the ID Office for a temporary ID. Teachers, who lose, misplace or forget their ID may also purchase a brand new ID or a temporary ID in the same office.

Students are issued an ID and a breakaway lanyard at the beginning of the school year. If the ID is lost, broken or defaced, it is the student's responsibility to pay for the replacement. The ID cost is \$5.00 each and the

lanyards are \$1.00 each. School IDs are required to board the school bus. School Bus drivers are not required to let any student on a school bus if they do not have their proper school ID. It may be possible that students will have to find another means of transportation to school in order to purchase a new ID. IDs are required for all school activities such as sporting events or dances but need not be displayed. They may be carried in their pockets or purses.

***School IDs are school property and must be surrendered to any school personnel upon request.***

**Defacement** – Students are not allowed to alter the ID from the original state. If the student used stickers, markers, and holes or peels the ID apart, the ID will be confiscated and the student **MUST** purchase a new one and serve a consequence.

**Temporary ID** – If the student has left their ID at home, a temporary ID will be issued. Students are allowed three free temporary IDs per semester without consequence. The temporary ID is not allowed at school events and may not be accepted on the school buses. Students may purchase a temporary ID for \$1.00. Excessive use of temporary IDs will result in disciplinary action.

**NO STUDENT CAN MOVE ABOUT THE SCHOOL WITHOUT AN ID.** All students must have a pass to enter the Library in order to obtain an ID or a Temporary ID after the tardy bell rings.

### **Things to remember:**

- Check all IDs ***first thing*** in the morning. All temporary IDs need to be issued immediately: at the start of the school day.
- Check students for IDs beginning in the hallways first thing in the morning and throughout the day; give tickets for students not properly displaying an ID or a Temp.
- Proper display of an ID: Around the neck on a school provided breakaway lanyard & Temps on the upper left side of the chest.
- Keep track of patterns for students who are wearing Temps.
- All students who come to your class at any time throughout the day without properly displaying an ID or a Temp are required to sign the behavior log at pre-dismissal so that there is documentation and eventual consequences per the Simmons Classroom Management System.

Keep in mind that a student without a proper ID is not following the District 206 policy.

### **IN-SERVICE DAYS**

In-service time at Bloom District 206 is used to (1) enable the administration to communicate information to the staff, (2) conduct departmental business, and (3) enable the teacher to grow professionally. In-service meetings rotate between campuses.

### **INSTITUTE DAYS**

On institute days, students do not attend school and teachers are involved in a variety of meetings and professional growth activities at one or both campuses. Prior to the institute day, you will be sent an itinerary.

### **INSURANCE**

For information about insurance see the teacher contract or call District Office at 708-755-7010.

## **INTERNET, EMAIL AND COMPUTER USER GUIDELINES**

All teachers and students sign a computer user agreement at the beginning of each year. Be aware that all email traffic, website visits and pretty much anything you do on a school computer is logged and a record is kept. Be sure to log out of any computer you use once you are finished working. Do not stay logged onto your computer if you leave your classroom for any reason and students are present. It is for your own protection. There is a little blurb every time you log on to your computer, read it!

## **K**

### **KEYS**

Most keys are issued through the main office. Occasionally other keys may need to be checked out through your Division Coordinator. All keys must be returned as part of the end of the year checkout.

## **L**

### **LAPTOPS AND PROJECTORS**

Teachers have the opportunity to use district owned laptops and projectors. These can be checked out through the Technology Department and are limited to supplies on hand.

### **LAST DAY OF SCHOOL**

The last official day is listed on the District Calendar. This calendar date will be honored if no snow/emergency days are used. Please make your summer plans as if school will still be in session through to the final emergency day.

### **LOCKERS**

Students should report to the counseling office with questions or problems regarding their lockers.

## **M**

### **MAINTENANCE**

Your room should be cleaned each night, meaning that garbage is emptied and the room is swept. In addition, please keep your classroom door locked when you are not using the room. Before you leave every night, secure any valuable equipment, pull the shades down if applicable, turn off the lights, and lock the door. If you have a maintenance problem with your room, please complete a maintenance request online under the "Forms & Requests" link in the found on the favorites menu from any school computer.

### **MPC**

Requests to have copies made in the Materials Production Center can be found on the counter in the Main Office. Please be advised, you should allow ample time for your materials to be copied. Shorter turnaround times need administrative approval as is indicated on the request form. Do your best to conserve paper by requesting items be printed double-sided and/or taking advantage of available technology.

### **MTSS (Multi-Tiered Systems of Support)**

District 206 will provide high-quality instruction and appropriate academic and behavioral interventions to meet the needs of each individual student. Teachers and support staff will monitor the rate at which students learn and the level at which they perform. Teachers and support staff will use student performance data to make decisions about instruction, goals, eligibility for special education programs and services, and other critical educational decisions.



## **N**

### **NOTE ON DOOR**

If you are taking your class out of your room to go to the library, computer lab, or elsewhere, always leave a note on your door indicating where you are, on what day, and for which period(s). This is important for students who arrive late, for staff who may need to contact you or a student, or in case emergencies arise.

## **O**

### **OPEN HOUSE**

Each year in the fall and spring, Bloom Trail holds an Open House where parents of students can come to school in the evening and meet with their child's teachers. The purpose of this event is for teachers to explain their expectations and goals for the courses they teach. It provides an opportunity for teachers to meet the parents but is not designed for individual conferences. If parents would like to meet for an extended amount of time, please have them see you at a more opportune time in order to discuss their child's academics.

## **P**

### **PARENTS**

One of the most critical elements in the education of students is for teachers to develop a cooperative partnership with the parents. There are several ways to create these partnerships and help to alleviate apprehensions, but none better than individual conversations either on the telephone or in person. For the most part, parents are cooperative and interested in the welfare of their students. You will benefit greatly by reaching out to contact and getting to know parents. The student services department and the deans' office can provide work telephone numbers that may have changed. You can also find telephone numbers on Power School.

### **PARKING**

Faculty parking is available for all District employees. To receive a required parking tag, a vehicle information card needs to be completed and returned to the main office.

### **PASSES**

Please use discretion when giving students a pass. Remember, a student who is at his or her locker, in the washroom, etc., is missing valuable instruction time. It is understood that at times situations arise and students need to be given a pass. Passes can be obtained in you District Coordinator's office. Passes have your name on them and each pass should be used only once. Please write the pass in ink so it cannot be changed. Do not let any student out of your class without a pass. Please be sure to secure your passes at all times.

### **PAYCHECKS AND PAY DATES**

Paychecks are issued on the 15<sup>th</sup> and 30<sup>th</sup> of each month. You may refer to your teacher's contract for specific pay dates for when the 15<sup>th</sup> or 30<sup>th</sup> fall on a weekend or holiday. Physical paychecks are distributed in the main office. People who receive direct deposit may check the web portal. If there are any discrepancies with your pay, please contact Ms. Lenore Reeves, Director of Payroll, immediately. You can look at your paycheck information through the Bloom Township Web Portal. Directions for getting started with the web portal are below:

Access the Web Portal by visiting: <https://townships.wmgiv.net/Bloomhs206/> .

When the Web Portal opens you will have to click **Login** (far right side of your screen). **Initially** you will have to input the following:

Login: (your first name initial and last name in lower caps)

Password: (the first two letters of your last name in CAPS and the last 4 digits of your social security number (no space).

**Please note:** login and password are case sensitive

After accessing the Web Portal you will have to answer a series of security questions (i.e. **birthday**-make sure it is the desired format, **social security number, home zip code**) which is currently in your records at the District Office. Once these questions are answered correctly, you may/may not be asked to change your password.

By clicking on the “**Employee Resources**” tab (found under the district logo), you will be able to view **your own** payroll check stubs\*, year-to-date payroll information, make changes in personal data, submit changes in your filing status and exemptions.

**\*Employees with direct deposit will NOT receive a paper stub. You can print from this portal at any time.**

### **PLAN/PREP PERIOD**

Teachers have a plan/prep period for preparation-conference, free from direct teaching contact assignments with students, except for any non-paid substitutions. This is a time to plan, grade, use the copier, contact parents and/or consult with other teachers. This period usually goes quickly, so use your time wisely. Additionally, each teacher shall have a duty-free lunch period as is prescribed by the School Code of the State of Illinois.

### **PLANNERS**

Every student is given a planner at the beginning of the year. You should read the planner as a refresher of the school rules. We feel it is important to teach students organizational skills, and the planner can be an important tool to that end. In addition, this will give you a list of events happening in the school. The planner may also be used as an easy communication tool with parents.

### **POLICE/SECURITY**

These officers are the backbone of school operations with respect to providing school safety support services, enhanced campus supervision, assistance with disruptive students, monitoring visitors, coordinating with other law enforcement officials, and a host of other functions geared toward improving and maintaining school safety. Any issues or questions regarding security should be directed to Dr. Craddock at Bloom Trail and Mr. Lyke at Bloom.

### **PROFESSIONAL DEVELOPMENT**

Teachers are allowed, in fact encouraged, to go to professional meetings, conferences, workshops and conventions. Each department is allocated funds to send teachers to these events. However, funds are limited. If you find something that you would like to attend, check the date, subject and costs with your District Coordinator. The District Coordinator will inform you if you should request to attend and what forms need to be filled out for attendance. Teachers are reimbursed according to the current contract. Before the course begins, a preapproval form (Application for Graduate Course Work Approval for Salary Reclassification) must be completed and signed to ensure reimbursement and that the hours taken can be applied towards a lane change. Upon completion, an official transcript sent to Dorith Johnson with your receipt showing payment for the coursework. Teachers may submit course work completed during their first year of teaching for

reimbursement during their second year in the District. Teachers who have completed the required coursework for a lane change must also submit an official transcript to Dorith Johnson.

## **R**

### **READING SPECIALIST**

Literacy reading specialists work with non-tenured teachers to observe their classes and help develop lesson plans. HGSi Grant reading specialists work directly with the students. They are a part of RTI/MTSS team.

### **REPORTING DAILY STUDENT ATTENDANCE**

Daily attendance needs to be reported via the Power School program within the first 10 minutes of each class. You are able to update the attendance as needed throughout the period. You will receive a password; your login is your first initial and last name. Be sure to keep this password secure. You may also access students' grades for all classes and other information such as address, phone number and parents' name from Power School as well.

## **S**

### **SICK AND PERSONAL DAYS**

Sick leave shall be interpreted to mean personal illness, quarantine at home, serious illness or death in the immediate family or household or birth, adoption, or placement for adoption. Each teacher shall be entitled to 12 sick days at full pay each school year. Sick days may be accumulated to a maximum of 420 days (TRS maximum for retirement + 80). Teacher absences resulting from work related injuries shall not be charged against sick leave.

Three personal emergency leave days may be granted annually. Unused personal emergency leave days may be added to unused sick leave total. Personal emergency leave days are provided for business, professional, religious, family, or legal obligations a teacher cannot meet outside the regular school day, or an emergency over which he/she has no control which requires immediate attention. Notice of leave shall be given to the Principal as far in advance as possible.

Personal and vacation days must be pre-approved by the employee's supervisor. As it states on the formal Absence Form, administration requires all absence forms be signed and submitted to the employee's supervisor within 24 hours of return from an unplanned absence. Employee absences must be processed immediately to keep records up to date.

**Approval may not be granted for a personal emergency leave day or sick day on a day immediately before or after a holiday, vacation period, or during the first or last week of the school year, except in emergency situations.**

Please refer to the teacher's contract for further explanation of other forms of leave and absences. You may also go to <https://townships.wmgiv.net/Bloomhs206/>

### **SIGNING IN**

Teachers and paraprofessionals are to sign in at the main office by **7:25 a.m.** each day. If at any time you know you are going to be late, you should make every effort to contact the main office and/or your District Coordinator as a professional courtesy. Consequences for arriving late are listed under the Late to Work procedures.

## **SIMMONS**

The Simmons Management System is the behavior management system District 206 has adopted for daily use. For specifics or questions, please refer to the Simmons handbooks provided or see one of the Simmons Faculty Leaders.

## **SUBSTITUTE PAY**

A teacher may be required to perform a third internal substitution per year without compensation, only after all teachers available that period in the building have performed the two required without compensation as enumerated elsewhere in the teacher contract.

## **SUBSTITUTES**

There may be a time when you are out of your classroom. It would be helpful to the substitute if you leave detailed lesson plans that will keep the students busy from bell-to-bell. As part of the Simmons behavior management program, leave your 5 rules so the substitute will be able to implement the behavior program. When you return to your classroom, the substitute should have left two forms. One is the Substitute Evaluation Form and the other a Class Report Form. You will need to fill out the Evaluation Form of the Substitute teacher and turn it in to the Main Office. This will ensure that the substitute is following your plan and it is a form of documentation. A substitute binder has been made for each substitute with their roles and responsibilities. If the two forms are not left on your desk contact your district/District Coordinator.

## **SUPPLIES**

General supplies like chalk, tape, staplers, staples, paper clips, file folders, etc. can usually be obtained from your District Coordinator. Some District Coordinators have transparencies as well. Poster board and other supplies that may be more costly are available at the bookstore and may be purchased at your expense. Check with your District Coordinator about what type of supplies might be covered by the school before you purchase them.

## **T**

### **TARDY POLICY FOR STUDENTS**

A tardy is defined as not being in the classroom by the time the bell stops ringing. Please refer to the tardy policy page of the Simmons System located within this handbook for further information.

### **TECHNOLOGY SUPPORT**

If you are experiencing technology-related problems on a district-owned computer contact the technology department by filling out an electronic request form. You can find this form under IT Service Requests in the favorites menu from any school computer. Please understand this is the **ONLY** way to have your problem resolved. **Do not email anyone** from the technology department directly with your issue. Please realize that orders will be processed as quickly as possible and that the technicians must work on a priority basis that depends on many different factors. Please be patient when waiting for your orders to be completed.

**TIMESHEETS**

Timesheets are often submitted for pay for additional duties. Make sure you understand how to fill out the electronic copy of the timesheet accurately in order to receive your pay on time. Timesheets should be submitted to the supervisor of the duty who, in turn, will submit it to the principal. Time sheets are due no later than 3 p.m. the day prior to payday. You should keep a copy of your timesheet for your records. Guidelines may prohibit payment if timesheet is not submitted within the required timeframe.

**TUTORING**

Tutoring is a useful tool to help students who have been absent, have difficulty following along in class, or for students who just want to sharpen their skills in your respective class. Tutoring is voluntary and you may do it in your classroom before or after school at your discretion. School-wide after-school tutoring is offered at Bloom and Bloom Trail. There is a 3:45 bus provided to students who stay for after-school tutoring.