Bartlett High School
2016-2017
Planner

PRINCIPLES OF MUTUAL RESPECT

Ou r Bar t let t High School Community expects everyone to honor an environment of MUTUAL RESPECT. Mutual Respect includes respect for ourselves, respect for each other, respect for property, and respect for everyone's right to learn.

This agenda belongs to:

NAME _____

ADDRESS _____

CITY/TOWN _____ ZIP CODE _____

PHONE _____

STUDENT NO. _____

BARTLETT HIGH SCHOOL
701 SCHICK ROAD
BARTLETT, ILLINOIS 60103
http://www.edline.net/pages/Bartlett_High_School
PHONE 630-372-4700
FAX 630-372-4682

Welcome back. Bartlett High School (BHS) is celebrating its 19th year and our goal is to continue to strive for excellence in everything we do. Our primary objective is to become a premier high school in the state of Illinois. Every stakeholder, whether they are a parent, student, staff member, or community member has a significant role at BHS. The central focus of each role is aimed at achieving the goals of Bartlett High School.

Our commitment to Mutual Respect remains constant. A climate of civility and respect amongst all is key to students enjoying a positive high school experience. In order for all students to become effective citizens in a democratic society, they need to practice and understand their rights and responsibilities. One of those responsibilities is to be aware of school policies and procedures, as well as the consequences that may be a result of their breech. This handbook is designed to communicate the basic expectations of Bartlett High School so that students and parents alike understand the policies, rules, and procedures governing the way students, staff, and others relate within the high school community. We expect students and parents to become familiar with the basic ideas incorporated in this handbook. This handbook will also function as a tool for students to organize their assignments and their commitments to extra-curricular activities.

The school staff and administration have the responsibility to ensure that all policies are administered fairly and equitably and that all members of the school community have the opportunity to be heard.

Remember to check the Bartlett High School Web Page (http://www.edline.net/pages/Bartlett_High_School) for Updates, Announcements, and News.

Go Hawks,

History of Bartlett High School

Built in the 1880s, the first school in Bartlett was an elementary school, located at the corner of North Avenue and Hickory. The early schools in the area were privately financed by subscription payments from the parents or guardians of the pupils. Between 1900 and 1910 two high school classrooms were added to the original school.

The teachers working at Bartlett School lived in Chicago and would commute by train to teach for the week. They would return home for weekends.

When the high school students became reluctant to attend school with younger students, the Bartlett School District Board eventually decided to pay their tuition and send them to the Elgin School District. In 1952, Bartlett School merged with the Elgin School District.

With an ever increasing population, a decision to build a fourth high school in School District U-46 was made. A site was selected in the Village of Bartlett. Construction for the new high school began in 1996. Committees were selected to name the new school and to establish the boundaries. Dr. Rick Hoy, principal of Tefft Middle School, was selected as the first principal of the new Bartlett High School, which officially opened in August, 1997.

Colors: Hunter Green/Navy Blue/White

Conference: Upstate 8

Yearbook: The Talon

Newspaper: Hawkeye

Team name: Hawks

Goals for Bartlett High School

1. Raise the Academic Performance of Every Student
2. Build a First Class Student Activities Program
3. Provide a Safe and Respectful Learning Environment
4. Foster a Professional Learning Community Based on Creativity, Collaboration, and Collegiality

Bartlett High School

Vision Statement

Every child;
A student with a quest for knowledge;
every student;
A graduate with a zeal for learning;
Every graduate;
An individual with a worthwhile commitment to community

PRINCIPLES OF MUTUAL RESPECT

Mission Statement

Through these principles of MUTUAL RESPECT, the Bartlett High School Community of staff, parents, and students believes its mission is to promote academic and personal success for all, while understanding and fostering the uniqueness of its members. We encourage the development of mind, body, and character to the fullest potential in order to be responsible, contributing members of society.

Our Bartlett High School Community expects everyone to honor an environment of MUTUAL RESPECT. Mutual Respect includes respect for ourselves, respect for each other, respect for property, and respect for everyone's right to learn.

Table of Contents

History of Bartlett High School
Goals for Bartlett High School
Vision Statement
PRINCIPLES OF MUTUAL RESPECT
Mission Statement

B.H.S. DIRECTORY 2016-2017
- Administration
- Divisional Chairpersons
- Offices
- HOT LINES
- Athletics

Who to Call
HAWK PRIDE COUNCIL
DAILY SCHEDULE
BARTLETT HIGH SCHOOL ACADEMY MISSION STATEMENT
DAILY BULLETIN
DRIVER EDUCATION PROGRAM
EMERGENCY CARDS
EMERGENCY PROCEDURES
- FIRE
- TORNADO
- INCLEMENT WEATHER

FEE WAIVERS
FOOD SERVICE
FAST FOOD AND DELIVERY OF FOOD

FUND-RAISING ACTIVITIES
GUESTS AT A SCHOOL SPONSORED EVENT
HIGH SCHOOL LIBRARY
I.D. CARDS
LAW ENFORCEMENT AGENCIES
LOCKS AND LOCKERS
LOST, STOLEN, AND FOUND ITEMS
MORNING ARRIVAL POLICY
MOTOR VEHICLE REGULATIONS
Parking Sticker Priority
STUDENT PARKING EXPECTATIONS
- Cost
- General
- Expectations
- Tickets
- Temporary Parking Permits

NURSE'S OFFICE
- PHYSICALS AND IMMUNIZATIONS

PHYSICAL EDUCATION LOCK AND LOCKERS
PHYSICAL EDUCATION MEDICAL EXCUSE POLICY
PHYSICAL EDUCATION UNIFORMS
SCHOOL BUS REGULATIONS
SCHOOL PROPERTY
SCHOOL SOCIAL WORK SERVICES
SCHOOL VISITATION
STUDENT HALL PASSES
STUDENT WITHDRAWAL PROCESS
STUDENT WORK PERMITS
TELEPHONES, MESSAGES, AND GIFTS FOR STUDENTS
STUDENT ORGANIZATIONS AND CLUBS

Academy Student Advisory Group

African American Students United (AASU)

Aid to Haiti

Art Club

Aviation Club

B-Unit

Bass Fishing

Breakdance Club

Chess Club

Class Council - Fr

Class Council - So

Class Council - Jr

Class Council - Sr

DECA

Drama/Thespians

Drill Team

A student dance and stomp organization. Environmental Club

Equestrian Club

F.A.C.E.

F.C.C.L.A. (Family Careers Community Leaders of America)

French Club

GAP

Gay Straight Alliance (GSA)

German Club

Guide Right

Guitar Club

HOSA (Health Occupations Students of America)

Indo-Pak

Japanese Culture Club

JETS

Just Being Pinoy

KEY Club

A community service club. Latino Club

Mathletes

Mock Trial

Model UN

Mural Club

Muslim Student Association

National Honor Society

Newspaper

Peer Leadership

Raquetball Club

Bartlett Community Center. Robotics Club

Scats Show Choir

Schools for Schools

Socratic Society

SODA (Students Opposed to Drugs & Alcohol)

South Asian Student Association

Spanish Honors Society

Spanish Club

Student Council

United Club
WYSE
B.H.S. SAFE & DRUG FREE SCHOOL PROGRAM
SAFE AND DRUG FREE SCHOOL STEERING COMMITTEE
CHEMICAL INTERVENTION/PREVENTION SERVICES
STUDENT TECHNOLOGY ACCESS
B.H.S. LEARNING STRATEGIES
BHS SCHOOL MAPS

B.H.S. DIRECTORY 2016-2017

Administration

Main Office……630-372-4700 **Main Office Fax…….630-372-4682**

http://www.edline.net/pages/Bartlett_High_School

Mike Demovsky, Principal	4722
Dr. Jennifer Van Deusen- Associate Principal	4630
Mr. Pete Serpe- Assistant Principal	4752

Divisional Chairpersons

Dr. Jennifer Van Deusen- Guidance Director, Activities Director, Plant Operations, Advanced Placement Coordinator	4630
Mr. Jeff Bral- Driver Education, Health Education, and Physical Education	4621
Mr. Jeff Bral- Athletic Director	4621
Mrs. Jaimie Abney-Giraldo- Fine Arts, Career & Tech. Ed., Advanced Placement Coordinator, AVID Coordinator, Non-IHSA Activities Director	4751
Mr. Daniel Kleinschrodt - Mathematics, Science, Academy	4778
Mrs. Adele DelAsandro- Language Arts, Social Studies, World Languages, Reading & Library	4632
Ms. Sarah Seward- Special Education and Student Services, 504 Plans	4660
Ms. Jessica Torres- Dean of Students	4785
Mrs. Ashley Ziemek- Dean of Students	4756

Offices

Attendance Office	4710
Dean's Office	4711
Dean's Office Fax	630-540-4068
Guidance Office	4724
Nurse's Office	4790
Registrar's Office	4633
Treasurer's Office	4629

HOT LINES

630-372-4700 Please wait for more options before pressing the appropriate selection

Activity Hot Line	Press 2
Athletic Hot Line	Press 3
HE.L.P. (Help Everyone Live Peacefully)	Press 4

Athletics

Mr. Jeff Bral, Athletic Director:.....4621

Mr. Shane Kinikin, Assistant Athletic Director:..... 4676

Ms. Natalie Simons, Assistant Athletic Director:..... 4617

Sandy Frontzak, Athletic Administrative Assistant..... 4721

Athletic Phone:.....630-372-4700 x 4721

Athletic FAX:.....630-372-4692

Who to Call

Often students and parents do not know who to sec in school for specific information. Here is a handy check list.

Academic Problems ……..…Teacher/Counselor
Athletic Information……..….Athletic Office
Attendance Problems ……... Attendance Office/Dean
Driver Education…….P.E. Office
Free Lunch Program……Treasurer's Office
Homework Requests .....Guidance Office
Lock/Locker Problems…….Main Office
Lost and Found…….Attendance Office
Medical Problems…….Nurse's Office
Summer School…….……. Guidance Office
Pav for lost books…… Treasurer
Physicals/Medical……..Nurse's Office
Problems with School Fees .....Main Office/Treasurer
Replacement of ID Card…….Deans' Office
Theft……Deans' Office
Transcripts……..Guidance/Registrar
Vehicle Registration……...Deans' Office
Visitor's Pass……...Visitor's Window
Work Permit…….Guidance Office

Parents with questions about the school, individual students, or school policies should call the school first.

B
1997
BARTLETT
HIGH SCHOOL

ACADEMICS

CLASSIFICATION OF STUDENTS

In order to advance from one class status to the next, you must do the following:

- Earn 10 or more credits
- Pass English
- Pass math
- Every student needs a total of 40 credits or more to graduate from BHS

COURSE LOAD

1. The minimum course load each semester is five credits.
2. It is recommended that students take six courses in order to strengthen their academic program.

GRADUATION REQUIREMENTS

Academic Area	Credits	Duration	College Recommendation
English	8	4 years	4 years
Math ● Algebra 1-2 ● Geometry ● Algebra 3-4	6	3 years	4 years

Science ● Biology ● Physical Science	4	2 years	3-4 years
Social Studies ● US History ● Civics and Econ	4	2 years	3 years
PE	7	3.5 years	
Health	1	.5 years	
Art/Music/Tech	2	1 year	
Foreign Language	0		2-4 years
Electives	8		Recommended in the area of interest
TOTAL CREDITS:	40		

CORRESPONDENCE COURSES

A maximum of six credits may be earned toward graduation from a recognized correspondence course. Prior to enrolling in a correspondence course, approval must be obtained from the appropriate guidance counselor and guidance director.

CREDITS

1. One credit is awarded for each grade of "A, B, C, or D" each semester, unless otherwise indicated.
2. Students are expected to earn a minimum of five (5) credits per semester or ten (10) per year to remain on track for graduation

EARLY GRADUATION

A four year educational program is desirable for most students. Plans for early graduation, i.e., at the completion of the first semester of the senior year, should be the result of careful planning between the student, counselor, and parent by September of the junior year. Early graduation is appropriate when a student has plans to immediately continue formal education at a post-high school institution.

GUIDANCE SERVICES

All students are assigned to a counselor. The role of the counselor is to help students better understand themselves, find information, make decisions, and solve problems. Each student will be encouraged to develop an appropriate post-high school career plan with the assistance of counselors and classroom teachers. To assist students in identifying their interests and abilities, various assessment instruments and career materials will be available.

The Guidance Office is centrally located on the second floor. Students may make appointments with their counselor in the Guidance Office before school, during study hall, or lunch.

HONOR ROLL

At the close of each semester, full-time students are eligible for an Honor Roll designation as follows:

3.00 Honor Roll
3.75+ Recognition Honor Roll*
4.00+ High Honor Roll*

Any "D" grade automatically disqualifies a student for honor roll status. Only on-campus courses count for honor roll credit.

REPEATED COURSES

A course may be repeated; however, duplicate credit is not granted for the repeated course. The highest grade earned is used for credit and in determination of GPA. Both the original and repeated courses will appear on the transcript.

PASS-FAIL COURSE OPTIONS

Students may take an elective course as “pass-fail.” This option must be chosen within the first ten (10) days of the semester. Required courses, honors courses, and AP courses may **NOT** be taken pass-fail. Pass-fail courses count as credit to meet graduation requirements, but are not included in the grade point average calculation(s). Completion of coursework and assignments are required.

SCHEDULING PHILOSOPHY AND PROCEDURE

Bartlett High School

Schedule Change Philosophy and Procedure

Please understand that the master schedule and student schedules are created based upon student course selections. Each student course selection made in the fall affects the master schedule for the next school year. Teacher allotment and the number of course sections are all determined by student course selections. Therefore, when students make their course selections, it is understood that their schedule will reflect these selections and will not be changed. Changes will only be considered based on:

(1) Graduation requirements
(2) Data input error (in the event that a student has been incorrectly scheduled due to a data input error, the school counselor will work to rectify the problem).
(3) Appropriate Academic Intervention (this may take place after the student goes through the interventions defined in our level change request form).

Students are expected to complete courses for which they are enrolled. If changes are **necessary**, they are to be requested by the parent/guardian within the first ten (10) school days of the semester. All course changes must meet the following criteria:

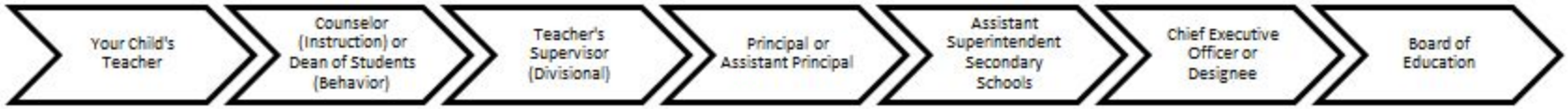
- An eligible course is available for the student

- Space is available in an already scheduled course
- The student's graduation requirements can be met within four years

Students should remember that placement in AP courses constitute a year-long commitment.

Schedule changes that involve a scheduling error (for example, the student has already received credit for the course) will be made by the student's counselor.

If students or parents have a concern with a specific class, the following District communication map outlines whom to direct questions or concerns:



If a student or a parent has a concern with a specific class, the procedure below should be followed before a change will be considered:

(1) Parent/student requests a conference with the teacher to discuss concerns and to seek a resolution.
(2) If the above is not successful, the parent/student requests a conference with the teacher and department chairperson to seek resolution.
(3) If the above does not resolve the issues/concerns, the student/parent may request a conference with the Associate Principal or Principal.

Please remember, students request classes NOT teachers; therefore convenience changes cannot be made.

Please understand, we will not move a student unless another section with space available exists and that we cannot overload classes. The above mentioned information and subsequent procedures hold true in situations where a counselor change is requested.

HAWK PRIDE

BHS Expectation Matrix

Mutual Respect for ourselves, each other, property and everyone's right to learn

	Having MR for All	Personal Responsibility	Creating Safe Environment
A.S.A.	1. Be respectful through appropriate actions and language. 2. Follow staff directives.	● Display appropriate behavior at home and away games. ● Demonstrate positive sportsmanship.	● Remain in supervised areas at all times. ● Follow staff directions.
COMMUNITY	3. Be sensitive to other cultures. 4. Respect others' space and property.	● Be responsible for your property. ● Keep your hands and objects to yourself.	● Be aware of your surroundings. ● Report any concerns or issues.
HALLWAYS	5. Use positive and appropriate language. 6. Be aware of your space and others.	● Wear your ID proudly. ● Keep affections and conversations appropriate.	● Walk with a purpose. ● Keep to the right.
BATHROOM	7. Respect privacy and needs of others.	● Use passes appropriately.	● Report all issues to staff. ● Dispose of all waste

	8. Return to class swiftly.	● Practice positive hygiene.	appropriately.
CLASSROOM	9. Value others' opinion. 10. Display academic integrity. 11. Respect everyone's right to learn.	● Come prepared and on time. ● Use technology appropriately. ● Respect everyone's right to learn.	● Wear ID and follow dress code. ● Keep belongings stowed. ● Respect everyone's right to learn.
STAIRWELL	12. Hold doors and say "thank you." 13. Be aware of your space and others.	● Clean up after yourself. ● Keep affections and conversations appropriate.	● Continue to walk on the right. ● Report all issues to staff.
CAFETERIA	14. Respect each other's personal space. 15. Converse using inside voices.	● Use time appropriately and clean up after yourself. ● Wear your ID proudly.	● Move safely in your space. ● Follow all staff directions.

DAILY SCHEDULE

DAILY TIME	SCHEDULE
Warning Bell #1	…….7:30
Warning Bell #2	…….7:35
1st Period	…….7:40- 8:30
2nd Period	…….8:35- 9:25
3rd Period	…….9:30-10:20
4th Period	……..……10:25 -11:15
5th Period	……..11:20-12:10
6th Period	……12:15- 1:05
7th Period	……1:10- 2:00
8th Period	……2:05- 2:55

All students should be out of the building by 3:15 unless they are in a supervised activity with a staff member.

BARTLETT HIGH SCHOOL ACADEMY MISSION STATEMENT

The mission of the Bartlett High School Academy of Science, Engineering and High Technology is to provide a relevant curriculum necessary to meet the rigorous demands of a fluid technological society linking challenging mathematics and science courses with quality technical courses.

DEPARTMENT GOALS

As a department, we believe students will:

- Partake in an environment that applies and integrates skills acquired through Academy experiences with an emphasis toward activity-based, project-based, and problem-based learning.
- Develop an understanding of the nature of science by incorporating the theoretical aspects of the discipline into the real life experiences of the student by exposing the students to a variety of courses using a lab-oriented format that engages them in experimentation, problem solving and problem-based learning.
- Develop skills in observation, investigation, problem solving, communication, and the use of diverse technologies.
- Demonstrate effective oral and written communication in problem-solving, critical thinking, computational and research skills.
- Work cooperatively and effectively with others while demonstrating respect for diversity.

- Demonstrate moral and ethical responsibility when making decisions.
- Demonstrate the habit of life-long learning while exploring future educational and career opportunities.

The Bartlett High School Academy of Science, Engineering and High Technology staff is dedicated to providing educational opportunities, with a commitment to excellence that fosters pride through example which will allow our students to reach these goals. All intentions are made to keep current with the emerging high technology goals meeting national standards for mathematics, science, and technology education.

DAILY BULLETIN

Announcements will be communicated daily via the intercom, TV monitors, and web page (www.u-46.org/ bhs). All student announcements must be signed by a faculty member and approved by the main office. Emergency or special announcements will be made over the public address system with the principal's approval.

DRIVER EDUCATION PROGRAM

Students will register for driver education during the normal course selection process. Every attempt will be made to assign them to the period they have study hall. BHS staff may also go into the lunch and study hall periods to help fill class sections based on student interest and seat availability.

Admittance into the driver education program will be according to the student's age, with first time Seniors and Juniors being given higher priority. Students must have passed a minimum of 8 classes in the prior 2 semesters in order to be in DE. Sophomores, with a minimum of eight credits, (Sophomore status) will be placed according to their age and seat availability. An attempt will be made to schedule students who have or will reach their 16th birthday by the end of that semester. Therefore, students should be approximately 15 years and 8 months when class begins. Freshmen will not be allowed to take driver education until the fall semester of their sophomore year at the earliest. (No Exceptions)

Students will take classroom and behind the wheel as a concurrent driving program. Also students *must* meet the minimum attendance requirements as established by the state for driver education programs. This is different and stricter than the attendance criteria established for regular school attendance. The state and school district offices establish fees for the driver education program. They must be paid during the class and are subject to change.

Successful completion of the classroom phase is a prerequisite for the successful completion of the behind the wheel phases of the program. Any student failing the classroom phase will be offered the opportunity to repeat the program in summer school or, when space is available during the regular school year. Those students taking the program for the first time will be given top priority over those repeating it.

Students enrolled in the Driver Education program that are found to be violating traffic laws and/or conditions of the driving permit are subject to various consequences of their actions. Examples of these, but not limited to, are the following:

- Removal from the driver education program for a period of time such as the semester.
- Suspension of the student's driving permit by the state at the request of BHS.
- Criminal charges as filed by the police and/or BHS.

EMERGENCY CARDS

It is necessary that an emergency card with the required information be completed by a parent or guardian of each student. Any changes should be

immediately reported to the Nurse's Office, the Registrar's Office, or the Attendance Office.

EMERGENCY PROCEDURES

FIRE

At all times when the fire alarm sounds, students, teachers, staff, and guests MUST leave the building by the designated exit. They should withdraw and report to their teacher at the zone indicated by the classroom sign. An outside bell will ring to indicate the return to classes.

TORNADO

When the Principal announces that a tornado is in the vicinity, teachers, staff, and students should move, if possible, to the designated area. Stay near an interior wall and follow directions. The most important thing is to stay away from glass and downed utility lines. If outside, seek refuge in a low-lying area, such as a ditch, away from trees.

INCLEMENT WEATHER

When the weather is inclement (icing, heavy snow, fog, or blizzard conditions) prior to school opening in the morning, notification of cancellation will be released for broadcast over WRMN (AM 1410); WEPS (FM 88.9); WGN (AM 720); and the district web site (www.u-46.org), as soon as possible, but not later than 7:00 a.m. Assume school will be in session. Plan your driving time accordingly.

FEE WAIVERS

School fees shall be waived for students from families who qualify for the free lunch (not reduced lunch), under the Community School Lunch Program guidelines. Fees should be paid at registration and will be refunded when approved for free lunch. Application forms for the free lunch program are available in the Office and on-line at www.u-46.org. All fees are waived. You must remain on the free lunch program in order to receive fee waiver. You will be charged for any refunds in case you are not eligible for the waiver. Bartlett High School reserves the right to apply refunds to any outstanding fines.

FOOD SERVICE

Three types of meals and a snack bar are available in the cafeteria:

1. Hot lunch or Type A lunch.
2. Combination lunch, sandwich, and french fries.
3. Pre-packaged salad.

Free or reduced lunches are provided to students whose families show financial need and qualify by completing the application made available at the time of registration, or at the Dean's Office after the school year has begun. The completed form, signed by parent/guardian is to be returned to the Dean's Office. The student and parent/guardian will be notified within ten (10) days if the form has been approved or denied.

Debit Card: Students are encouraged to deposit money into an account with their ID to purchase any item in the lunch line. This eliminates the necessity of having cash on a daily basis. Students may bring a sack lunch.

Cafeteria Expectations:

1. A valid BHS identification badge is required in order to enter the lunch line to purchase food. Only students purchasing food are expected to be in the lunch lines.
2. Due to theft and crowded conditions, coats or backpacks will not be allowed in the lunch line. We ask that all food purchases be placed on a lunch tray and be visible at all times.
3. Once food is received, it is the responsibility of the student to pay for the food.
4. Out of respect for each other and school property, each person should dispose of all garbage properly. Recyclable trash cans are provided for your convenience and discretion.
5. The Upper-class lunchroom is a privilege afforded to juniors and seniors only. Proper ID is required. Underclass students found outdoors in the

Upper-class area will be considered to be in violation of Closed Campus.

6. All school personnel are here to help you. Please ask for assistance if you are experiencing any difficulty during the lunch hours. Thank you for your cooperation with the above expectations.

FAST FOOD AND DELIVERY OF FOOD

Ordering pizza or any other food for delivery during regular school hours, or parents bringing fast food to students, is not permitted. Condoning deliveries presents the school with parking, lunchroom and visitation difficulties. Please reserve these special treats for weekends and after school. Students arriving late should not bring fast food into the building.

FUND-RAISING ACTIVITIES

All fund-raising activities must be approved by the school administration and must be related to a school group or organization. No sales of any product or service can be made in school, during school hours, unless prior approval is received. All money obtained from the sale of approved products or services must be deposited with

the school treasurer by the end of each school day. All organizations participating in fundraising activities will be required to summarize all financial transactions following the project.

GUESTS AT A SCHOOL SPONSORED EVENT

At several school-sponsored activities, Bartlett High School students are allowed to bring one guest.

Bartlett High School students are responsible for the actions of their guest. Guests must be at least a freshman in high school, and no older than 20 years old. They must carry proper identification and remain in the company of the Bartlett High School student at all times. Some events may require pre-approval for a guest to attend (i.e. dances).

Students are expected to follow rules when off campus attending school sponsored programs, activities and functions (i.e. prom, away athletic/activity events). Students who violate school rules at such events shall be subject to disciplinary consequences.

If you are an upperclassman bringing an underclassmen to Prom, the student MUST go through the same steps as a guest that is a non-Bartlett student.

HIGH SCHOOL LIBRARY

The Bartlett High School Library is centrally located on the second floor. The collection includes approximately 17,500 books, over 100 audio books and 400 video cassettes and DVDs. The print collection includes young adult literature, as well as nonfiction and reference materials to support the high school curriculum. In addition to a fully equipped computer lab with 29 computers, the BHS Library has 15 more computers and 4 online search stations for students to utilize during study hall, lunch, and before and after school. In addition, students and staff may request materials from other District U-46 libraries for inter-library loan.

Teachers frequently bring classes to the library to do research, use the library computer lab, and participate in book talks, author visits and other presentations. The librarian is a certified School Library Media Specialist with a Master's Degree in Information and Library Science as well as a K-12 teaching credential. The librarians frequently teach and collaborate with faculty on the subjects of information literacy and the research process.

Students using the BHS Library are subject to all school rules and consequences. Students are required to have a current Bartlett High School ID, a temporary ID from the Attendance Office, and either a pass from a teacher for an assignment that requires library use or the High-Flying Hawk Pass, a permanent library pass which students meeting certain criteria are eligible for. Students are expected to work quietly and independently. The computers are for school-related work only. Any students found playing games, listening to music, watching TV or movies, or any other activity not directly related

to homework, will be asked to log off and sit at a table, or return to study hall. The librarian reserves the right to assign seats to students at any time.

I.D. CARDS

District policy requires all students to wear the photo identification ("ID") badges while they are in the building during school hours. In addition to identifying a student during school hours, it may be required to enter a U-46 school bus, gain access to BHS prior to 7:40 A.M., make up a test, serve discipline consequences, or gain admission to the library, cafeteria and all home and away school events. Students must show or surrender the card upon request of any staff member, including bus drivers.

Each student will be provided with a photo ID card and approved school lanyard. The lanyard should be attached through the opening at the top of the ID card. After securing the ID card to the approved lanyard, the lanyard should be worn around the student's neck at all times. Replacement lanyards may be purchased in the Attendance Office for $2. New ID cards may be purchased in the Treasurer's Office for $3 and picked up in the Attendance Office during the first 20 minutes of the student's lunch period. The photo, bar code (used for library and cafeteria checkout), and student ID number should always be visible.

Decorating and/or defacing ID cards in any way is not acceptable. Altered ID cards may be confiscated and the student will be required to purchase a new ID. New ID cards may be purchased in the Treasurer's Office and picked up in the Attendance Office. Transferring of IDs from student to student is not allowed.

If, for any reason, a student is not displaying a valid ID while at Bartlett High School, the student must report to the Attendance Office. A new ID is required and will be issued.

LAW ENFORCEMENT AGENCIES

It is the policy of District U-46 that a reasonable cooperative effort be maintained between the school administration and law enforcement agencies. BHS has a reciprocal agreement with all local law enforcement agencies. This means that information can be shared. Law enforcement officials may be summoned in order to conduct an investigation of alleged criminal conduct on the school premises or during a school-sponsored activity or to maintain the educational environment. They may also be summoned for the purpose of maintaining or restoring order when the presence of such officers is necessary to prevent injury to persons or property. Administrators have the responsibility and the authority to determine when the assistance of law enforcement officers is necessary within their respective jurisdictions. The School District's administrators shall act in a manner which promotes the safety and rights of students and parents.

LOCKS AND LOCKERS

All students must use the lockers assigned to them. Students will have the same lock and locker for their entire stay at Bartlett High School. Some Freshmen may have to share a locker. Combination locks will be provided by the district. Lost locks MUST be purchased in the Main Office. These locks remain the property of U-46. Only Bartlett High School locks may be used. If for any reason the locker cannot be used, it should be reported to the Main Office.

Keep your locker locked at all times, and do not share your locker combination with others. The school will not assume responsibility for lost or stolen articles. BHS will not assume responsibility for any personal items left in a student locker at the end of the school year. All items will be donated to charity over the summer.

Lockers remain the property of School District U-46 and may be searched by school officials, with or without the student's permission.

LOST, STOLEN, AND FOUND ITEMS

Personal property brought on school grounds remains the responsibility of the student. If an item is lost, the school may maintain a "Lost and Found" as a courtesy to the students. Items will be retained for a length of time to be determined at the school's discretion, and then will be disposed of.

The Lost and Found is located in the Attendance Office. All found articles should be turned in there. Articles may be claimed before and after school and during the lunch hours by properly describing or identifying them.

Please remember that lost, stolen or damaged items are not the responsibility of the school. The school will not reimburse students for any lost, stolen or damaged personal items brought on to school property.

MORNING ARRIVAL POLICY

This policy was developed with Mutual Respect in mind. As students arrive, they may proceed to their lockers, classrooms (if open), specific meetings, practices, or rehearsals, if supervised by a coach or sponsor. There will be two warning bells, one at 7:30 a.m., and one at 7:35 a.m. All students should be wearing an ID after entering the building. To assist supervision of the school, there will be “NO OPTION” areas. “NO OPTION” areas are marked and we expect that students will be respectful. Failure to comply will result in consequences.

MOTOR VEHICLE REGULATIONS

Parking Sticker Priority

Driving a motor vehicle to school and parking on campus is a privilege extended to juniors and seniors. Sophomores who have earned at least fifteen (15) credits, have no failing grades, have zero days of out-of-school suspension, and less than nine (9) total tardies may be eligible to drive to school 2nd semester (pre-approval form required: available in the Deans' Office).

STUDENT PARKING EXPECTATIONS

Cost

- The cost for a BHS Parking Permit is $100 for the year or $50 for second semester only.
- If changing to another vehicle, the old sticker must be returned before a replacement sticker is issued. The cost for a replacement sticker is $5. Stickers are not transferable to another vehicle without notifying the Deans' Office.
- Temporary parking permits are $1. See **"Temporary Parking Permits"** below.
- **The cost for a lost sticker is $100 for the year / $50 after second semester begins** (or whatever you paid for the original sticker).

General

- **Parking stickers must be fully adhered on the inside of the front windshield, passenger side, lower corner. No tape; no clings, please. Stickers are not transferable between students or vehicles.**
- All vehicles/drivers must be licensed, insured, and in compliance with the Illinois Vehicle Code at all times. Valid driver's license and proof of insurance for the specific vehicle must be shown in order to receive a BHS parking sticker.
- A parent or legal guardian must request permission for student to obtain parking privileges by reading these expectations, and signing and returning the application to BHS.
- All BHS fines and fees (including previous BHS tickets) must be paid in full before a parking sticker is issued.
- **Students are not allowed to drive to school until a sticker is physically issued to him/her and the sticker is fully adhered to the vehicle.** Paying for a sticker does not guarantee a sticker if all information is not fully provided.
- All vehicles parked on BHS property are subject to search as stated in the Illinois School Code, 105 ILCS 5/10-22.6(e).
- Bartlett High School is not responsible for any theft or damage to vehicles on BHS property.

- **If a student needs to drive more than one vehicle on a regular basis**, he/she must purchase an additional parking sticker for each vehicle as stated above in "Cost".
- Violation of any parking expectation may result in loss of driving privileges, disciplinary action, towing and/or criminal charges.
- If towed, your car will be located at Car Search, 150 Woodview Dr., Elgin, 847-608-8120.

Expectations

- Student parking is allowed in "student" designated areas only, within **legally marked spots**.
- Students MUST notify the Deans Office of <u>any</u> changes including insurance, new vehicle,, and/or license plates.
- Sound/music may not be amplified or projected more than 75 feet from any vehicle.
- Reckless driving, speeding, or any school rule violation while in a vehicle may result in loss of privileges, disciplinary action, and/or criminal charges being filed.
- **<u>Parking stickers are non-transferable</u>**. Any student in violation of this rule may have his/her privileges revoked, receive disciplinary action and/or have their vehicle towed.

- Students are not allowed in the parking lot area during regular school hours. This is considered a closed-campus violation and may result in loss of driving privileges.
- Parking privileges may be revoked if a student leaves campus without permission from the Attendance, Deans', or Nurse's Office.
- Permits may be revoked if drivers transport other students prior to the end of their regularly scheduled school day.
- Chronic tardies and/or truancy may result in parking privileges being revoked.
- Receiving three (3) or more parking tickets per school year may result in revocation of parking privileges and towing.
- Parking in visitor spots, fire lanes, handicapped spaces, staff/faculty lots, bus loading areas or any other reserved space is prohibited and will result in the vehicle being ticketed and/or towed at owner's expense.

Tickets

- All BHS parking tickets are $10 if paid within 10 school days; parking fines double to $20 if not paid within 10 school days.
- Parking privileges may be revoked if a parking fine is not paid within 30 school days. The vehicle may also be towed at owner's expense.
- If a student decides to dispute a ticket, he/she may speak to a dean within five (5) school days.

Temporary Parking Permits

- Temporary parking permits are only sold to students who currently own a BHS parking sticker but need to drive a different vehicle to school for a limited amount of time.
- Temporary parking permits may be purchased in the Deans' Office **before the beginning of a student's school day.** Student must provide the vehicle's make, model, color, and license plate number. **NO LATE PASSES WILL BE ISSUED TO GO TO CLASS. Plan accordingly.**
- The cost for a temporary parking permit is $1 and can be issued for up to five (5) school days. A temporary tag will be issued and must be displayed on the vehicle that is temporarily being driven; failure to do so will result in a BHS parking ticket.
- No more than three (3) temporary parking permits will be issued per student per semester.
- If a different vehicle must be driven on a regular basis, a permanent parking sticker must be purchased for $100 for a year or $50 for second semester.

Driving a motor vehicle to school and parking on campus is a privilege extended to juniors and seniors. Sophomores who have earned at least fifteen (15) credits, have no failing grades, have zero days of out-of-school suspension, and less than nine (9) total tardies may be eligible 2nd semester (pre-approval form required; available in the Deans' Office).

NURSE'S OFFICE

A student who becomes ill or has been injured at school should notify the teacher and go directly to the nurse's office with a pass and ID. The nurse or health secretary will assist with first aid and if necessary notify parents or guardian. All students must sign in with the health secretary for attendance

purposes.

Students are encouraged to take prescription medication at home. If it is necessary to take prescription or over the counter medication at school, it must be brought to the nurse's office in the properly labeled bottle with the medication permission form completed by the parent and physician. No medication will be administered without a doctor's order.

In certain circumstances, such as, but not limited to: Asthma, bee sting, allergies, or diabetes, the students will be able to self-administer at the discretion of the certified school nurse upon receipt of proper permission forms.
Medication permission form and self-administration medication parent permission form can be obtained in the nurse's office or online at www.u-46.org/healthservices.

Reminder: Student cell phones are to be off between 7:40 am and the end of the student's school day. Parents should avoid sending text messages to their student during these hours. A student receiving or sending a text message during these hours is violating school rules and may face disciplinary action. This rule is in place to minimize disruptions in the learning environment and protect students. Notifying a student of a home emergency in this manner leaves the student emotionally upset without appropriate adult support. When a student requests to come home in case of illness

or emergency from a bathroom, it makes it difficult for us to locate the student and care for them appropriately. For safety reasons, we cannot release a student from school without knowing who we are releasing them to. This requires the parent to speak to a BHS staff member before we can release the student. Students who are ill should present to the nurse's office for assessment before calling home during school hours. If a parent makes the determination that a student is ill and needs to come home early or be dismissed for a doctor appointment without school nurse assessment, then these calls should be directed through the attendance office. We thank you in advance for your cooperation.

PHYSICALS AND IMMUNIZATIONS

Illinois State Law requires a physical examination and up to date immunizations prior to entrance into 9th grade. New students entering from in-state schools should have medical and immunization records upon entrance. New students from out of state or country will need to present a physical on the Illinois State Form along with required immunizations.

An eye examination by a licensed physician will be required for any new student transferring from another state or country.

All students must provide evidence (specific dates) of two (2) Measles (Rubeola) immunizations administered after 12 months of age or a physician's verification of the child having had the Measles disease.

NINTH GRADE STUDENTS WILL NOT BE ALLOWED TO REGISTER UNTIL THIS HEALTH REQUIREMENT IS MET.

PHYSICAL EDUCATION LOCK AND LOCKERS

Each student must have a school-issued combination lock and small locker. For class, use the long locker adjacent to the assigned small locker and lock purses, wallets, books, clothing, and other valuables in the long locker during class. Do not leave belongings out on the bench or on top of the lockers. If a lock is missing, notify your teacher immediately. If the lock cannot be found, the student will be charged for another lock. Do not keep large sums of money or other valuables in lockers. Bartlett High School is not responsible for lost or stolen articles.

PHYSICAL EDUCATION MEDICAL EXCUSE POLICY

1. Any student who reports to physical education class and cannot participate because of a medical excuse will dress in uniform and stay with the class.
2. A medical excuse will be allowed for a maximum of three (3) consecutive days and must be an excuse in writing from the student's parent or guardian.
3. If a student has a medical excuse from a physician for an extended period of time, the written excuse should be given to the school nurse. When limited physical activity is prescribed, the student will stay in the Physical Education class as long as the unit allows for the prescribed

modification. If limited physical activity is not advisable and the excuse is for longer than six (6) weeks of school, the student will be assigned to a study hall and physical education will be waived.

4. If a student does not attend physical education class and later brings in a medical excuse to cover the absence(s), the student will not be excused.

PHYSICAL EDUCATION UNIFORMS

Each student in the Physical Education Program must wear the District U-46 or Bartlett High School approved physical education uniform. The U-46 uniform consists of a navy and gold reversible top and navy nylon shorts. The U-46 logo is on the navy side of the shirt and the shorts. The BHS school pride style BHS PE uniform consists of green mesh BHS PE logo shorts and gray BHS PE logo shirt. The uniform is designed to be used by all students. Your last name only should be placed on all your uniform items.

For swimming, students will provide an acceptable one-piece swimsuit. Extractors are in both dressing areas to dry suits after each swim class.

In addition to the P.E. uniform, a student may also wear a sweatshirt and sweatpants in case of inclement weather. Clothing in school colors is preferred. Your last name only should by placed permanently on each garment.

School clothes are not permitted in place of foul weather gear. Students refusing to dress for class are subject to academic penalties.

SCHOOL BUS REGULATIONS

Transportation provided by School District U-46 is a convenience and privilege. School bus stops and buses are extensions of the school. Students are expected to behave respectfully and in a manner that will ensure their safety. A student who becomes a disciplinary problem may be deprived of this privilege. Students are required to show the bus driver their ID each day upon boarding the bus morning and afternoon. Failure to present ID may result in bus privilege suspension.
Questions regarding bus transportation (including late activity buses) should be directed to the District Transportation Office at 847-888-5000 x5095.
Any change in residency address must be reported to the Registrar's Office.

SCHOOL PROPERTY

Students are expected to respect all school property. Any damages to school district property can result in possible restitution charges to the student fees account

SCHOOL SOCIAL WORK SERVICES

The objective of social work in the school is to help pupils solve social, emotional, and/or academic problems which interfere with their progress in school or in their personal development. The social worker may be involved with students and their families by educating them on human relations and the knowledge of resources within the community. School social work is a support service for all students, parents, and teachers. Students can access social work services by signing up in the guidance office. Teachers may refer a student, or parents can request social work services as well.

SCHOOL VISITATION

Parents are always welcome to visit Bartlett High School. We encourage them to make an appointment in accordance with established policies.
School-age visitors are NOT permitted during the school day.
Visitors are reminded that State Law requires that they must report to the Visitors Window upon entering the building. Visitors MUST enter the South Entrance. All visitors should park their motor vehicles in the designated area of the south parking lot. All guests to our building are required to provide

an ID and obtain a Visitor's pass at least 24 hours in advance.

STUDENT HALL PASSES

Students in the hall during class must have a valid pass. Misuse of any pass can result in the loss of pass privileges.

STUDENT WITHDRAWAL PROCESS

Students withdrawing from Bartlett High School for purposes of transferring to another school, or terminating their education, must originate this action with the Registrar. Refunds will be paid only to those who follow the check-out procedure and return all books and equipment and request a refund.

A student who has withdrawn from school and would like to re-enter must arrange a parent or guardian conference with an Assistant Principal before registration.

STUDENT WORK PERMITS

Work permits may be picked up in the Guidance Office. Completed forms are returned to the guidance secretary, who will issue the work permit.

Child labor laws indicate where and when teenagers can work.

The guidelines are as follows:

14-15 May work only between the hours of 7:00 a.m. to 9:00 p.m. from June 1 and Labor Day in non-manufacturing, non-mining, and non-hazardous environments. They may work at clerical/office jobs, and retail and food service firms.

16-17 May work any number of hours, but not hazardous jobs, i.e., explosives, power-driven machinery, meat processing, hoists, etc. They may not drive motor vehicles at work.

TELEPHONES, MESSAGES, AND GIFTS FOR STUDENTS

Emergency calls to a parent or guardian will be permitted in the school offices. Telephone calls from parents or guardians to students should be made to the Attendance Office. Students will not be called to the phone except in an emergency. Calls from any other person generally will not be accepted. We are unable to accommodate requests to deliver gifts.

STUDENT ORGANIZATIONS AND CLUBS

Bartlett High School has established an excellent tradition of student organizations and activities. You are invited to be part of that tradition. All organization meetings will be held before or after school. Students who are involved in extra-curricular activities must be eligible under the eligibility (no pass/no play) guidelines. In addition, all student club and organization leaders must maintain the highest level of behavior fitting an officer. They must conduct themselves in a positive manner at all times. Student leaders are subject to removal from office if deemed necessary by the student group or building administration.

Academy Student Advisory Group

To provide a forum for students to dialogue with an administrator directly involved with the Academy.

Bass Fishing

Co-ed club that promotes the principles of ethical sport fishing with an emphasis on resource conservation. Field at least one tournament team a year to compete in the IHSA State Bass Fishing Tournament in the spring.

Breakdance Club

A diverse group of students getting together to share cultural dance.

Chess Club

All levels of chess experience welcomed.

Class Council - Fr
Plan and carry out freshmen class events.

Class Council - So
We plan Homecoming, Talent Show, Turnabout, & more. All sophomores welcome!

Class Council - Jr
Plan and carry out junior class events.

Class Council - Sr
Plan and carry out Senior class events throughout the school year.

DECA
A national association of Marketing students.

Drama/Thespians
Theatre games; plan fund-raising

Environmental Club
To foster student interest, enthusiasm, & involvement in various aspects related to the world's environments; particularly the community in which we presently inhabit. Possible areas of focus: exploration of habitats & biodiversity, developing methods to promote the school & community to the "greener", & field study. Outcomes will be achieved through discussion, presentations, field research, & trips.

Equestrian Club
Members will share their love of horses by fund-raising for equine organizations, guest speakers, making crafts, & planning field trips.

F.A.C.E.
Cancer Education and Awareness Faith Club
Students will have an opportunity to discuss important issues they face. The Bible will be our guide as we uncover life's mysteries together.

F.C.C.L.A. (Family Careers Community Leaders of America)
A national organization that promotes Family and Consumer Science.

French Club
To explore French culture & events above & beyond the classroom experience.

Gay Straight Alliance (GSA)
The mission is to create a safe and supportive school environment for all students and educate on the effects of homophobia and heterosexism on our youth.

German Club
German students getting involved in school activities and supporting German Exchange Program.

Guide Right
Guide Right is an organization run by an outside fraternity of African American professional men that meets every Wednesday during 4th, 5th, and 6th hour with our African American male students. During these meetings the students and Guide Right leaders discuss goal setting, proper communication, interview skills, current events, college life and how to be successful, and any concerns brought up by our students.

Guitar Club
A time to practice guitar with those of like interest.

HOSA (Health Occupations Students of America)
Promotes career opportunities in the healthcare field. It also provides leadership opportunities through community service at the state and national level.

KEY Club

A community service club.

Latino Club
An organization that explores and studies Latin culture.

Mathletes
Practice and compete in Upstate 8 math contest.

Mock Trial
Students prepare for the presentation of a legal case at the state tournament in Springfield.

Multicultural Student Association
Students celebrate cultural diversity and discuss cultures and religions of the world.

National Honor Society
A community service club that promotes scholarship, leadership, character, and service.

Peer Leaders
A leadership group that helps freshmen become acclimated to BHS life. Leaders chosen by application each Spring. Principal Advisory
A student-led group that meets with the Principal to share and discuss issues at BHS.

DuPage/Kane STEM/VEXRobotics Club
Build & compete in local competitions.

South Asian Student Association
Students discuss the culture of south Asian countries.

Spanish Honors Society
A service oriented club to promote Spanish speaking, community service, commitment to further language study, and cultural awareness and sensitivity. Inducted members will organize conversational Spanish activities and tutoring opportunities for lower level Spanish students.

Spanish Club
Social & cultural club to promote one's interest in the Spanish language & culture.

Student Council
Help plan Homecoming events, pep assemblies, & various service projects throughout the year. Link to Student Council Web page

WYSE
Worldwide Youth in Science and Engineering.

B.H.S. SAFE & DRUG FREE SCHOOL PROGRAM

The goal of the Safe and Drug Free School Program is to provide a consistent safe, drug-free philosophy for all aspects of student life at Bartlett High School.

SAFE AND DRUG FREE SCHOOL STEERING COMMITTEE

The purpose of the SDFS Steering Committee is to develop policy and coordinate school programs and projects that promote and enhance the safe and drug-free school philosophy. The Safe and Drug Free School Steering Committee meets once a month.

CHEMICAL INTERVENTION/PREVENTION SERVICES

Chemical Intervention Team (CIT)
3rd Millennium
The purpose of the CIT is to act as a coordinator and referral resource. Observational referrals from the staff concerning students who show symptoms of possible chemical use are reviewed on a systematic basis. If necessary, appropriate alternative school and community resources and services are recommended. CIT referral forms can be found in the Division offices.
Alternative to Suspension Program (ATS)
The Alternative to Suspension Program is an adjunct to the disciplinary program. If students and parents cooperate with the CIT, students are offered a reduced suspension on their first chemically related infraction of school rules. The student and a parent must meet with the ATS coordinator for an interview and educational program. Referrals for assessments are often made.
Mutual Respect Committee (MR)
This is a committee to encourage a school climate of MUTUAL RESPECT. The Mutual Respect Committee works closely with the SIP Steering Committee on the planning, implementation and evaluation of the School Improvement Plan. This committee has both staff and student members.
Students Opposed to Drugs and Alcohol (SODA)
The purpose of SODA is to provide an extra auricular school alternative for students who wish to plan, promote and/or participate in drug-free activities. Programs, projects, and activities are planned to 1) educate SODA members with the drug-free message; 2) provide activities in self-esteem enhancement, decision making skills, and communication skills; 3) train students for leadership in spreading the drug-free message; and 4) give students an opportunity to just have drug-free fun. Students are involved in community services projects.
TARGET
The dual purposes of the TARGET Program are to educate students, parents, and staff in the prevention of chemical use and to intervene early and effectively when a student exhibits a behavior of concern. Three pre-season TARGET meetings and six make-up meeting are held per year. Students involved in athletic and extra-curricular programs are asked to attend these TARGET meetings.

Effective with the freshman class of 2010-2011 (graduating class of 2013), students must meet the following criteria before being granted any of the following privileges and/or being allowed to participate in any of the following programs/events: Upon earning any of the following privileges, revocation of privileges may occur if students do not remain on schedule to graduate.	
Program/Privilege/Event	Criteria
Parking	Minimum of Junior status and space availability.. Students must not have advanced to Step 3 in the attendance policy in any class in the previous semester. A student reaches Step 3 upon accumulating a designated number of tardies and or truancies. Driving a motor vehicle to school and parking on campus is a privilege extended to Juniors and Seniors. Sophomores who have earned at least 15 credits, have no failing grades, have zero days of out of school suspension, and less than 9 total tardies may be eligible 2nd semester(pre-approval form required; available in Deans' Office).
Late start/early dismissal	A student must be classified as a junior or senior with study periods scheduled during either first period,or eighth period that occurred naturally in their schedule without dropping a class to secure a study period. Students must be enrolled in at least five academic classes. 20 credits and 3rd chronological year in school or 30 credits and 4th chronological year in school. Discretion of the principal.

PE Exemption	High school students may request to be excused from physical education courses for the following reasons: Enrollment, for credit, in a marching band program for students in grades 9 -12 (valid for the fall semester); or Enrollment in academic classes which are required for admission to an institution of higher learning, provided that failure to take such classes will result in the pupil being denied admission (student must be in the 11th or 12th grade). Provide documentation from the college or university and proposed student schedule. Or; Enrollment in academic classes which are required for graduation from high school, provided that failure to take such classes will result in the pupil being unable to graduate (student must be in the 11th or 12th grade); or If the student must use the time set aside for physical education to receive special education support and services, subject to the student's Individualized Education Plan (IEP); or Ongoing participation in an interscholastic athletic program (student must be in the 11th or 12th grade); only out of P.E. during the athletic program and placed in a study hall, once program is over student returns to P.E. class.
Prom	Only Upperclassmen (Junior/Senior Status) are allowed to purchase tickets. Students must not have had any days of out-of-school suspension (OSS) in the second semester. Students must not exceed 5 days of in school intervention (ISI) in the second semester. Students must not exceed 14 tardies in the second semester. Students must not exceed 14 truancies in the second semester. All BHS and Non-BHS students MUST go through the approval process.
End of year senior activities (Senior Luncheon, Prom, Graduation Ceremony).	"Scheduled to graduate" at the start of the 2nd semester of senior year. Students must not have had any days of out-of-school suspension(OSS) in the second semester. Students must not exceed 5 days of in school intervention (ISI) in the second semester. Students must not exceed 14 tardies in the second semester. Students must not exceed 14 truancies in the second semester.

SCHEDULE

CLASS
CLASS

FIRST SEMESTER SCHEDULE

ROOM #
ROOM #
TEACHER
TEACHER
SECOND SEMEST

STUDENT TECHNOLOGY ACCESS

Student Novell Login Information:

Username: ID #graduation year
Password: 8 digit birthday

To access Career Cruising: www.careercruising.com

Username: bartlett
Password: careers

Portfolio login: ID.graduation year
Portfolio password: 8 digit birthday

To access KeyTrain: www.keytrain.com - run KeyTrain online

Student username: bhs followed by student ID#
Student password: 8 digit birthday

For additional information contact:

CTE Coordinator - School District U-46 847/888-5000 x5310
Career Specialist - School District U-46 847/888-5000 x3355

B.H.S. LEARNING STRATEGIES

K-W-L

Teachers activate students' prior knowledge by asking them what they already Know: then students (collaborating as a classroom unit or within small groups) set goals specifying what they Want to learn; and after reading students discuss what they have Learned. Students apply higher-order thinking strategies which help them construct meaning from what they read and help them monitor their progress toward their goals. Students can create an organizer that includes columns for each of these activities.

Sample K-W-L

What We Know	What We Want to Find Out	What We Learned

Read-Recall-Check-Summarize

With this strategy, students first read the selection and then recall important information. Their recall becomes the basis of their summaries.

Method

- Students read a selection together. Then as a class, recall the information and list that information on the board.
- Next, students reread the article to check for accuracy of recalled information.
- Then, students cluster the material recalled into logical groupings using **graphic organizers.*
- Afterward, students delete any unimportant ideas from the information recalled.
- Finally, students write a summary together.

*For more information about graphic organizers go to http://cfcc.edu/dutch/IntroGraphic.html

Method Variation

- Students read the text (silently or aloud).
- *Divide students into pairs.* Have them read and recall the information and check back for accuracy.
- Together they write a summary. *Each pair presents its summary* to the whole group.

Two-Column Note-taking (aka Cornell Note-taking)

Two-Column Note-taking is a study skills strategy that can be *taught and utilized in all content areas.* It is a strategy that can be used with reading text or listening to a lecture. It is also a note-taking method that is required of students in many, if not most, law schools and medical schools - a fact that speaks well for its effectiveness as a tool for retention of great quantities of information.

- **Record.** Prepare the paper by drawing a vertical line about two and one-half inches from the left edge of the paper. This left column is your recall column. Do not write in it until later. During reading or a lecture, use the other part of the paper, right column, for taking informal notes.
- **Revise.** Read over the notes in the right column, revise, and clarify.
- **Recall.** Write key words or phrases in the left column that will help remind you of the important ideas in your notes in the right column.
- **Recite.** Cover up the right column and look at the cues you have written in the left column. Try to recite aloud the facts and ideas in your notes.

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key words	detailed notes ... detailed notes ...

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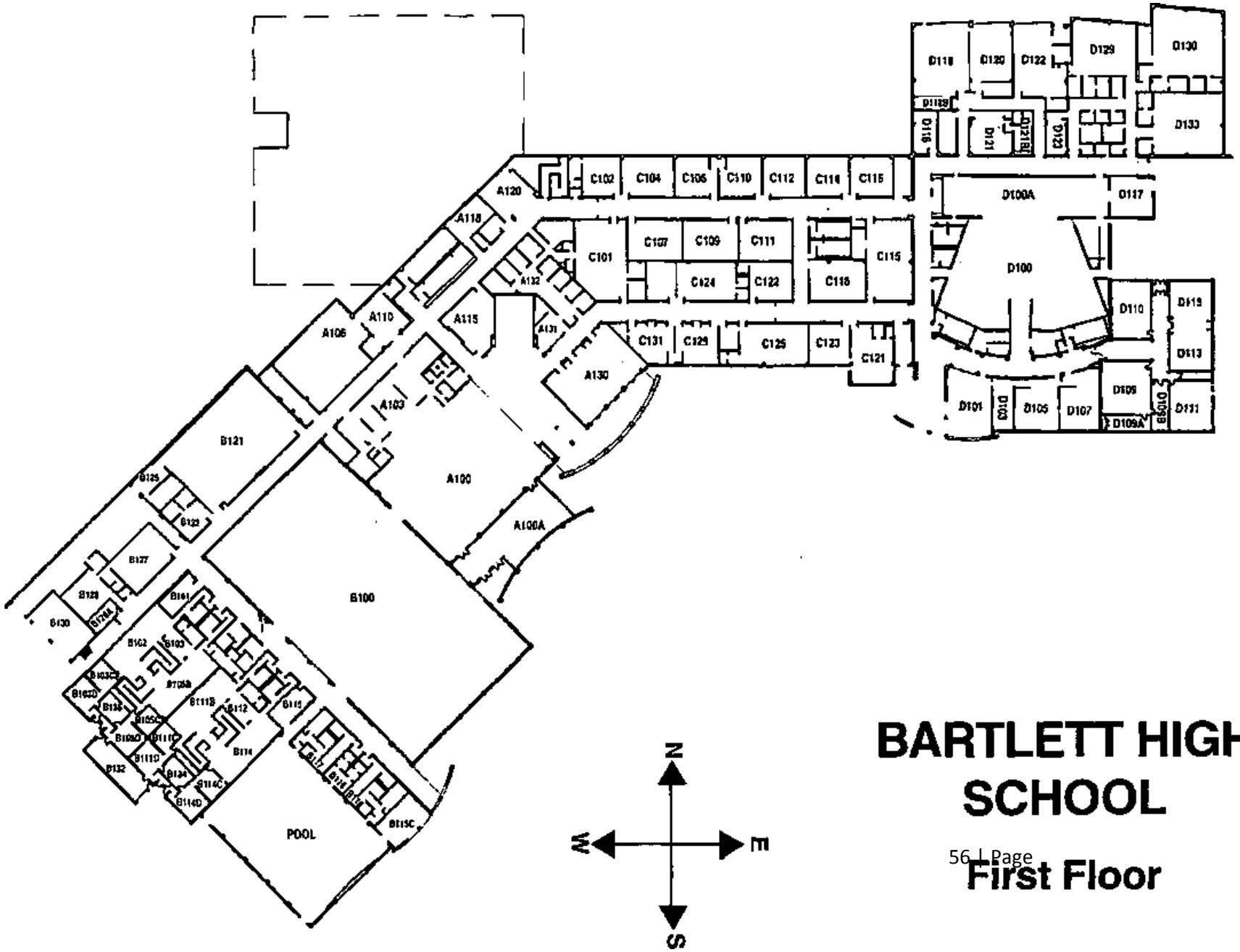
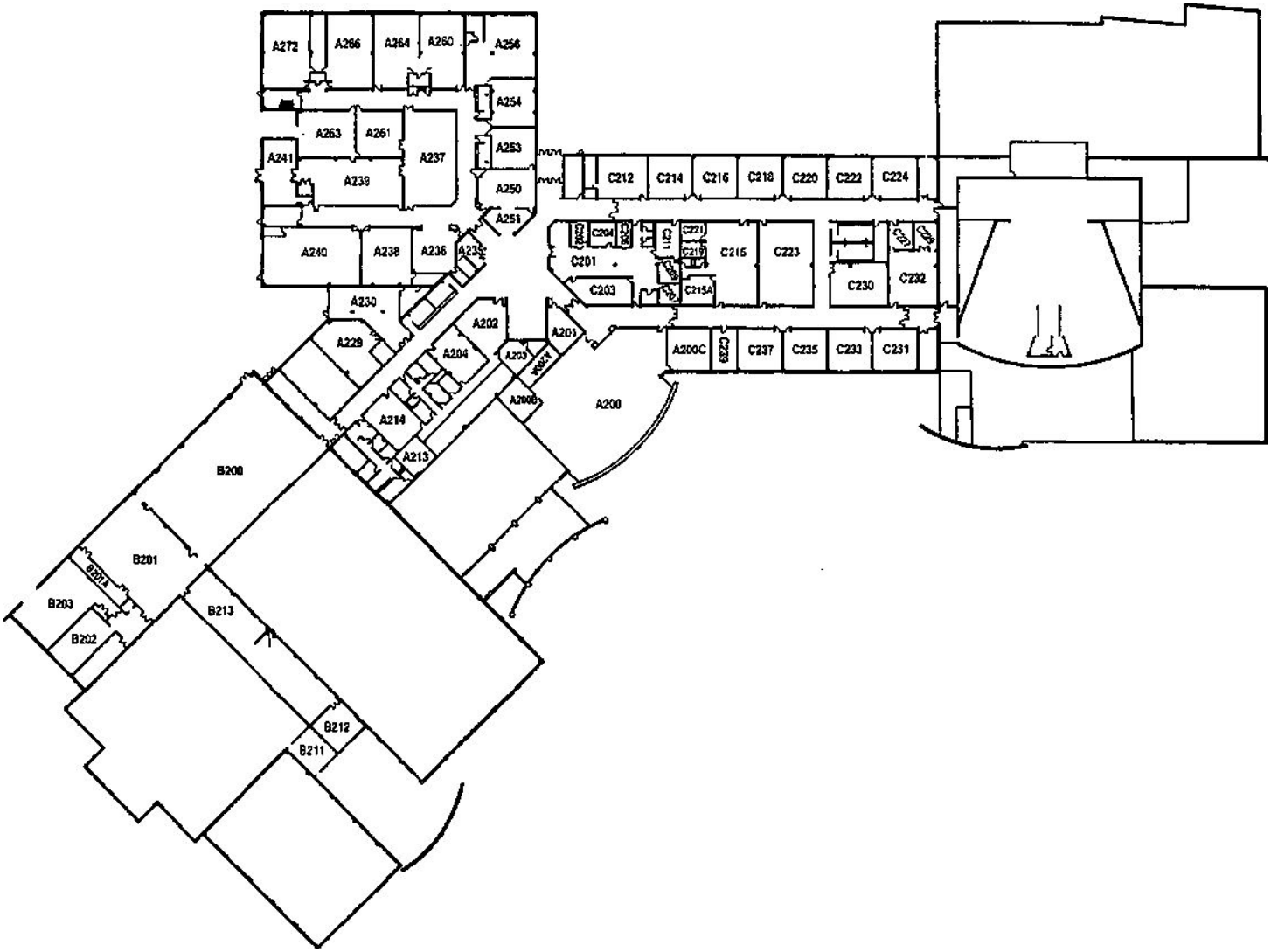


BARTLETT HIGH SCHOOL

First Floor

BHS SCHOOL MAPS

BARTLETT HIGH SCHOOL
Second Floor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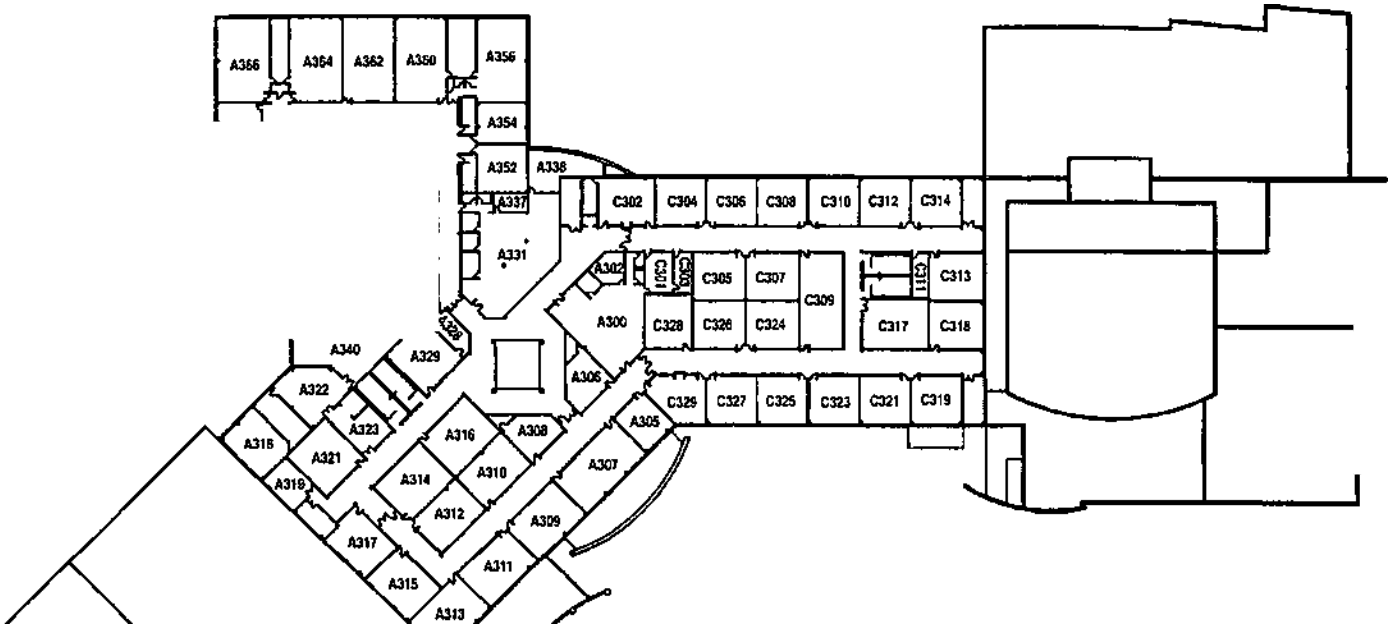
BARTLETT HIGH SCHOOL

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