

BATAVIA HIGH SCHOOL



Student Handbook 2015-2016



A WORD OF WELCOME

Dear Students,

On behalf of the entire Batavia High School staff, I would like to welcome you to the 2015-16 school year. We begin this year full of anticipation and excitement for the growth we know we are about to experience.

As your partners in education, your academic success is very important to us. This handbook is designed to be used as a reference guide as you familiarize yourself with the policies and procedures of Batavia High School. These guidelines have been compiled with the input of staff, students, parents, and the Board of Education to ensure a safe school environment where learning is of the highest priority.

This handbook also contains contact information to help you determine where to find assistance or answers to questions. You will also find information about services and activities that are available to you. We encourage you to take advantage of these opportunities to make the most of your time at BHS.

We highly suggest you use a daily planner, your Chromebook, or your cell phone to help you manage your time and keep you organized. You are encouraged to record all important dates, activities, assignments, and deadlines in this one place to manage your responsibilities.

We are committed to helping you grow as a student and as a young adult, and we look forward to our year together.

Sincerely,

Dr. JoAnne Smith
Principal

BHS ADMINISTRATION

Dr. JoAnne Smith
Principal

Dave Andrews
Assistant Principal for Operations

Robert Dietz
Assistant Principal for Curriculum and Instruction

Erin Reid
Assistant Principal for Student Support

TBD
Dean of Students

Laura Anderson
Division Coordinator of Student Services

Brian Gamlin
Division Coordinator for S.T.E.M.
(Science, Technology, Engineering,
Mathematics)

Tom Shields
Division Coordinator of Humanities

Sara Thomas
Division Coordinator of FHAMD
(Family/Consumer Sciences, Health/PE, Art,
Media/Theater, Driver's Ed)

Batavia Public School District 101 Administration

Rosalie Jones Administration Center
335 West Wilson Street Batavia, IL 60510
(630) 937-8800

Dr. Lisa Hichens
Superintendent

Dr. Brad Newkirk
Curriculum & Instruction Division

Dr. Kris Monn
Operations Division

Steve Pearce
Human Resources Division

Anton Inglese
Technology Division

Pat Browne
Director of Buildings & Grounds

Lisa Palese
Director of Student Services

Sue Gillerlain
Communications Manager

BOARD OF EDUCATION

Cathy Dremel-President
Jason Stoops-Vice President
Tina Bleakley
John Dryden
Jon Gaspar
Sue Locke
Chris Lowe

BPS101 Strategic Plan

MISSION:

Always learning. Always growing.

VISION:

Batavia Public Schools will be a district recognized for excellence in our commitment to students, collaborative culture, and continuous improvement. Our core values related to excellence are reflected in our commitment statements.

We commit to students and their learning by

- Maintaining a culture of growth and achievement with high expectations for all students and staff.
- Personalizing learning to meet the needs of all students, and encouraging students to take ownership of their own success.
- Developing the whole child by providing a variety of learning experiences that extend beyond the classroom.
- Focusing all resources -- people, time and money -- on the critical task of maximizing student success.

We commit to collaboration by

- Sharing in decision making, practicing interest-based problem solving, and engaging in professional learning communities.
- Developing partnerships that increase opportunities for students and foster community pride.
- Engaging in active, open communication within an environment where it is safe to express differences, share successes and learn from our mistakes.

We commit to continuous improvement by

- Measuring student growth and learning with quality assessments that inform decision-making and instructional improvements.
- Using thoughtful, systematic processes to evaluate and improve all programs, strategies, and practices.
- Ensuring all members of the school community embrace our mission to learn and grow.

STRATEGIC GOALS

Strategic Goal One: Student Learning

Ensure maximum development, growth, and achievement for all students.

Strategic Goal Two: Learning Environment

Provide a productive, safe, and supportive learning environment.

Strategic Goal Three: Quality Staff

Cultivate a positive and productive working environment that attracts, develops and retains high quality staff.

Strategic Goal Four: Partners in Achievement

Engage families and the community as vital partners in the education process.

Strategic Goal Five: Resource Responsibility

Demonstrate effective and efficient business operations and ensure excellent stewardship of public resources.

INTRODUCTION

Welcome to Batavia High School. We know your educational experience here will be worthwhile. To assist you, we have prepared this booklet that outlines the opportunities and procedures of our high school.

From time to time you may have questions that relate to the policies or procedures of the instructional process at Batavia High School. Your first step should be to contact the assigned classroom teacher. Many times this communication clarifies the situation. A second step would be to arrange a conference with your counselor. For your convenience, a schedule of the counselors' assignments is listed in the Student Services portion of this handbook. If, after such a conference, there is a need to discuss the situation with the administration, please contact the office.

Note: While this handbook is intended to be thorough and stable for the school year, it may be necessary to add or amend regulations and procedures during the year as determined by the school administration. Every attempt will be made to notify the students of necessary changes.

Note: Additional information regarding BHS policies and procedures can be found online at www.bhs.bps101.net

Special Note: This handbook is intended to summarize Board of Education Policy. For a complete list of policies that govern the operation of Batavia High School, please visit <http://www.bps101.net/board-of-education/policy/board-policy>, or visit the District Offices. There you will find specific information regarding the following topics: alternative learning opportunities (6:110), Title I parental involvement (6:170), Accommodating Individuals with Disabilities (8:70), notice of instruction in recognizing abuse (6:60), informing parents if their child engaged in aggressive behaviors (7:190-E1), co-curricular/athletic code of conduct (7:240), non-discrimination coordinator and procedures for harassment complaints (2:260), grievance procedures (2:260), free and reduced lunch eligibility (4:130), school admissions and student transfers requirements including birth certificates (7:50), grading and promotion (6:280), disclosure of directory information, collection of biometric information and military recruitment (7:340-E1, E2, E3, E4, E5), educational rights of homeless students (6:140), student and family privacy rights (7:15), notice of pesticide application (4:160), information regarding criminal offender notification (4:175) and the school's safety program which includes fire drills, tornado drills, and crisis plan management (4:170), and more.

WHOM TO SEE FOR WHAT

Often students and parents do not know whom to see in school for specific information. Here is a list for quick reference:

Main Office: Course fees, work permits, and schedule appointments with Principal, AP of Curriculum and Division Coordinators.

Athletic Office: All sports-related activities; including Cheerleading and Dance Team. Athletic fees and sports physicals. Athletic schedules and appointments with Athletic Director.

Guidance Office/Registrar: Summer school, transcripts, counseling issues, scheduling conflicts and academic concerns.

Nurse's Office: Medical concerns, all medications, PE excuses & physical forms.

Student Services Office: Bus information, pre-arranged absence forms, ID cards, locker jams, dance visitor's forms, attendance or discipline questions, and schedule appointments with AP of Student Support or AP of Student Life.

Main Street Reception: Visitor's passes, attendance admits, Sign-out log and Lost & Found

Financial Office: Pay Fees, student parking

For additional information, including bell schedules, please visit www.bps101.net

OFFICE PHONE NUMBERS

Attendance	630-937-8603
Guidance	630-937-8613
Athletics	630-937-8614
Student Services	630-937-8612
Main Office	630-937-8600
Principal's Line	630-937-8611
Nurse's Office	630-937-8606

HOTLINE NUMBERS

WHEN AND WHY TO CALL

Our goal is to provide all students with a safe, secure, and positive learning environment. To aid in this goal, there are several phone numbers that are available to students for the purpose of anonymously reporting crime, threats of violence, or other serious violations of school policy. Please call the hotlines ONLY in those situations when you feel it is impossible to talk to a trusted staff member first. Confiding in a teacher, guidance counselor, or other adult employee you trust in the school is by far the best way to deal with this type of information.

Illinois School Violence Tip line 1-800-477-0024

This hotline has been created for students to anonymously report any threat of violence or weapons, which you might know about. If you are unable to confide in a trusted adult, call this number if you feel threatened, know of a possible act of violence, or find out about a weapon.

Breaking Free (630) 897-1003

This is a comprehensive substance abuse agency that provides assessments, education, and counseling.

Tri-City Family Services (630) 232-1070

This is a community-based family-counseling center that provides assessments, education, and counseling.

BHS Safety Hotline (630) 492-1BHS (247)

Call or text this number to report any unsafe behaviors you are experiencing or witnessing.

ATTENDANCE and TRUANCY POLICY (Board Policy 7:70)

Our attendance policy is based upon the following assumption:

1. In accordance with the requirements of the SCHOOL CODE of Illinois and in recognition of the responsibilities imposed upon parents, it is the policy of District 101 that students shall attend school on a regular basis. Student attendance is not optional; it is a requirement of every class. We believe that daily attendance, timeliness to class, preparedness and participation will increase the student's probability for successful performance and fosters the development of self-discipline and responsibility. Conversely, absences, repeated tardiness, and trancies can only have a negative effect on the student's overall classroom experience, and, therefore on the quarter grade. It is the intention of the instructor of each course to not only teach the subject matter, but also to encourage the positive attributes of regular attendance, punctuality, and participation. The Board of Education further believes that the school administration and staff have a duty to rigorously and consistently enforce school regulations dealing with class attendance.
2. While the major responsibility for attendance rests with the students, the school and the parents or guardians share this responsibility. Students are expected to attend every class; the school has an obligation to inform both students and parents of the student's progress and attendance in all classes. Parents or guardians are obligated to follow the proper procedures to inform the school when their son or daughter is absent and to give the reason for the absence.

Attendance Procedures

Parents, guardians, and students should be aware of and follow these procedures:

Parents or guardians must call the attendance office BEFORE 11:00 a.m. or the student is considered truant. Extenuating circumstances may prevent a parent from calling before 11:00 a.m. These instances will be dealt with on an individual basis. An absence that is not cleared up within 24 hours will be recorded as truant. No exceptions will be made.

In order to more conveniently report your student's absence, calls can be made to the attendance office answering machine between the hours of 3:30 p.m. and 7:00 a.m. if you know that your son or daughter will not be in attendance on the next day. The number is **630-937-8603**.

Batavia High School recognizes two categories of absences:

1. Excused Absences
2. Truant Absences

Excused Absences - The Student Services Office will recognize as an excused absence;

(1) A student's personal illness, (2) a serious illness and/or death in the immediate family, (3) a family emergency situation with an explanation (4) religious holidays (Board Policy 7:80) (5) court appearances, and (6) medical and dental visits. Only these excused absences merit the opportunity for make-up work.

The same guidelines apply to excused tardies. Students excused for these reasons will be given one school day for each excused day in order to make up work. Parents need to call the attendance line for each day that a student is absent. After three (3) consecutive days of absence the school may request a doctor's note upon the student's return.

Absences for reasons other than those indicated above must be pre-arranged through the Attendance Office. Requests from parents or guardians must be presented in writing at least three (3) school days prior to the absence. Prior to the absence, the student is responsible for making the necessary arrangements for the completion of the make-up work with teachers. The teacher's signature on the planned absence form indicates only that the teacher has been notified of the absence.

Reasons for Pre-Arranged absences include the following:

- (1) College visitation if it has been cleared prior to the absence. There is a maximum of three (3) per school year for juniors and seniors. Students will need to submit a planned absence form.
- (2) As recently reaffirmed by the Board of Education, family vacations should not be taken when school is in session. However, if it becomes necessary to arrange a vacation during school time, a student must submit a Planned Absence form a minimum of three days prior to the absence. If a family chooses to take a vacation during the school year, schoolwork will be given when the student returns to school. Upon return, students will be given one day of extra time for each day of absence to make up the work. Parents or guardians and

students should also realize that some work may not be made up due to the hands-on nature of the class work.

- (3) A single period absence for reasons such as medical and dental appointments will be excused with a note or phone call from the parents or guardians. The planned absence form three days ahead of time will not be necessary in such cases. Note that students entering or leaving the building for appointments must sign in and out in the Main Street Reception area.

All other absences will be considered truant.

Truant Absences - Any absences from class/school without permission from Student Services or proper notification from parent/guardian. Please note that the Illinois School Code does NOT grant parents or guardians the authority to excuse their child from attending classes. Students coming unexcused to class in excess of five (5) minutes will also be defined as truant. Any work missed during the time of absence will receive no credit. After three unexcused absences a student may be withdrawn from the class, pending a decision by the counselor, teacher, and administrator.

Parents/Guardians will be automatically notified by email/phone in the event of an unexcused absence.

Consequences for Truancy:

For 1 Block:

- First Offense One detention
- Second Offense Two hour after-school detention
- Third Offense Conference with administrator (consequences to be determined)

For Entire Day:

- First Offense Two hour after school detention
- Second Offense Minimum of two days In-School-Suspension
- Multiple Offenses Conference with administrator (consequences to be determined)

Students who are chronically truant will not be eligible to attend school events including, but not limited to, the following: athletic events, all school dances (or be an approved guest for another school's dance), receive parking permits, senior breakfast, walk at graduation, or receive his/her diploma.

All truant students will be subject to the Batavia Truancy Ordinance, which may result in fines and/or community service. More information regarding the Batavia Truancy Ordinance can be obtained from the School Liaison Officer.

Students under the age of 17 may be referred to the Kane County Truancy Officer.

TARDINESS - Students will be considered tardy if they are not inside the classroom when the bell rings. Students may still receive consequences for excessive excused tardies. Any students tardy on Late Start Thursdays will automatically receive a detention for the following Thursday morning at 7:35 AM. Failure to serve the following Thursday morning will result in a 2 hour detention.

Consequences for tardies:

- Tardy 1 Student conference with teacher (warning issued)
- Tardy 2 Second warning and possible teacher issued detention
- Tardy 3 Assigned after school detention and parent contacted by teacher
- Tardy 4 & **Administrative intervention
- Beyond

** Administrative intervention may include: Loss of privileges, ISS, OSS and removal from class

EXCESSIVE ABSENCES- In cases of excessive absence, a certified letter may be sent to the parents or guardians requiring a complete physical examination at the parent's expense before the student is re-admitted to school. (Illinois School Code, Section 27.8.1)

The following steps shall be initiated to promote student attendance. If absences have not been a result of hospitalization or illness/injury verified by a doctor's note, the school nurse, school sponsored activity, or administrative approval, the following shall be done:

1. After 3-5 cumulative days of absence in a semester a letter shall be sent to the parents to inform them of such accumulation.
2. After 5-7 cumulative days of absence in a semester, a letter shall be sent to the parents to inform them of such accumulation. The letter shall also inform them that an accumulation of 9+ days of absence may result in school consequences as well a referral to Kane County Truancy.
3. After 9+ cumulative days of absence in a semester, the student may be withdrawn from the course pending a review by the counselor, teacher, and administrator and/or denied enrollment for the following semester.

Note: For 9 week courses, the number of days are reduced to 2, 4, and 6 respectively.

Home and Hospital Instruction (Board Policy 6:150)

A student qualifies for Home/Hospital Instruction if it is anticipated that, due to a medical condition the student will be unable to attend school, and instead must be instructed at home or in the hospital, for a period of 2 or more consecutive weeks or on an ongoing intermittent basis.

Appropriate educational services shall begin within 5 days of the first day of absence, upon receipt of a written statement from a licensed medical examiner.

Instructional time will be provided for a minimum of 5 clock hours per week on days when school is normally in session. Periodic conferences will be held between appropriate school personnel, parent(s)/guardian(s) and hospital staff to coordinate course work and facilitate the student's return to school.

CONDUCT AND DISCIPLINE

BEHAVIOR

Students shall demonstrate behavior consistent with the standards of good citizenship in a democratic society. Students shall be expected to use accepted patterns of courtesy and decency; respect the rights of others; abide by state and district attendance regulations; and comply with Building Guidelines. The school should be a safe and secure place to acquire an education and students have the responsibility to assist and cooperate with the school faculty, staff and administrators. (Board Policy 7:130)

All school rules apply to Batavia High School students while in the school building, on school grounds, on a school bus (Board Policy 7:220), on any school-sponsored trip, excursion, event or field trip, in any building or grounds belonging to District #101, during any extra-curricular activities, or any other place or event that bears a reasonable relationship to the District. Infractions that occur off school grounds and outside of school hours may be given school consequences if it is determined by school staff that the infraction would disrupt the educational environment of the school.

The Board of Education establishes the rules regarding student conduct. Disciplinary action will be applied within the following guidelines in a firm, fair, and consistent manner. A discipline referral will be completed. Copies will go into the student's discipline file, to the student's counselor, to the issuing teacher, and to the parent/legal guardian via mail or email.

Disciplinary procedures may include, but are not limited to, the following disciplinary measures: teacher and after school detentions, denial of privileges, restitution, In-School Suspension (ISS), removal from class, Out-of-School Suspension (OSS) (Board Policy 7:200), or expulsion (Board Policy 7:210).

The following examples of violations of District rules and the corresponding levels of discipline are for illustrative purposes only and in no way limit the District's ability to impose appropriate disciplinary measures. The Board of Education reserves the right to take any appropriate disciplinary action, including expulsion, as needed on a case-by-case basis. Consequences for serious infractions, such as drug violations and severe disruptive behavior are cumulative throughout a student's time at Batavia High School.

Students who have any outstanding detentions will not be eligible to attend school events including, but not limited to, the following: athletic events, all school dances (or be an approved guest for another school's dance), receive parking permits, senior breakfast, walk at graduation, or receive his/her diploma.

If a student has any outstanding disciplinary consequences to make up after school dismisses in June, the student will need to serve those consequences when school resumes in the fall.

Level I offenses may be considered minor violations. Examples of Level I offenses include, but are not limited to:

- a. Skateboarding or skating in the building.
- b. Eating, drinking, or leaving garbage in the building other than in designated areas.
- c. Dress and grooming violations.
- d. Inappropriate use of portable electronic devices, excluding cell phones.
- e. Inappropriate displays of affection.
- f. Inappropriate use of hall passes.
- g. Failure to report to assigned schedule.
- h. Failure to serve teacher assigned detention.
- i. Refusal to show student ID card

Students who commit **Level I** offenses may be subject to the following discipline:

First Offense: Warning conference or After-school detention

Second Offense: Detention

Multiple Offenses: 2 hour after-school detention

Detentions may be served in the following ways:

- After school Monday through Thursday from 2:35-3:05 PM (RoomB102)
- Before school on Tuesdays from 7:00-7:30 AM (Student Services Office)
- Before school on Thursdays from 7:35-8:15 AM (Gym) [Two may be served if student arrives at 7:15 AM]

The District may take other disciplinary action as necessary, including In-School Suspension (ISS) and Out-of-School Suspension (OSS).

Level II offenses may be considered more serious violations or misconduct. Examples of Level II offenses include, but are not limited to:

- a. Gambling.
- b. Minor insubordination.
- c. Failure to attend after school detention.
- d. Use of or display of an electronic communication device or cellular telephone during academic class time.
- e. Violation of off-campus regulations or in an unauthorized area.
- f. Possession and/or use of laser pointing device.
- g. Forgery.
- h. Minor inappropriate language.
- i. Classroom disruption.
- j. Commission of five Level I offenses, or some combination of level I and Level II offenses.

Students who commit **Level II** offenses may be subject to the following discipline:

First Offense: Assigned a two hour after-school detention

Second Offense: Assigned a minimum of two days In-School Suspension

Third & Fourth Offenses: Assigned a minimum of three days of OSS

Level III offenses may be considered major disturbances and misconduct. Level III offenses include, but are not limited to:

- a. Major insubordination.
- b. Major inappropriate language.
- c. Disorderly conduct; disrupting the educational process.
- d. Continued defiance of school rules.
- e. Cafeteria violations/throwing food.
- f. Violating the Health Policy/procedure for medication
- g. Commission of five Level II offenses, or some combination of Level 1, Level II, or Level III offenses.

Students who commit **Level III** offenses may be subject to the following discipline:

First Offense: Assigned a minimum of three days of OSS

Second Offense: Assigned a minimum of five days of OSS

Third & Fourth Offenses: Assigned a minimum of ten days of OSS

The District may take other disciplinary action as necessary, including expulsion.

Level IV offenses may be considered gross misconduct and acts which endanger others. Examples of Level IV offenses include, but are not limited to:

- a. Threats or intimidation.
- b. Gang activity (includes dress)
- c. Assault, battery, fighting, harassing or hazing of other students or school personnel.
- d. Theft, extortion or vandalism.
- e. Gross insubordination.
- f. Weapons violation.
- g. Bomb threat or endangering act.
- h. Excessive or repeated disruptive behavior.
- i. Serious disruption to the educational environment.
- j. Commission of four Level III offenses, or some combination of Level I, Level II, Level III and Level IV offenses.

Students who commit **Level IV** offenses may be subject to the following discipline:

First Offense: Assigned a minimum of five days of OSS

Second Offense: Assigned a minimum of ten days of OSS with possible recommendation for expulsion

Third Offenses: Recommendation to the Board of Education for expulsion

The District may take other disciplinary action as necessary, including expulsion.

LEVEL I OFFENSES INCLUDE, BUT ARE NOT LIMITED TO:

A. SKATEBOARDS

Due to Batavia High School's concern for the safety of all students, the use of skateboards or in-line skates is not permitted anywhere on campus. Skates and skateboards need to be carried onto school grounds to avoid accidents and placed in the student's locker upon entering the building.

B. EATING IN THE BUILDING

All eating in the building should be confined to the Cafeteria and the foods room. During nice weather, students may eat in permitted areas outside. Outside eating may be revoked if students do not respect our campus. Glass bottles should not be brought into the building. All trash should be thrown into the appropriate receptacles. Eating in classrooms is generally not permitted, but exceptions can be made in special circumstances by the classroom teacher. Compliance with classroom allergen restrictions is expected. For additional information please refer to Board Policy 7:285

C. DRESS AND GROOMING (Board Policy 7:160)

Students are expected to dress in a manner which will not disrupt the educational process, constitute a health or safety hazard, or violate civil law. The following guidelines for student dress and appearance will be in effect:

1. Students must dress and groom themselves in a manner that does not present health or safety hazards, that does not disrupt the educational process and that is within the bounds of good taste (examples of unacceptable clothing: chains and jewelry with spikes.)
2. All students shall be clean in personal grooming and attire, and wear clothing in the manner and for the purpose for which it was designed.
3. According to State Health Standards, feet will be covered at all times by footwear with complete soles.
4. The display of obscenities and/or implied vulgarity on clothing will not be permitted. (Hooters and Playboy are examples) This includes any handwriting on clothing or backpacks.
5. Clothing that displays, promotes, advertises, or makes reference to or symbolizes alcohol, tobacco, drugs, or weapons is prohibited.
6. Clothing that promotes violence or intolerance of any sort is prohibited.
7. All hats, caps, bandannas, and other headwear are to be removed immediately upon entering the building and must remain off until the student is out of the building. This applies to both male and female students. Hats are not to be carried around during the school day. The hat or cap must be placed in the student's locker and must remain there until the student leaves the building.
8. Coats, jackets, and other garments commonly considered as outerwear by the school administration must remain in the student's locker during the school day. Students leaving the building for Building Trades, Fox Valley Career Center, P.T. or other off-campus classes may get their coats immediately before they leave and must remove them as soon as they return.
9. Modesty in dress is expected. Bare torsos and revealing or immodest attire in the judgment of the staff will not be tolerated. Strapless tops, spaghetti straps, and similar articles of clothing are not appropriate. Shorts and skirts must extend lower than the students' fingertips when standing upright.
10. Pants need to be worn appropriately around the waist, not hanging below the hip. No under garments of any sort shall be visible.
11. Students may not wear sunglasses inside the building.
12. Rules regarding hats, coats and sunglasses may also apply at assemblies, dances, concerts, plays, and other school events.

D. ELECTRONIC DEVICES

The following items are permitted only during passing periods, lunch, and before/after school: radios, MP3 players, I-Pods, CD Players, portable DVD players, gaming devices, and other similar items. They may not be used in the classroom without explicit permission from the teacher.

Students are strongly advised not to bring these items to school. Students choosing to bring such devices to school are urged to place these items in their own lockers and to keep them locked at all times. Batavia High School is not liable for stolen or lost items.

E. DISPLAYS OF AFFECTION

Shows of affection are quite common and acceptable to a certain point. Students are expected to conduct themselves with taste and respect for themselves and others in these relationships. Public demonstrations of kissing, embracing, and intimate contact are embarrassing to others and show little respect for the reputation of the partner involved.

F. INAPPROPRIATE USE OF HALL PASSES

Students may be in the hallways during class only with a proper pass. This pass must be signed by a staff member, with the time and destination written in ink.

G. FAILURE TO REPORT TO ASSIGNED SCHEDULE

H. FAILURE TO SERVE TEACHER ASSIGNED DETENTION

I. REFUSAL TO SHOW STUDENT ID CARD

LEVEL II OFFENSES INCLUDE, BUT ARE NOT LIMITED TO:

A. GAMBLING

Gambling and/or contests for money are prohibited by state law and are, therefore, not allowed on school grounds. Examples include: card playing, dice-throwing, and sports related gambling in the building and on the grounds are prohibited.

B. MINOR INSUBORDINATION

Insubordination is defined as refusal to comply with school rules and regulations or refusal to obey reasonable directions or instructions of school personnel. It is expected that students cooperate with and respect the authority of all adult personnel: teachers, administrators, paraprofessionals, secretaries, custodians, bus drivers and cafeteria staff. It shall be the determination of the Assistant Principal as to the severity of the insubordination.

C. FAILURE TO ATTEND AN AFTER-SCHOOL DETENTION. No bus transportation is provided.

D. VISUAL DISPLAY AND/OR USE OF CELLULAR TELEPHONES and ELECTRONIC PAGING DEVICES

Using or possessing an electronic paging device, cellular phone, video recording device, personal data assistant, or other electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules.

Prohibited conduct specifically includes, without limitation, creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device, or cellular phone.

Unless otherwise banned under this policy or by the Building Principal, all electronic devices must be kept off and out of sight during academic class time unless:

- a) the supervising teacher grants permission;
- b) use of the device is provided in a student's IEP; or
- c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.

Students using cell phones, or other electronic devices during class time should expect to have the item confiscated. (BOE Policy 7:190). Violation will result in confiscation of the devices, which will then be turned over to the Assistant Principal. These devices will only be returned to parents or legal guardians. Batavia High School is not liable for lost or stolen items. Cell phone usage is never allowed in the bathrooms and locker rooms of Batavia High School.

It is not permissible during the school day for students to video tape, record, or take pictures.

Students may not use their cell phones to contact a parent in order to leave the building (sick, appointment, etc.). Students must follow school procedures for leaving campus or they will receive the appropriate consequences.

E. VIOLATION OF OFF-CAMPUS REGULATIONS OR IN AN UNAUTHORIZED AREA

With the exception of students registered for and attending off campus classes, students are not permitted to leave the building. Students who do not have off-campus classes are not allowed to go to the parking lot or to their vehicles during school hours without written permission from the Attendance Office. Infractions of this rule will be considered an unauthorized area violation. Students are not to be sharing, trading or using lockers other than the one assigned to them by the Student Services Office. Students are to keep hall and gym lockers locked at all times. Students are not to be entering other students' locked or unlocked lockers.

A permission form for Fox Valley Career Center classes, available in the Student Services Office, must be signed by the student's parent or guardian for each course. The permission form must be returned to the Student Services Office by the first day of each the school year. The students authorized to be off campus during a particular period must either leave the school grounds or report to the office. No loitering in the parking lot is allowed. Students arriving from off-campus classes are to report to the main hall and are not to be in the academic halls during class time. Students with off campus classes are not to transport other students who do not have off-campus classes with them when they leave. Violation of this rule may result in suspension of parking privileges for a minimum of one week. Referral will also be made to the Batavia Police Department for violation of the Truancy Ordinance.

Students are not permitted to leave the building without permission from the Assistant Principal. Students are also not allowed in unauthorized areas. An unauthorized area is any part of the building and grounds where students are not supervised. This includes the parking lots. All students should exit the building 30 minutes after dismissal time unless they are under direct supervision of staff.

F. USE OR POSSESSION OF LASER POINTING DEVICE

G. FORGERY

False calls to the school attempting to represent a parent or guardian or the forgery of passes, notes from teachers or parents, or other school documents are never acceptable.

H. MINOR INAPPROPRIATE LANGUAGE

Use of obscene, vulgar, abusive, inappropriate or discriminatory language or gestures is not tolerated. Disciplinary action will be based on the seriousness and/or repetition of the offense. Drawings and pictures of inappropriate topics can also be considered inappropriate language (drugs, alcohol, violence, etc.).

I. CLASSROOM DISRUPTIONS

Behavior that disrupts the normal classroom learning environment will not be tolerated. Each teacher has his/her own set of classroom behavioral expectations which includes appropriate progressive consequences. Continued classroom infractions may result in a referral to the Assistant Principal who will apply the appropriate disciplinary consequences. Teachers will provide their classroom rules and expectations in their syllabus.

J. COMMISSION OF FIVE (5) LEVEL I OFFENSES OR ANY COMBINATION OF LEVEL I AND II OFFENSES

LEVEL III OFFENSES INCLUDE, BUT ARE NOT LIMITED TO:

A. MAJOR INSUBORDINATION

See Level II B for the definition of insubordination. The determination of minor or major insubordination will be made by the Assistant Principal.

B. MAJOR INAPPROPRIATE LANGUAGE

Inappropriate, abusive, or foul language is never allowed. Any language of this sort, including written communication and any inappropriate gesture, severe in nature will be considered a Level III offense. Determination will be at the discretion of the Administration.

C. DISORDERLY CONDUCT; DISRUPTING THE EDUCATIONAL PROCESS

Rules and guidelines are intended to encourage responsible student behavior and provide an environment conducive to learning. Inappropriate or disruptive behavior that interferes with the teaching process or the learning of others will not be tolerated. Determination will be at the discretion of the administration.

D. CAFETERIA VIOLATIONS/THROWING FOOD

Cafeteria violations include but are not limited to: failing to dispense of trash properly, throwing food, organizing a food fight, and instigating a food fight.

E. CONTINUED DEFIANCE OF SCHOOL RULES

Continued defiance of school rules and regulations will not be tolerated.

F. FAILURE TO COMPLY WITH HEALTH SERVICES POLICY

Including, but not limited to, any student in possession of prescription medication (including their own) or over the counter medication without permission from the school nurse.

G. COMMISSION OF FIVE (5) LEVEL II OFFENSES OR ANY COMBINATION OF LEVEL I, II OR III OFFENSES

LEVEL IV OFFENSES INCLUDE, BUT ARE NOT LIMITED TO:

A. THREATS OF INTIMIDATION

Intentionally, or knowingly, threatening another with imminent injury is prohibited. Physical threats or physical assault upon a staff member or unprovoked physical assault upon another student will result in immediate suspension from school and a possible recommendation to the Board of Education for expulsion, and the appropriate police authorities may be notified. Threatening behavior, such as stare downs, hard looks, electronic intimidation and other intimidating actions are also included

B. GANG ACTIVITY

Gang activity and attire are strictly prohibited anywhere on any school grounds in the district or on any school bus. A "gang" is herein defined as any group that participates in illegal and/or violent activities. Gang activity includes, but is not limited to:

1. Wearing, possessing, using, distributing, displaying, or selling any clothing, jewelry, emblem, badge, symbol, sign, tattoo, or other items which are evidence of membership in or affiliation to any gang. In the interest of a safe school environment, students may be requested to avoid wearing certain color combinations or the above listed items that, in the judgment of the school administration, may have the appearance of gang affiliation.
2. Committing any act or using any communication either verbal or non-verbal (gestures, handshakes, signs, etc.) showing membership or affiliation in a gang.
3. Drawing gang-related graffiti or distributing gang-related literature or other actions of a recruiting nature.
4. Fighting - Any student involved in a fight in which any gang activity or weapons are present will be disciplined. The appropriate police authorities will be notified and arrests may be made.
5. Any other activity in furtherance of the gang which violates School Board policy. The appropriate police authorities will be notified and depending on the severity of the infraction, expulsion proceedings may be initiated immediately. It will be the determination of the school administration as to reasonable suspicion of gang related behavior.

C. ASSAULT, BATTERY, FIGHTING, HARASSMENT/BULLYING, OR HAZING OF OTHER STUDENTS OR SCHOOL PERSONNEL

Students are prohibited from assaulting, battering, fighting, hazing, harassing or bullying any other student or school employee (Board Policy 7:180). These behaviors cause serious disruption and are not acceptable in any form. Students experiencing or witnessing these offenses should report to the Student Services Office immediately. Students who demonstrate behaviors that put them at risk of aggressive or potentially violent behavior may be referred to the Deans' Office. These behaviors may be defined as:

1. **Assault** -A person commits an assault when, without lawful authority, he engages in conduct which places another in reasonable apprehension of receiving a battery.
2. **Battery** - Intentionally, or knowingly without legal justification and by any means, (a) causes bodily harm to an individual, or (b) makes physical contact of an insulting or provoking nature with an individual.
3. **Fighting** - Any student involved in a fight in school or anywhere on campus, on a school bus, or school-sponsored trip or event will be disciplined. A student who has made an effort to avoid a fight by bringing the situation to the attention of a staff member beforehand will be given more consideration regarding any punishment that might be received. In addition, the appropriate police authorities may be notified depending on the severity of the situation. Inciting or soliciting a fight will also not be tolerated. The suspension period for fighting MAY be reduced with enrollment and completion of an approved intervention program.
4. **Sexual Harassment** - Unwelcome sexual advances, requests for sexual favors, or any conduct of a sexual nature, such as (a) crude or suggestive remarks directed at an individual based on the individual's gender, (b) sexual proposition advances, (c) requesting sexual favors by threat. Harassment occurs when such conduct unreasonably interferes with an individual's performance or creates an intimidating, hostile, or offensive academic environment. This includes but is not limited to harassment via electronic means (cell phones, social media, sexting, taking/sharing pictures)
5. **Teen Dating Violence Prohibited** (BOE Policy 7:185) Engaging in teen dating violence that takes place at school, on school property, at school-sponsored activities, or in vehicles used for school-provided transportation is prohibited. For purposes of this policy, the term teen dating violence occurs whenever a student who is 13 to 19 years of age uses or threatens to use physical, mental, or emotional abuse to control an individual in the dating relationship; or uses or threatens to use sexual violence in the dating relationship.
6. **Harassment/Bullying** (Including Electronic and/or Cyber Bullying) - Bullying is any act of contempt intended to cause harm. This may include verbal or written threats directed towards students, purposeful exclusion of peers with intent to harm, or taunting. This will include harmful messages or threats posted online, either in email or on social networking sites, if the behavior is then continued on into the school day. Extreme or inappropriate communications (oral, written, or electronic) or expressive acts that are intended to harass, intimidate, or humiliate a person on the basis of race, sex, national origin, religion, alternative lifestyle, or physical characteristics are absolutely forbidden. Harassment occurs when such conduct unreasonably interferes with an individual's performance or creates an intimidating, hostile, or offensive academic environment.
7. **Hazing** - Hazing is defined as to irritate, to annoy, to oppress, punish or harass by forcing to do hard and unnecessary work; to initiate or discipline by means of horseplay, practical jokes and tricks, often in the nature of humiliation or painful ordeals.

D. THEFT, EXTORTION, OR VANDALISM

Theft or vandalism to school property, lockers, the property of school personnel, or the property of other students is forbidden. Students who obtain control over stolen property knowing the property to have been stolen or under such circumstances as would reasonably induce him/her to believe the property was stolen is also a Level IV offense. Forced entry into containers, vehicles, classrooms or other locked areas of the school are also considered level IV offenses. Besides Level IV consequences, restitution (Board Policy 7:170) and possible referral to the police will result from these infractions.

E. GROSS INSUBORDINATION

See Level II B for the definition of insubordination. The determination of the severity of the insubordination will be made by the Assistant Principal.

F. WEAPONS VIOLATION

No student shall knowingly possess, handle, or transmit any knife, razor, ice pick, explosive of any kind, gun, BB gun, metal knuckles, or other object that can reasonably be considered a weapon, dangerous instrument, or object capable of firing a projectile. This regulation includes any look-alike objects that may have the appearance of a weapon or dangerous instrument, as well as any threat or inappropriate comment regarding weapon use. Chains hanging from

clothing or wallets, spiked collars, and any similar objects are also covered under this rule. The appropriate police authorities will be notified, and depending on the severity of the infraction, expulsion proceedings may be initiated.

G. BOMB THREAT, ENDANGERING ACT

Any student who contacts the school with a bomb threat, calls in or pulls a fire alarm falsely, attempts arson or commits any type of endangering act will be guilty of a Level IV offense.

H. EXCESSIVE OR REPEATED DISRUPTIVE BEHAVIOR

An integral part of students' education at BHS is to develop a sense of responsibility for their own conduct, respect authority, and respect the rights of others. Excessive or repeated discipline problems are counterproductive to the educational process and will not be tolerated. Determination will be at the discretion of the administration.

I. SERIOUS DISRUPTION TO THE EDUCATIONAL ENVIRONMENT

J. COMMISSION OF FOUR (4) LEVEL III OFFENSES, OR ANY COMBINATION OF LEVEL I, II, III, AND IV OFFENSES

DRUG, ALCOHOL AND TOBACCO POLICY (Board Policy 7:190)

A. ILLEGAL SUBSTANCES - The Batavia School Board of Education has recently reaffirmed policies regarding disciplinary action for students with regard to illegal substances including but not limited to:

- Possession, use, transfer, sale arranging or soliciting for the use, sale or purchase of any illegal drug, narcotic, controlled substance, cannabis, alcoholic beverage, anabolic steroids, performance enhancing substances or "look-alike" drug is prohibited.
- Possession, use, transfer, sale, arranging or soliciting for the use, sale or purchase of any prescription medication or over the counter drug not dispensed by the building nurse, or possession of any drug type paraphernalia, including rolling papers, "vape pens/hash oils" is prohibited.
- The above are prohibited on all school buses, at all school bus stops, on all school property, at all areas within a reasonable relationship to the school, and at any school sponsored activity in or away from school at any time of the day.
- A school nurse may be asked to conduct an assessment.
- The policies also include the non-medical use of any substance which changes behavior (excessive use of diet pills, breath spray, dust off cans, etc.).
- A person shall be deemed in possession of the substance if it is reasonable for the person to gain access to it (e.g. book bag, locker, and car).
- Possession of drug paraphernalia is a Class A Misdemeanor punishable by up to one year in a county jail and/or \$1000 fine. The minimum fine for possession of drug paraphernalia is \$750. Incidents of drug and paraphernalia possession will be reported to the police and arrests will be made when applicable. A referral to the Dean's office will also be made.
- Being under the influence or the Administration having reasonable suspicion that a person is under the influence or use of any drug, narcotic, or alcoholic beverage OR being in possession (in quantities insufficient to suspect intention to sell or distribute) of any drug, narcotic, alcoholic beverage, or "look-alike" substances or drug type paraphernalia is prohibited.

First Offense: Parent contact, 10-day Out-of-School Suspension, availability of outside intervention sources (suspension MAY be reduced for program enrollment and completion), police authorities will be contacted. This step reflects one (1) offense per building enrollment, not one (1) offense each school year.

Repeat Offenses: Parent contact, 10-day Out-of-School Suspension with recommendation for expulsion. Police authorities will be contacted.

- The sale, purchase, transfer, arranging or soliciting for the use or sale or purchase of a drug, narcotic, alcoholic beverage, or “look-alike” drug or possession of a quantity of any of the above to warrant suspicion of the intent to sell or distribute is prohibited. A “lookalike is defined as a substance, not containing an illegal drug or controlled substance, but one (a) that a student believes to be, or represents to be, an illegal drug or controlled substance, or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug or a controlled substance.

First Offense: Parent contact, 10-day Out-of-School Suspension with recommendation for expulsion. Police authorities will be contacted.

B. TOBACCO POLICY - The Board of Education has reaffirmed the policies of maintaining Batavia Schools as a smoke-free environment.

- Use, possession, transfer, sale arranging or soliciting for the use, sale or purchase of tobacco products is prohibited in the school and anywhere on campus. Holding a cigarette will also be considered a violation of the smoking regulation. Cigarettes, tobacco products, matches, and lighters are to be handed over to staff members upon request. Smoking materials will be confiscated and not returned to the student.
- Minors under the age of 18 who are seen smoking or who have tobacco products in their possession while in school or on school property will receive a citation within the parameters of local ordinances and state statutes.
- Please note that this policy applies to students and adults (without school disciplinary action) when on school property at any time and at all school functions or preparation for them.
- The consequences for smoking, using smokeless tobacco and the use or possession of smoking materials including, but not limited to lighters, electronic cigarettes, electronic cigarette liquid, and matches are as outlined below:

First Offense:	Parent contact, minimum 1 day of In-School Suspension
Second Offense:	Parent contact, 3 day Out-of-School Suspension (OSS)
Third Offense:	Parent contact, 5 day Out-of-School Suspension (OSS)
Fourth Offense:	Parent contact, 10 day Out-of-School Suspension (OSS) and recommendation for expulsion.

Preventing Bullying, Intimidation, and Harassment (Board Policy 7:180)

Bullying, intimidation, and harassment diminish a student’s ability to learn and a school’s ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important District goals.

Bullying on the basis of actual or perceived race, color, national origin, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic is prohibited in each of the following situations:

1. During any school-sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a non-school related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the School District or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school. This paragraph (item #4) applies only when a school administrator or teacher receives a report that bullying through this means has occurred; it does not require staff members to monitor any non-school related activity, function, or program.

Bullying includes cyber-bullying and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing the student or students in reasonable fear of harm to the student's or students' person or property;
2. Causing a substantially detrimental effect on the student's or students' physical or mental health;
3. Substantially interfering with the student's or students' academic performance; or
4. Substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.

Misconduct of Students with Disabilities (Board Policy 7:230)

Behavioral interventions shall be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. The Board of Education will establish and maintain a committee to develop, implement, and monitor procedures on the use of behavioral interventions for children with disabilities.

Civil Rights

BHS strives to maintain an environment of respect for all individuals and protects the Civil Rights of all students and staff. The rights belonging to an individual by virtue of citizenship, especially the fundamental freedoms and privileges guaranteed by the 13th and 14th Amendments of the US Constitution and by subsequent acts of Congress, including civil liberties, due process, equal protection of the laws, and freedom from discrimination. At BHS, this means that no student should be targeted or discriminated against because of:

- Race and/or ethnicity
- Religion
- Gender/orientation
- Economic status
- Disability

If/When a student's Civil Rights are violated, developmentally appropriate consequences may include one or more of the following: parent conference, detentions, in-school suspension, out-of-school suspension, referral to school resource officer, recommendation for expulsion. (BOE Policy 7:10)

Use of Isolated Time Out and Physical Restraint (BOE Policy 7:190 AP4): This administrative procedure applies to all students. Isolated time out and physical restraint shall be used only as a means of maintaining discipline in schools, that is, as a means of maintaining a safe and orderly environment for learning and only to the extent that they are necessary to preserve the safety of students and others. Neither isolated time out nor physical restraint shall be used in administering discipline to individual students, i.e., as a form of punishment. The use of isolated time out and physical restraint by any staff member shall comply with the Illinois State of Education rules, Section 1.285, "Requirements for the Use of Isolated Time Out and Physical Restraint." Isolated time out and physical restraint are defined as follows:

Isolated time out - the confinement of a student in a time-out room or some other enclosure, whether within or outside the classroom, from which the student's egress is restricted. Two key components define isolated time out: 1) Student is alone in enclosure; 2) egress is restricted and not in the student's control.

Physical restraint - holding a student or otherwise restricting his or her movements. Restraint does not include momentary periods of physical restriction by direct person-to-person contact, without the aid of material or mechanical devices, accomplished with limited force and designed to: (1) prevent a student from completing an act that would result in potential physical harm to himself, herself, or another or damage to property; or (2) remove a disruptive student who is unwilling to leave the area voluntarily. For a complete list of all that apply, please refer to AP4.

Student and Family Privacy Rights (Board Policy 7:15)

Surveys-All surveys requesting personal information from students, as well as any other instrument used to collect personal information from students, must advance or relate to the District's educational objectives as identified in Board policy 6:10, *Educational Philosophy and Objectives*, or assist students' career choices. This applies to all surveys, regardless of whether the student answering the questions can be identified and regardless of who created the survey.

ACADEMIC HONESTY

Batavia High School believes that learning best occurs in an atmosphere of academic honesty in which students have developed a high sense of responsibility and exhibit a high standard of integrity. This is accomplished through the cooperative efforts of parents, students, and teachers. Although there is pressure to excel placed on students by the society in which we live, Batavia High School will not tolerate nor condone academic dishonesty.

Definition of Cheating/Academic Dishonesty - Cheating occurs when a student obtains or assists others in obtaining credit for work that is not his/her own.

Examples of cheating include, but are not limited to, the following:

1. Copying from another student's test or helping another student during a test.
2. Providing another student with information regarding a test.
3. Submitting another student's work as one's own.
4. Stealing copies of a test or answer key.
5. Copying another student's homework, test, quiz, project, book report, or take home test.
6. Allowing another student to copy a test, homework assignment, quiz, project, book report, assignment, or take-home test.
7. Plagiarizing or presenting material taken from another source without documentation.
8. Changing answers on a test, assignment, project, etc. after grading.
9. Changing grades in a grade book or altering a computer grading program.
10. Using programmable calculators or other electronic devices in a manner not specified by the teacher.
11. Using language translation programs in a manner not specified by the teacher.

Cooperative learning is a recognized instructional practice. When this practice is acceptable to the teacher for a project or assignment, the teacher will clearly explain this expectation to the students. If not clearly delineated as approved, the copying of any work will be considered episodes of cheating.

Consequences

Cheating on assignments, essays, exams, projects, etc. will result in parent contact by the teacher and the student may receive the following;

- Assignment of an alternative assessment.
- Academic Conference with teacher, student, parent, and counselor.
- Student completing an educational program on academic honesty and decision making designed by academic counselor.

Cheating on the final exam (or paper/project equivalent).

- ✓ Student will receive an **INCOMPLETE** for the course until an alternative assessment is completed. The alternative assessment must be completed within a reasonable time frame to be determined by administration. Failure to do so will result in the student having to retake the course.

Note: Students who repeatedly display academic dishonesty may be assigned disciplinary consequences consistent with discipline policy (BOE 7:190).

Access to Electronic Networks (Board Policy 6:235)

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

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

Curriculum and Appropriate Online Behavior

The use of the District's electronic networks shall: (1) be consistent with the curriculum adopted by the District as well as the varied instructional needs, learning styles, abilities, and developmental levels of the students, and (2) comply with the selection criteria for instructional materials and library resource center materials. As required by federal law and Board policy 6:60, Curriculum Content, students will be educated about appropriate online behavior, including but not limited to: (1) interacting with other individuals on social networking websites and in chat rooms, and (2) cyber-bullying awareness and response. Staff members may, consistent with the Superintendent's implementation plan, use the Internet throughout the curriculum. The District's electronic network is part of the curriculum and is not a public forum for general use.

Acceptable Use

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

Internet Safety

Each District computer with Internet access shall have a filtering device that blocks entry to visual depictions that are (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by the Children's Internet Protection Act and as determined by the Superintendent or designee. The Superintendent or designee shall enforce the use of such filtering devices. An administrator, supervisor, or other authorized person may disable the filtering device for bona fide research or other lawful purpose.

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

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

***For the complete list of expectations and requirements, see BOE Policy 6:235 and AP1, AP2, E1 through E5.**

Authorization for Electronic Network Access

Each student and his or her parent(s)/guardian(s) must sign the Authorization before being granted unsupervised use.

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

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

GUIDELINES

1. Only authorized users, individuals who have signed Acceptable Use Policy agreements on file may use the computers and the network.
2. When using the school's computer or accessing the network, individuals will:
 - Respect the right of others using the network
 - Use the Internet only for educational purposes related to the curriculum
 - Use appropriate language (not obscenities, vulgarities, threats, harassment, or discriminatory remarks)
 - Keep personal information, addresses, phone numbers private
 - Respect and uphold copyright and licensing laws
 - Maintain confidentiality of student records and student information
3. Individuals may not:
 - Misrepresent identity or claim to be acting on behalf of the School District
 - Use the network to disrupt the use of the network by others
 - Download and/or install and/or use unauthorized software, games, programs, files, electronic media, and/or stand-alone applications
 - Damage or attempt to destroy hardware/software, data, or files of other users
 - Access, download, transmit and/or create pornographic or obscene material
 - Gain unauthorized access to resources or files
 - Upload or create computer viruses

Disciplinary Actions:

Failure to comply with this policy and any administrative regulations and guidelines governing the use of technology will result in disciplinary action by staff, administration and/or the Board of Education. The School District reserves the right to deny, revoke, or suspend specific user accounts.

Student User:

- Administration and/or Board of Education action including suspension or expulsion
- Confiscation of inappropriate items
- Restoration or restitution for all damage
- Loss of access privileges temporarily or permanently

ADDITIONAL POLICIES AND INFORMATION

A. DRIVING AND PARKING REGULATIONS

Parking on the grounds of Batavia High School is to be considered a privilege. With parking privileges come certain responsibilities that must be assumed by the student. Violations of regulations may result in suspension and/or revocation of parking privileges. All consequences apply to any student who is involved in a car pool situation. The following regulations will apply:

1. Juniors and seniors with off-campus classes requiring them to drive, will have the first opportunity to purchase a parking sticker. Accredited seniors (credits will be calculated by the end of the sixth semester) will have the next opportunity to purchase a parking sticker through the lottery process. The remaining stickers will be sold on a lottery-type basis to juniors. Juniors and seniors are also permitted and encouraged to carpool. A carpool is defined as 1 to 3 additional students registering their cars to the same parking space with the permission of the student originally issued the permit. Up to four upperclassmen may share one parking permit. Each vehicle **MUST** be registered with the Student Services Office. No sophomores or freshmen are allowed to park on campus. Any unauthorized vehicle may be towed.
2. Each student who parks on the school grounds will display a parking permit on the rear view mirror of his/her vehicle. This parking permit may be purchased in the Finance Office. These permits may not be given to or sold to another student. If an unauthorized transfer occurs, both students will not be allowed to park in the lot for the remainder of the year. A student who no longer needs a parking permit must turn it in to the Finance Office.

3. Students will park only in the designated numbered spaces that match the number on their parking sticker in the student parking lot (Wilson Street).
4. Students who park illegally (handicapped spots, outside of their designated parking spot, in teachers' lot, in visitors' spaces, loading zones, fire lanes, no parking sticker, displaying a parking sticker belonging to another student, parking while parking privileges are suspended) may be towed. The cost of the recovery of the vehicle will be payable directly to the towing company. There will be no warnings.
5. It is to be understood that vehicles are subject to search if the Administration has reasonable suspicion that the search will produce evidence that the student-owner of the vehicle has violated or is violating either the law or the District's rules.
6. Students are not allowed to go to their vehicle during school hours unless given permission from the Student Services Office.
7. Students are not to drive recklessly.
8. Truancy from school, unauthorized leaving of campus, transporting another student off campus who does not have an off campus class or does not have it during that specific hour, or allowing another student to use your vehicle who does not have an off-campus class are all violations of parking regulations. The penalty for infractions of the above rules (6-8) will result in suspension or revocation of parking privileges and that shall include all students using the permit for car pool purposes.
9. Parking privileges will automatically be suspended for the entire school year if either drugs or alcohol are found in a student's vehicle while in the school lot. This is in addition to the normal consequences for such offenses. No refund will be provided.
10. If a student finds another car parked in his or her designated spot, he or she should park in a visitor's location and immediately inform the Student Services Office.
11. If a student is involved in a minor accident in the parking lot, he or she should immediately inform the personnel in the Student Services Office
12. Temporary Parking Permits - Fee \$1.00 Temporary parking is for students who are in need of parking on an emergency basis only. This includes doctor/dental appointments, car repair, or family emergencies. Students will be limited to three (3) temporary permits per semester. Temporary permits are to be obtained in the Student Services Office either the day before they are needed or from 7:00 to 7:20 a.m. on the day they are needed.

Students who violate parking and/or attendance rules may also be barred from participating in the parking lottery the following year.

B. LOCKER POLICY

Lockers remain the property of the school district and therefore students have NO reasonable expectation of privacy in the locker assigned to them. The students are personally responsible for the contents of the locker to which they are assigned. In the interest of the safety and security of the entire school community, lockers are subject to search if the Administration has reasonable grounds to suspect that the search will produce evidence that the student has violated or is violating either the law or the District's rules. District officials may request the assistance of law enforcement officers for purpose of searching student lockers for illegal drugs, weapons or other illegal or dangerous substances or materials. Students are not to change lockers unless authorized to do so by the Administration. Students are not to post inappropriate displays on or in their lockers.

A monetary fine will be assessed for defaced or damaged lockers. Students will have a registered PE locker and must provide a lock for use in the PE locker rooms. Valuables should not be stored in PE lockers. Any materials left in any school locker at the end of the year will be disposed of.

C. STUDENT SEARCHES (Board Policy 7:140)

School officials need not obtain a warrant before searching a student. A search is justified at its inception when there are reasonable grounds for suspecting the search of a particular student will turn up evidence the student has violated or is violating either the law or the rules of the school. Devices may be used to assist in these searches, including alcohol detection sensors, drug tests, metal detectors, and cameras. **Confiscated electronic devices are subject to inspection if school officials possess a reasonable suspicion that the electronic device will reveal evidence the student has violated, or is violating, either the law, the student handbook, or other rules of the school.**

D. I.D. CARDS

Students are expected to carry their I.D. cards at all times. All students enrolled in Batavia High School are required to carry a student ID. This is done to afford protection to Batavia students and to identify those who are not enrolled. Failure to do so may be considered insubordination and will carry the corresponding consequences. Student ID cards will also be required for admission to athletic events, dances, and other school events. Students may purchase replacement IDs in Student Services.

E. BEHAVIORAL INTERVENTIONS FOR STUDENTS WITH DISABILITIES

Public Act 89-191 requires all Illinois school districts to develop a policy and procedures addressing the use of behavioral interventions for special education students. The Batavia School District's policy and procedures was developed using guidelines provided by the State Board of Education (Board Policy 7:230). The Act requires that all parents and students be notified about the existence of this policy on an annual basis. This policy and procedures shall be furnished to the parent(s)/guardian(s) of all students at the time an individual education plan is first implemented for a student. A copy of the Batavia School District policy and procedures is available by calling the Student Services office at 630-937-8836.

F. TEACHER DETENTIONS

Teacher detentions are assigned at the discretion of the teacher. Students are expected to follow the rules and regulations set by the assigning teacher. Failure to serve a teacher detention will result in an after-school detention.

G. AFTER-SCHOOL DETENTION

After-school detentions are assigned at the discretion of both the teachers and the Student Services Office. Detentions begin five minutes after the end of the school day and last for approximately thirty minutes. Students who are tardy will not be admitted into the detention. Once a student arrives, they must stay in the room until they are dismissed. No transportation will be available after detentions.

DETENTION RULES

1. Students must cooperate and show respect for the detention supervisor at all times.
2. No talking is permitted in detention unless the student raises his/her hand and is granted permission.
3. Students are to bring homework to complete.
4. No food or drink of any kind will be permitted in detention.

Students who fail to serve and comply with any of the detention regulations may receive a Two Hour Detention.

Detention Times

Single detention

Monday through Thursday	2:35 – 3:05 in Room B102
Tuesday morning	7:00 – 7:30 in Student Services
Thursday morning	1 or 2 7:15 – 8:15 in Gym
Late start detention	7:35 – 8:15 in Gym

2 hour detention

Tuesday & Thursday	2:45 – 4:45 in Room B102
(May also serve up to 4 regular 30-minute detentions)	

TWO HOUR AFTER SCHOOL DETENTION RULES

1. Two Hour detention begins at 2:45 p.m. and ends at 4:45 p.m. Any student arriving late or failing to attend Two Hour Detention will be subject to an In-School Suspension.
2. Students are to bring their necessary textbooks, assigned reading material, paper, pens, pencils, and supplies to detention. They are to work on assignments that are directly related to school.
3. Students will sit in seats assigned by the supervisors and may not leave them without permission. Students must remain seated at all times in an upright position. Sleeping is not permitted.
4. A restroom break will take place around 3:30 p.m. No other visits to the restroom, lockers, etc. will be permitted.
5. No food or drink of any kind will be permitted.
6. No talking is permitted unless the student raises his/her hand and is granted permission to ask a question of the supervisor.
7. The student is responsible for his/her own transportation from Two Hour Detention. All students must clear the building immediately after 4:45 p.m. and leave the campus. If a student refuses to leave the premises, the Batavia Police will be notified.
8. The District's regular discipline policies will apply while the students are on campus for Two Hour Detention.
9. Should a student be requested to leave Two Hour Detention for inappropriate behavior, the parents will be notified as soon as possible.

FAILURE TO COMPLY WITH RULES LISTED ABOVE WILL RESULT IN AN IN-SCHOOL SUSPENSION.

H. IN-SCHOOL SUSPENSION

In School Suspension (ISS) is intended to be a deterrent to unacceptable behavior. The environment will be rigid and highly structured. In School Suspension shall last from 7:35 A.M. to 2:30 P.M. Students will be supervised in the ISS room at all times. No passes to lockers, class, laboratory, group, or the like will be given. Washroom breaks will be given twice daily -- one in the morning and one in the afternoon. Students are expected to comply with the rules given below and to avoid an Out of School Suspension.

1. Students must cooperate with and show respect for the ISS supervisor at all times.
2. Students who are tardy will not be admitted to ISS. Such students will be sent to the office for further discipline.
3. Students must not wear coats, jackets, caps, and hats in ISS. Such items will be confiscated from the students. If it is anticipated that the ISS room will be cold, a sweater or sweatshirt should be worn.
4. Students will sit in seats assigned by the ISS supervisor and may not leave them without the supervisor's permission. Students must remain seated at all times in a proper upright position and may not move desks in the room. Students may not place their head on the desk. Failure to comply will result in removal from ISS.
5. No talking is permitted in ISS unless a student raises his/her hand and is granted permission to ask a question of the ISS supervisor.
6. Students are to bring ALL of the necessary textbooks, assigned reading materials, paper, pens, pencils and supplies to the ISS room. Failure to bring necessary materials will result in removal from ISS.
7. Assignments, tests, quizzes, and other work will be delivered to the ISS room for students to complete. Students must be working on these assignments -- if the assignments have not been completed by the end of the ISS session, and ample time was available, the student will not receive credit for those assignments.
8. If a student does not have work or has finished all available work, the ISS supervisor will assign work for the student to do. It is the responsibility of each ISS student to have ample work, a book to read, etc.
9. Food and drinks of any kind will not be permitted except during the lunch break. Any unauthorized eating or drinking will result in removal from ISS.
10. A 20-minute lunch break will be scheduled in the ISS room during Block 3. The students must either bring their lunch or purchase the ISS lunch for \$2.00 -\$3.00 (depending on cafeteria price fluctuations) and consists of a peanut butter and jelly sandwich (unless documented allergy), fruit, and milk. Students must clean up their trash. Failure to bring a lunch or money will result in no lunch for that student.
11. Students assigned to ISS will not be allowed to participate in or attend extra-curricular activities at Batavia High School on the days of such assignments. Violating this rule will result in further disciplinary consequences.
12. No iPods, Mp3 players, cellphones, or any other electronic device will be allowed in ISS. Such items will be confiscated and returned according to school policy. Chromebooks are allowed at the supervisor's discretion.
13. The ISS room will be checked periodically for graffiti on desks and surrounding areas. Students will be held accountable for any marks or damage to school property.

Students who fail to comply with the above regulations will be removed from ISS and issued additional disciplinary consequences, including but not limited to Out of School Suspension and additional ISS time.

As a guideline, the first infraction will result in the student's serving the remainder of the day plus one (1) additional day in ISS. The second infraction will result in the student's serving the remainder of the day plus three (3) additional days in ISS. The third infraction will result in the student's serving the remainder of the day plus five (5) additional days in ISS. Further infractions will bring ISS for eight or ten days, or even Expulsion at the discretion of the Administration.

The number of times that a student is assigned to ISS depends on the level of the offense and the number of times that an offense is committed. After the specified number of assignments in ISS, Out-Of-School Suspensions will be assigned on a progressive scale.

I. SUSPENSION AND EXPULSION

The Superintendent, or any building administrator, may suspend students guilty of gross disobedience or misconduct for a period not to exceed ten (10) school days for each incident of such behavior. If a weekend or a vacation occurs during the time of the suspension, the student is not allowed on school property or to participate in school activities until the day they return to school from their suspension. (Board Policy 7:200)

Only the Board of Education may expel students guilty of gross disobedience or misconduct in accordance with the procedures set forth in the Board Policy Manual and the Illinois School Code. Board Policy 7:210)

Suspended students may complete work for classes during their suspension. However, if a student is on suspension and awaiting a determination about expulsion by the school board, work completed shall not count for credit if the student is expelled by the Board of Education. Suspended and expelled students may not participate in any extra-curricular activities, practices, etc., during the suspension or expulsion period. Suspended and expelled students are not to be on the school grounds and are subject to more severe penalties, which may include criminal trespass charges, if this occurs.

School board policy gives parents the right to have a 3rd party review facts of a suspension within ten (10) days of the suspension. The suspension will remain in effect during the appeal process.

J. SOCIAL PROBATION

Probation may be imposed when deemed appropriate by the school administration for infractions at athletic contests, dances, or other school-sponsored events. The terms and duration of probation will be determined by the circumstances of the incident.

K. STUDENT SCHEDULES

Students are issued copies of their original and any amended schedules. Students who misplace their schedules may print a copy from PowerSchool.

L. TELEPHONES

Telephones are available for student usage at the Main Street Reception area. Generally, the classroom telephones are to be used for EMERGENCY calls only. Unless there is a true family emergency, students will not be allowed out of class to receive or place a telephone call. Often we receive calls from parents wishing to convey messages to their sons or daughters regarding doctor's appointments, rides home, forgotten clothing, etc. Because of the increasing size of our student enrollment, it is impossible to convey all of the messages. Therefore, we ask that parents only call in the case of a real emergency.

M. VISITORS/DELIVERIES

The school has the responsibility to maintain a learning environment that is safe and as free as possible from outside distractions. In order to provide a safe environment access to the building is limited. Batavia High School welcomes the parents of our students as guests. All visitors must sign a visitors' log, show state issued identification, wear a visitor's badge and receive permission to remain on school property. When leaving the school, visitors must return their badge. (Board Policy 8:30). Failure to receive visitor status constitutes trespassing and may result in legal action. Students are not to bring in other visitors unless he/she is a guest speaker for a class and written permission is obtained from that

teacher. Deliveries to students from outside services (such as flowers or balloon shops, fast-food or pizza deliveries etc.) will not be accepted by the school.

Visitors Policy (BOE Policy 8:30)

Visitors are welcome on school property, provided their presence will not be disruptive to the educational environment. All visitors must initially report to the Main Street reception desk. Any person wishing to confer with a staff member must contact that staff member by telephone to make an appointment. Conferences with teachers are held outside school hours or during the teacher's conference/preparation period.

- All visitors must sign in and out.
- All visitors must wear a name tag
- All visitors must have a driver's license or state ID

NOTE: During school hours (7:30-2:30) access to the building will be limited. Students and staff should not permit anyone from the outside to enter the building (opening/propping doors).

N. POSTER APPROVAL

All materials which are to be posted must be approved and stamped in the Principal's Office before being posted. Posters, fliers, etc. may then be displayed on approved areas only. Posting notices promoting private profit-making organizations is prohibited.

O. DANCE AND EXTRACURRICULAR EVENT PARTICIPATION

All BHS students may attend dances and other extracurricular events unless barred from such events by the school administration. Non-BHS students attending dances must fill out and return a guest form no later than the Wednesday prior to the event. Failure to turn in a properly completed form will result in the guest request being denied.

All individuals attending such events must have photo identification on their person and must present this identification upon request to a school official. The minimum grade level for guests to BHS dances is the ninth grade and no one over the age of twenty will be permitted to attend. Students must purchase dance tickets in advance. Tickets will not be sold at the door.

Please note, for some dances and events such as prom, freshman and sophomores cannot attend unless their date is a junior or senior.

Student Expectations for Batavia High School Dances

- All students attending a dance sponsored by Batavia High School acknowledge that it is a school sponsored event and all school rules apply.
- Students are required to have a ticket and a valid school ID or Driver's License to gain admittance to the dance.
- Students who wish to bring a non-Batavia High School student as a guest to a dance must turn in a completed Guest Pass to Student Services prior to purchasing tickets.
- Attendees must be enrolled in high school or no older than 20 years of age.
- All students must arrive within one hour of the beginning of the dance.
- Students who leave the dance for any reason may not re-enter.
- Appropriate dress and footwear is expected at all times.
- Students are expected to dance in a respectful manner. Students may be removed for lewd or inappropriate dancing/behavior.

- ❖ Upon entering the dance, all students will be issued a wristband that they must wear for the duration of the dance.
 - ❖ Students are expected to dance in a respectable manner. Dancing that is inappropriate, sexually explicit, or creates unsafe conditions is not allowed. This includes any form of grinding and back-to-front dancing.
 - ❖ Students who are seen dancing inappropriately will be spoken to and may have their wristbands removed by an administrator or chaperone. The removal of the wristband will constitute the “official warning.”
 - ❖ Once a student has had a wristband removed, continued inappropriate dancing will result in removal from the dance. If this occurs, an administrator will follow up with the student’s parents/guardian to inform them that their child was removed from the dance for sexually explicit/inappropriate dancing.
 - ❖ Removal from a dance may result in being excluded from future dances.
- Students found to be under the influence of and/or in possession of drugs or alcohol will be removed from the dance and additional school and legal consequences may be assigned.
 - The administration reserves the right to remove any student from a dance for any type of behavior that is deemed inappropriate.
 - Guests that are removed from any dance, for any reason, will no longer be welcome at future BHS functions.

P. Gifts to Staff Members (Board Policy 5:122)

Students, parents, and others are encouraged to send letters of appreciation but are discouraged from the routine presentation of gifts to District employees.

Q. English Language Learners Program (Board Policy 6:160)

The District offers opportunities for resident English Language Learners to develop high levels of academic attainment in English and to meet the same academic content and student academic achievement standards that all children are expected to attain. The Superintendent or designee shall develop and maintain a program for English Language Learners that will:

1. Assist all English Language Learners to achieve English proficiency, facilitate effective communication in English, and encourage their full participation in school activities and programs as well as promote participation by the parents/guardians of English Language Learners.
2. Appropriately identify students with limited English proficiency.
3. Comply with State law regarding the Transitional Bilingual Educational Program and Transitional Program of Instruction.
4. Comply with any applicable State and federal requirements for the receipt of grant money for English Language Learners and programs to serve them.
5. Determine the appropriate instructional program and environment for English Language Learners
6. Annually assess the English proficiency of English Language Learners and monitor their progress in order to determine their readiness for a mainstream classroom environment.
7. Include English Language Learners, to the extent required by State and federal law, in the District’s student assessment program to measure their achievement in reading/language arts and mathematics.
8. Provide information to the parents/guardians of English Language Learners about: (1) the reasons for their child’s identification, (2) their child’s level of English proficiency, (3) the method of instruction to be used, (4) how the program will meet their child’s needs, (5) specific exit requirements of the program, (6) how the program will meet their child’s individualized education program, if applicable, and (7) information on parent/guardian rights. Parents/guardians will be regularly apprised of their child’s progress and involvement will be encouraged.

R. Fees/Fee Waivers (BOE 4:140)

Requests for a waiver of student fees may be found on the BPS website. These need to be completed and returned promptly to Central Office. Guidelines for fee waivers closely follow those for free or reduced lunch. Fee waivers apply to

all school fees. If you did not receive a fee waiver and would like to apply, please contact a secretary at Central Office. Fee waivers do not cover Chromebook insurance or repair charges.

S. Social Networking Passwords

The District may request or require a student to provide a password or other related account information in order to gain access to the student's account or profile on a social networking website if the district has reasonable cause to believe that the student's account on a social networking website contains evidence that the student has violated a disciplinary rule or policy.

T. GLOSSARY OF BLOCK TERMINOLOGY

The school year is divided into four terms of approximately nine weeks in length. Courses worth 1/2 credit meet every day for one term. Courses worth one credit meet every day for two terms.

The 4 X 4 Batavia Block Model means students may earn up to four credits during the first two terms, or semester, and an additional four credits second semester. A block is a class period of 90 minutes. There are four blocks in the daily schedule.

Students complete a Program of Study that is a plan of how and when courses will be selected to meet minimum graduation requirements, career preparation and/or minimum college preparation. Electives may be chosen from Areas of Study, which provide students with a group of suggested courses that relate to future goals.

Course descriptions and pre-requisites are listed in the Registration Handbook.

VIDEO SURVEILLANCE MONITORING (Board Policy 4:190 AP1, AP2)

The Board of Education authorizes the use of unconcealed video surveillance cameras on the District's property in order to: (1) promote and ensure the health, safety and general welfare of all students, staff and visitors; (2) safeguard the District's buildings, equipment, parking lots and grounds; and (3) deter and prevent criminal activity.

Video cameras shall only be used in areas on the District's property where no reasonable expectation of privacy is maintained by students, staff or visitors. Such areas include, but are not limited to, hallways, cafeterias, gymnasiums, parking lots, exits and entrances to the District's buildings, buses, auditoriums and athletic fields.

Video cameras are strictly prohibited from being placed or operated in washrooms, locker rooms, showers or changing areas, and will not record audio.

Video recordings of a student's actions may be used by the Board of Education or the District's Administration as evidence in any disciplinary proceeding subsequently brought against that student. Video recordings that are used as a part of a student disciplinary proceeding shall become student records and be governed by the provisions of the *Family Educational Rights and Privacy Act* and the *Illinois School Student Records Act*.

POLICE LIAISON OFFICER

Batavia High School offers the services of a full-time Police Liaison Officer to the students. In addition to general supervision, campus safety and security, assistance in deterring and solving crimes, and interviewing students, this Officer is available to counsel students, make referrals to DCFS, and take accident reports.

In our continuous effort to provide a safe learning environment, Batavia High School may utilize K-9 units from local law enforcement agencies to proactively patrol the campus. K9 units will make random, unscheduled, and often unannounced visits to BHS. The specially trained police dogs may search common areas, lockers, parking lots, and vehicles for alcohol, drugs, and explosive weapons. If a dog detects something in a locker, or vehicle it may be searched by school officials.

HEALTH SERVICES

A nurse is available throughout the school day. A student who needs to see the nurse during the day should obtain a pass from his/her teacher before going to the nurse unless an emergency situation exists. If a student is not feeling well,

he/she must check out in the Nurse's Office and authorization must be given before leaving the building or the absence will be considered unexcused. No student will be excused from school unless a parent, guardian or person designated has been notified and appropriate transportation arranged.

EXEMPTION FROM PHYSICAL ACTIVITY

In order to be excused from participation in physical education, for up to 3 days per semester, a student must present an excuse from his or her parent/guardian. In order to be excused for two or more consecutive days or more than three days per semester, an excuse from a person licensed under the Medical Practice Act is required. The excuse may be based on medical or religious prohibitions. State law prohibits a Board from honoring parent excuses based upon a student's participation in athletic training, activities, or competitions conducted outside the auspices of the School District. (Board Policy 7:260)

Special activities in physical education will be provided for students with a physical or emotional condition, as determined by a person licensed under the Medical Practice Act, which prevents their participation in the physical education courses.

ADMINISTERING MEDICINES TO STUDENTS (BOE Policy 7:270)

Students should not take medication during school hours or during school-related activities unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child and otherwise follow the District's procedures on dispensing medication.

NO medication (including all over the counter medication) will be administered to students unless our written consent form (Order for Administration of Medication) has been completed and signed by both the physician and parent/guardian. A new form must be completed each school year.

No School District employee shall administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed "School Medication Authorization Form" and a "Self Administration Form", is submitted by the student's parent/guardian.

No student shall possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this policy and its implementing procedures. Failure to comply with the Health Services Policy may result in disciplinary consequences.

Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including administering medication.

A student may possess an epinephrine auto-injector (EpiPen®) and/or medication prescribed for asthma for immediate use at the student's discretion, provided the student's parent/ guardian has completed and signed a "School Medication Authorization Form." The School District shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or epinephrine auto-injector or the storage of any medication by school personnel. A student's parent/guardian must indemnify and hold harmless the School District and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine auto-injector and/or medication, or the storage of any medication by school personnel. (Board Policy 7:270).

Student's requiring crutches, cane, wheelchair or other mobility devices while recovering from a medical procedure or injury must provide a health care provider's order for use of mobility equipment to the school nurse. Assistance with passes and elevator access will be provided by student services or the school nurse. Students with chronic conditions requiring mobility devices should notify the school nurse prior to the first day of school attendance.

Care of Students with Chronic Health Conditions and Life Threatening Allergies

Diabetes: Parents must inform the school health office of your child's condition and need for assistance in managing this condition before the first day of school. If assistance is needed, a Diabetic Care Plan must be submitted to the School Nurse prior to attendance. The Diabetic Care Plan must include the Health Care Provider's instructions, consent for communication between BPS101 staff and the health care provider, the parent's signature, the Health care provider's signature and up to date emergency contact information. The parent is responsible to inform the school in a timely manner of any changes to the diabetic care plan, including instructions, emergency contact information or health provider contact numbers.

Life Threatening Allergies: If your child has a life threatening allergy to food, latex, insect stings or medication, please notify the school nurse prior to the first attendance day or as soon as the allergy is diagnosed. An Emergency Action Plan and/or School Health Plan may be developed to address your child's allergy concerns. Parents are responsible for providing prescribed emergency medications and replacing expired medications to the school nurse.

Chronic Health conditions: If your child has a chronic health condition, please notify the school nurse prior to the first day of school. Rescue inhalers for Asthma may be carried by a student if the parent has provided a copy of the prescription label and have signed the parent permission/self-carry portion of the *Order for the Administration of Medication* form. All other medication requires an *Order for the Administration of Medication* form. See *Administering Medications to Students*.

Federal law protects students from discrimination due to a disability that substantially limits a major life activity. If your student has a qualifying disability, an individualized 504 Plan will be developed and implemented to provide the needed supports so your child can access his or her education as effectively as students without disabilities. Not all students with life-threatening chronic illness or life-threatening allergies may be eligible under Section 504. The school may be able to meet your child's needs through other means.

COMMUNICABLE AND CHRONIC INFECTIOUS DISEASE

A student with or carrying a communicable and/or chronic infectious disease has all rights, privileges, and services provided by law and the District's policies. The Superintendent will develop procedures for communicable and chronic infectious diseases for the Board's consideration. (Board Policy 7:280).

ORDER TO FORGO LIFE SUSTAINING TREATMENT

Written order from Parent(s)/guardian(s) to forgo life-sustaining treatment for their child or ward must be signed by the child's physician and given to the Building Principal or Superintendent. This policy shall be interpreted in accordance with the Illinois Health Care Surrogate Act (755 ILCS 40/1 et seq.). (Board Policy 7:275).

Transportation (Board Policy 4:110)

The District shall provide free transportation for all students in the District: (1) residing at a distance of one and one-half miles or more from their assigned schools, unless the Board has certified to the Illinois State Board of Education that adequate public transportation is available or (2) residing within one and one-half miles from their assigned schools where walking to school or to a pick-up point or bus stop would constitute a serious hazard due to vehicular traffic or rail crossing, per the Illinois Department of Transportation guidelines and adequate public transportation is not available. The District may provide transportation for other students residing within one and one-half miles from their assigned school. A student's parent(s)/guardian(s) may file a petition with the School Board requesting transportation due to the existence of a serious safety hazard. Free transportation services and vehicle adaptation for special education students shall be provided if included in the students' individualized educational programs. The District may provide transportation to and from school-sponsored activities. Non-public school students shall be transported in accordance with State law. Homeless students shall be transported in accordance with the McKinney Homeless Assistance Act.

Students not qualified for free transportation may ride a school bus on payment of a fee. Parents must register the student(s) and pay a minimum of one semester transportation fee by July 15th. The yearly cost for Fee Transportation will be based upon the calculation of the cost to transport a regular education student to and from school for the prior year. The fee may be paid by semester, which is one-half of the yearly cost.

If a student is at a location within the District, other than his or her residence, for child care purposes at the time for transportation to and/or from school, that location may be considered for purposes of determining the 1½ miles from the school attended. Unless the Superintendent or designee establishes new routes, pick-up and drop-off locations for students in day care must be along the District's regular routes. The District will not discriminate among types of locations where day care is provided, which may include the premises of licensed providers, relatives' homes, or neighbors' homes.

Bus schedules and routes shall be determined by the Superintendent or designee and shall be altered only with the Superintendent or designee's approval and direction. In setting the routes, the pick-up and discharge points should be as safe for students as possible.

We ask that students and parents familiarize themselves with the following information and encourage observance of these guidelines and regulations:

Safety Regulations and Guidelines

1. Students may ride only on assigned buses.
2. Be on time for the bus.
3. Remain on the sidewalk or designated pick up area while waiting.
4. Wait for the bus to come to a complete stop before moving toward it to board.
5. Enter and leave the bus in an orderly manner. Watch your step and use the handrails.
6. Loud talking, singing, or profanity is not allowed.
7. Always remain in your seat while the bus is in motion.
8. Be absolutely quiet when approaching a railroad crossing.
9. Students are only allowed to be dropped off at designated points. Students crossing a street after being dropped off should walk at least 10 feet in front of the bus and wait for the driver to signal you across the road. Never run in front of a car or bus.
10. Eating, drinking, or smoking is not allowed on the bus.
11. All items should be kept out of the aisle. Large items (projects) that interfere with the proper seating of students should not be brought on the bus.
12. Firearms, explosives, or other hazardous materials (including radios, audio players, and squirt guns) are not allowed.
13. **IN CASE OF AN EMERGENCY, REMAIN IN THE BUS UNTIL THE DRIVER GIVES INSTRUCTIONS.**
14. Assist in keeping the bus safe and clear at all times. Riders who vandalize property will pay for necessary repairs and may incur other consequences as previously described in this handbook.
15. Keep your hands, head, arms and all materials inside the bus at all times.
16. Pets, animals, or materials of a hazardous nature (including razor blades, knives, matches, fireworks or other explosives) are not allowed at any time on school buses.

Riding a school bus is a privilege, not a right. As such, it may be suspended. When a student violates a safety regulation, disciplinary action will be taken at the discretion of the building administrator. For transportation issues, those students who have demonstrated behavioral problems while being transported should expect school bus problems to result in swift suspension of the transportation service. It is imperative that all parties actively observe and support these transportation regulations and actions.

Electronic Recordings on School Buses (AP 7:220)-Electronic visual and audio recordings may be used on school buses to monitor conduct and to promote and maintain a safe environment for students and employees when transportation is provided for any school related activity. Notice of electronic recordings shall be displayed on the exterior of the vehicle's entrance door and front interior bulkhead in compliance with State law and the rules of the Illinois Department of Transportation, Division of Traffic Safety. Students are prohibited from tampering with electronic recording devices. Students who violate this policy shall be disciplined in accordance with the Board's discipline policy and shall reimburse the School District for any necessary repairs or replacement.

Please note that video cameras have been installed on buses. The transportation of your students on this school bus may be video recorded. This recording MAY be used by the building administration, or designated agent, in determining behavioral issues on the bus. Driver reports, student interviews, and the traditional school investigative process will still be used when addressing discipline issues. The video is only intended to aide this process when deemed necessary by the building administration.

Building administrators or school bus drivers may assign seats to individual or all riders on any bus. Students are expected to cooperate in sitting in assigned seats or risk being suspended from the bus.

*Permission for your child to ride home on a school bus with a friend may be granted upon receipt of a written request from the parent/guardian. The note should be brought to a school administrator for approval. Approval will be granted on an individual basis and is dependent on available bus space as well as other factors. The final decision regarding this permission resides with the driver since he/she is aware of available space.

Driver Education

Classroom Instruction:

There is no charge for classroom driver education. Classroom instruction will be available to all students during the school day of the semester in which they are scheduled. The Batavia High School's Driver Education program follows the parameters established by the Illinois Secretary of State and the State Board of Education. The State requires a minimum of 30 hours of classroom instruction, and students that cannot fulfill this minimum due to absences will be dropped. The final course grade is determined by the student's performance in the classroom. The behind-the-wheel of the program are requirements for obtaining a driver's license.

Behind-the-Wheel:

The behind-the-wheel scheduling will be done during the first two weeks of the semester. The State requires a minimum of six hours of behind-the-wheel instruction, and students that cannot fulfill this minimum due to absences will be dropped. Scheduling is done strictly by birth dates with the oldest students scheduled first. Students will be scheduled during all available teaching slots for behind-the-wheel during the school day. Additionally, before and after school instruction will be available to the students who cannot be scheduled during the school day. Any student who cannot be scheduled for the behind the-wheel phase during the current semester will have the option of being scheduled during the summer session or the following semester. If your son/daughter does not receive behind-the-wheel during the current semester, at your discretion, he/she can begin to fulfill the state nine-month permit requirement. Also, at your discretion, your son/daughter may begin to acquire the 50 hours of additional driving time with an adult, which is also a prerequisite to obtaining a driver's license.

Summer School: Behind-the-Wheel instruction is offered during the summer for students who were not scheduled during the school year. The session will begin approximately the first week of June and will run through the end of July.

Please Note: Illinois law requires students to be in classroom and behind-the-wheel a minimum number of hours. If a student is absent three (3) days from classroom or three (3) days from behind-the-wheel for the entire semester, the student will be unable to fulfill the state requirement and will be dropped from the program.

GUIDANCE SERVICES (Board Policy 6:270)

The District provides a comprehensive guidance and counseling model that provides services to all students as developmentally appropriate. A comprehensive school counseling program focuses on what all students should know, understand and be able to do within the three (3) main aspects of school counseling identified by the American School Counselor Association (ASCA); academic development, personal/social development and career development. The focus of the three main aspects is to raise student achievement. The counseling model focuses on student outcomes, goal setting and college and career readiness and utilizes data to inform decision-making.

The American School Counselor Association (ASCA) framework for a comprehensive data-driven school counseling program has four tenets:

1. Foundation: A focus on student outcomes and student competencies.
2. Delivery: Services to the students, parents, school staff and the community.
3. Management: Organizational and assessment tools reflective of the school's needs.
4. Accountability, Measurements of how the students are different as a result of the school counseling program.

In addition to counselors, the department includes the services of a school psychologist, a social worker, and a speech and hearing clinician, and may include additional support services.

Students and parents may expect counselors to be available for consultation on:

1. Orientation to school.
2. Testing information and interpretation.
3. Selection of high school courses best suited to the student's abilities and future plans.
4. Assistance through both individual counseling and support groups with personal and social problems that are impeding the student's abilities and future plans.
5. College and job recommendations.
6. The development of post-secondary plans, including information about college admissions requirements, financial aid and career information.
7. The development of appropriate career plans.
8. Referral to agencies outside of school.
9. Professional staffing regarding the students.

Counselors are expected to communicate with the student's parents as needed, as well as with teachers and/or other staff for the benefit of the student.

ACADEMIC/CAREER/COLLEGE COUNSELORS

Counselors are assigned to a certain alphabetical grouping of the student body. The student's counselor assignments are printed on their schedules.

Alton Rollerson	Freshmen
Arlene Sweeney-Schmidt	Sophomores
Steve Lesniak	Juniors/Seniors A-G
Erin Hack	Juniors/Seniors H-O
Corey Bernard	Juniors/Seniors P-Z

GRADUATION REQUIREMENTS (Board Policy 6:300)

Graduation from Batavia High School is dependent upon completion of required courses and an accumulation of credits.

Unless otherwise exempted, each student must successfully accomplish the following in order to graduate from high school:

1. Complete all District graduation requirements that are in addition to the State requirements.
2. Complete all courses as provided in The School Code, 105 ILCS 5/27-22, according to the year in which a student entered the 9th grade.
3. Complete all minimum requirements for graduation as specified by Illinois State Board of Education rule, 23 Ill. Admin Code §1.440.
4. Pass an examination on patriotism and principles of representative government, proper use of the flag, methods of voting, and the Pledge of Allegiance.
5. Take the Prairie State Achievement Examination, unless the student is exempt according to 105 ILCS 5/2-3.64.

Students must successfully complete a minimum of 26 credits before being awarded a diploma. These credits must include 0.5 Speech, 0.5 Health, 0.5 Consumer Education, 3.5 Social Studies (one credit must be US/American History and one-half credit Government), 2 Science, 3.5 English, 3 Math, 3.5 Physical Education, 1 elective (art, music, foreign language, or vocational education).

Transfer Credits Towards Graduation

- A. In order to maintain the integrity of the high school diploma awarded by Batavia Public Schools, the following will apply to credits transferred to Batavia High School with the intent of meeting requirements for graduation. For this purpose, a resident will be considered a Batavia High School student when they enroll in their first course at Batavia High School.
1. Students at Batavia High School are limited to four (4) transfer credits that may be applied to graduation requirements. Pre-approved dual credit courses taken at the community college and courses taken at accredited schools as part of a partnership agreement are not considered transfer credits.
 2. Students wishing to receive a diploma from Batavia Public Schools must complete their final two (2) semesters as full time students at Batavia High School and meet the graduation requirements for their class. Exceptions may be made for students who transfer into or out of the District during their senior year or those participating in an approved foreign exchange program.

Transfer credit will be awarded through transcript review to determine equivalent credit applicable to the above requirements. Transfer students will be required to follow the transfer plan for required graduation credits. The following plan indicates credit needed to graduate based on the year in school in which a student enters Batavia High School.

Credits needed if students enter as a:

Senior: 21
Junior: 23
Sophomore: 26
Freshman: 26

- B. A high school student's first educational option is the curriculum offered through the regular high school program. Exceptions may be made on an individual basis for allowable variables.

Early Graduation

The Superintendent or designee shall implement procedures for students to graduate early, provided they finish at least 7 semesters of high school and meet all graduation requirements. No credits may be transferred in to meet graduation requirements for students wishing to graduate early unless there is a hardship circumstance.

Credit for Alternative Courses and Programs, and Course Substitutions Board Policy 6:310

Correspondence, Distance Learning (including Virtual and Online Courses), and Summer School.

A student enrolled in any courses in this section may receive high school credit for work completed, provided:

1. The course is offered by an institution accredited by the North Central Association of Colleges and Secondary Schools, NCATE, or the equivalent approved by the Superintendent or designee;
2. The student assumes responsibility for all fees, including tuition, textbooks, and other fees;
3. The student's Guidance Counselor and the High School Principal approve the course in advance.

A maximum of 4 units of credit may be counted towards the requirements for a student's high school graduation. Students choosing to graduate early are required to meet all graduation requirements through courses taken at the high school. The Superintendent or designee will develop administrative procedures that may limit the number and/or types of courses that apply towards high school credit. Grades earned in approved courses will count toward a student's grade point average, class rank, and eligibility for athletic and co-curricular activities. The District may pay the fee for expelled students who are permitted to take courses in alternative settings, and may also consider other arrangements for special circumstances.

Exchange Programs

An exchange student will be granted a diploma if he or she completes the criteria for graduation established by the State of Illinois and the Board of Education. The Board of Education may grant a certificate of attendance to exchange students.

District students will receive high school credit for foreign exchange courses that meet the criteria established in the curriculum and that are approved by the Building Principal. International study course work not meeting District requirements may be placed in the student's permanent record and recorded as an international study experience.

Independent Study

A student will receive high school credit for successfully completing independent study in a curriculum area not offered by the District, provided the student obtains the consent of a supervising teacher as well as the Building Principal.

World Language Courses

A student will receive high school credit by studying foreign language in an approved ethnic school program, provided such program meets the minimum standards established by the State Board of Education.

The amount of credit will be based on foreign language proficiency achieved. The Building Principal may require a student seeking foreign language credit to successfully complete a foreign language proficiency examination.

Credit for Military Service

The School Board may accept military service experience or credit toward graduation provided the student making the request accompanies it with a recommendation from the Commission of Accreditation of Service Experiences.

The student seeking credit shall supply the School Board with any documents or transcripts necessary to support the request.

Credit toward graduation shall be given consistent with other policies adopted by the School Board.

Youth Apprenticeship Vocational Education Program (Tech Prep)

Students participating in the Youth Apprenticeship Vocational Education Program (Tech Prep) may earn credit toward graduation for work-related training received at manufacturing facilities or agencies.

Vocational Academy

Students enrolled in the Vocational Academy earn credit toward graduation as provided in the Academy's design.

Substitutions for Physical Education and Other Required Courses

- ❖ A student in grades 9-12 may satisfy one or more high school courses (including physical education) or graduation requirements by successfully completing related vocational or technical education courses if:
 1. The Building Principal approves the substitution and the vocational or technical education course is completely described in curriculum material along with its relationship to the required course; and
 2. The student's parent(s)/guardian(s) request and approve the substitution in writing on forms provided by the District.
- ❖ A student in grades 11-12, unless otherwise stated, may request the Building Principal to be excused from physical education courses for the reasons stated below. The Superintendent or designee shall maintain records showing that the criteria set forth in this policy were applied to the student's individual circumstances.
 1. Enrollment in academic classes that are required for admission to an institution of higher learning; or
 2. Enrollment in academic classes that are required for graduation from high school, provided that failure to take such classes will result in the pupil being unable to graduate.

Students must submit such requests in writing with as much specificity as possible.

- ❖ A student in grades 3-12 who is eligible for special education may be excused from physical education courses if:
 1. The student's parent/guardian agrees that the student must utilize the time set aside for physical education to receive special education support and services; or
 2. The student's individualized education program team determines that the student must utilize the time set aside for physical education to receive special education support and services.

The agreement or determination must be made a part of the individualized education program. A student requiring adapted physical education must receive that service in accordance with the student's individualized education program.

LEGAL REF:

105 ILCS 5/2-3.44, 5/2-3.108, 5/2-3.115, 5/10-22.43a, 5/27-6, 5/27-22.3, and 5/27-22.05.
23 Ill. Admin. Code §§ 1.420(p), 1.440(j), and 4.450(c).

CROSS REF: 6:300 (Graduation Requirements), 6:320 (Credit for Proficiency)

ADOPTED: July 22, 2008

GRADUATION POLICY

Graduation is a time for the responsible celebration of student accomplishments. Family, friends, and school staff look forward to this event all year. Graduating seniors should be proud of their work, but should also represent their school and community by treating the graduation ceremony in a serious manner.

Students will not be allowed to participate in the graduation ceremony if they do not attend the graduation rehearsal or follow the prescribed graduation dress code guidelines. Students who break any school rule during the rehearsal will be asked to leave and will not be able to participate in the ceremony.

Students disruptive during the graduation ceremony may be removed from the gymnasium and not allowed to return. All students will receive their actual personalized diplomas after the ceremony is over.

RIGHT TO REVIEW TEACHER QUALIFICATIONS (Board Policy 5:190/E1)

- Federal law allows parents to ask for certain information about their child's teachers and requires districts to provide this information in a timely manner. Specifically, parents have the right to ask for the following information about each of their child's teachers:
- Whether the Illinois State Board of Education has licensed or qualified the teacher for the grades and subjects he or she teaches.
- Whether the Illinois State Board of Education has decided that the teacher can teach in a classroom without being licensed or qualified under state regulations because of special circumstances.
- The teacher's college major, whether the teacher has any advanced degree and, if so, the subject of the degrees.
- Whether any teachers' aides or similar paraprofessionals provide services to your child and, if they do, their qualifications.

If a parent would like to receive any of this information, please call the Personnel Department at the district central office at 630-937-8830. (BOE Policy 5:190-E1)

GRADING SYSTEM AND CLASS RANK (Board Policy 6:280)

Grade reports are recorded in PowerSchool at the end of every nine weeks. A Student Progress Report or phone call(s) from the teacher will be used to advise parents and students of progress at other times.

Grades will be available on PowerSchool within ten (10) days of the end of the term.

Note: These dates may change if events such as snow days occur. Fox Valley Career Center students will follow the calendar of the school hosting the program in which the student is enrolled. Please note that this calendar may be updated.

Batavia High School has adopted a school-wide grading scale:

	G.P.A
A = 100% to 90%	4
B = 89% to 80%	3
C = 79% to 70%	2
D = 69% to 60%	1
F = Below 60%	0

The G.P.A. is calculated by adding the G.P.A points and dividing by the number of total credits attempted. The G.P.A. is calculated at the end of each semester. Class rank is determined from the highest G.P.A. to the lowest.

ACADEMIC RECOGNITION

Students achieving a GPA of 3.5 or higher in a given semester will be recognized on the school's honor roll for that semester. Students will be recognized with Highest Honors, High Honors, or Honors at graduation based on their cumulative GPA. Any student whose cumulative GPA meets the Highest Honors benchmark will be ranked #1 in the class.

			Class of 2014 and beyond
Highest Honors			4.375
High Honors			4.0
Honors			3.5

Parent Teacher Conferences

In the event that the parent and/or legal guardian cannot attend a school conference but chooses to designate another person to attend in their absence, the parent must submit a written note authorizing the named person to attend on the parent's behalf. A letter is required for parent representatives such as grandparents, significant others, or other adults residing within the home. (Board Policy 6:110)

Student Records and Directory Information

Under the Illinois School Student Records Act of 1975, parents of eligible students have the right to review or challenge information contained in educational records.

Directory information includes the following information relating to a student: The student's name, address, telephone number, date and place of birth, major field of study, participation in school sponsored organizations, weight and height, membership on athletic teams, dates of attendance, degrees, and awards received, and the most recent previous educational agency or information. Photographs and videotape of students produced for educational purposes are also covered under this policy.

School District #101 may release directory information to selected organizations (including to military recruiters) unless the parent has requested in writing that the information not be released. Written parent request must be submitted to the Registrar and are valid throughout the student's enrollment at the high school.

School District #101 adheres to the following record destruction schedule: Permanent records are destroyed 60 years after a student has left the district; temporary records are destroyed 5 years after a student has left the district; Parents of children under 18 years of age may request a copy of their child's records prior to the destruction date at a copying fee. Parent(s)/Guardian(s) and or Student can request a copy or challenge the record. (Board Policy 7:340).

Information regarding student Social Security Numbers: Disclosure of your Social Security Number is voluntary. No legal right, benefit, or privilege will be denied as a result of any failure to disclose your Social Security Number. Student Social Security Numbers collected will be used for educational research purposes only and will primarily be used for employment tracking of vocational education program completers in accordance with the Carl D. Perkins Vocational Education Law, 20 U.S.C. Sec. 2301 et seq., and State law, Ill. Rev. Stat. 1987, ch.122, par. 697.

Medicaid Fee for Services

Medicaid reimbursement is a source of federal funds approved by Congress to help school districts maintain and improve special education services.

If Medicaid eligible, therapy and diagnostic services provided to children are partially reimbursable. Unless the parent/guardian objects in writing, the Batavia School District will claim Medicaid reimbursement for services provided. These claims will have no impact on the family's ability to receive Medicaid funding either now or in the future.

If you do not wish this release of information related to Medicaid claims for your child, please contact the Student Services Office at 630-937-8600.

For information regarding district procedure governing classification review, challenge and disclosure of students' records, please call the high school.

WITHDRAWING A MISPLACED STUDENT

The teacher and counselor may recommend that a student they believe to have been misplaced be withdrawn.

REMOVING A STUDENT WITH EXCESSIVE ABSENCES

A student removed from a class under the excessive absence policy will receive a grade of "F" and the course will appear on the transcript.

ACT NATIONAL TEST DATES

September 12, 2015
October 24, 2015 *
December 12, 2015
February 6, 2016
April 9, 2016
June 11, 2016

*offered at Batavia High School

STUDENT SERVICE TEAMS

Building Level Intervention Team (BLIT): The team focuses on analyzing student data (D/F reports, attendance reports, Learner Profile ratings, and teacher referrals) in order to develop a continuum of supports and interventions.

SPECIAL EDUCATION SERVICES

Batavia High School provides a full continuum of special education services for its students. The district shall provide a free appropriate public education in the least restrictive environment. (Board Policy 6:120)

Description of services

Consultation: Monitors student progress in the regular education classes.

Collaboration: Assists the students and teachers within the classroom.

Resource: Provides assistance to students who need study skills instruction, additional accommodations, and extended time to complete assignments and tests.

Instructional: Serves students whose disabilities require significant modifications of the standard education curriculum and/or motivational strategies for appropriate behavior.

Psychologists: Provides assistance through consultation, assessment, direct intervention and program development.

Social Worker: Provides group interaction or individual consultation for problem solving activities and mediation opportunities.

Speech: Provides services for students who exhibit communication difficulties that adversely affect their

Pathologists academic achievement.

Equal Educational and Extracurricular Opportunities (BOE 7:10)

Equal educational opportunities shall be available for all students without regard to color, race, nationality, religion, sex, sexual orientation, ancestry, age, physical or mental disability, gender identity, status of being homeless, order of protection status, actual or potential marital or parental status, including pregnancy. Further, the District will not knowingly enter into agreements with any entity or any individual that discriminates against students on the basis of sex or any other protected status, except that the District remains viewpoint neutral when granting access to school facilities under Board policy 8:20, Community Use of School Facilities. Any student may file a discrimination grievance by using the Uniform Grievance Procedure (2:260)

CLUBS, SPORTS, AND ORGANIZATIONS, EXTRACURRICULAR AND CO-CURRICULAR ACTIVITIES (BOARD POLICY 6:190)

The Board of Education of District 101 is committed to establishing and maintaining a dynamic extracurricular student activity program that meets the unique emotional, social, physical, and intellectual needs of students. To this end, the Board is determined to:

1. Provide or arrange extracurricular activities for as many students as possible to participate in activities of their choosing regardless of skill level or ability.
2. Maintain an appropriate balance between skill development (the optimal goal) and competition.
3. Promote participation, interaction, learning, cooperation, scholastics, and community service.
4. Maintain an atmosphere whereby the activities are structures to be both fulfilling learning experiences and fun for the participants while ensuring student safety.
5. Encourage student, parent, and community involvement in development and implementation.
6. Focus on the philosophy of providing the best opportunity to maximize student growth.
7. Clubs will be developed with an emphasis on academic connections balanced with student and teacher interest.

Implementation

The Superintendent shall approve all District-sponsored extracurricular and co-curricular activities, using the following criteria:

1. The activity will contribute to the leadership abilities, social well-being, self-realization, good citizenship, or general growth of members.
2. Fees are reasonable and do not exceed the actual cost of operation.
3. Student body desires are considered.
4. The activity will be supervised by a school-approved sponsor.

Building Principals are responsible for the scheduling and announcing of student extracurricular and co-curricular activities.

Non-school sponsored student groups are governed by the District's policy on student use of school buildings.

Academic Criteria for Participation

For high school students: Selection of members or participants is at the discretion of the teachers, sponsors, or coaches, provided that the selection criteria conform to the District's policies. Participation in co-curricular activities is dependent upon course selection and successful progress in those courses. In order to be eligible to participate in any school-sponsored or school-supported athletic or extracurricular activity, a student must satisfy the Illinois High School Associations scholastic standing requirements (doing passing work in at least 4 credit hours of high school work per week). Any student participant failing to meet these academic criteria shall be suspended from the activity until the specified academic criteria are met. (Board Policy 6:190).

Code of Conduct for Extra-Curricular, Performance-Based Activities (Board Policy 7:240)

Batavia High School encourages all students to take advantage of the school sponsored extra-curricular activities. Both Batavia High School and the community take great pride in these programs that are designed to enhance the well-balanced educational programs offered.

Rationale: Participating in extracurricular activities and representing Batavia High School is a privilege, not a right. Students participating in performance-based activities act as representatives of the school district. Accordingly, they are expected to conform their conduct at all times to the highest standards. Participants make a commitment to their peers and coaches/sponsors to follow rules and to be able to perform at their best at all times. One of the primary goals of the extra-curricular programs at Batavia High School is to provide students with the lessons and skills necessary for success not only on the athletic field or performance stage, but also in all areas of their lives. In addition, they have a responsibility to serve as role models for other students in the school, as well as for others in the community. Participants, whether in or out of uniform, carry with them not only their own reputations, but that of their families, their team/activity, and their school.

Applies to: All students attending Batavia High School that participate in extra-curricular, performance-based activities. These activities are defined by performance participation that occurs outside of school and which no grade is given. Examples include but are not limited to the following: all athletic teams, dance teams, cheerleading, Orchestras, Jazz Band/Ensemble, Chamber Orchestra, Swingsingers, madrigal singers, theatre participants, Peer Mediation, Student Athletic Board, Mr. B.H.S, talent show, Youth and Government, Problem Solving Team and activities similar to those listed. If students and parents are unsure if a specific activity is covered by this policy, questions should be directed to the administration.

Applies When: The first time in an individual's high school career that a student becomes a member of an extra-curricular, performance-based activity, the Extra-Curricular Code of Conduct becomes active. The Code of Conduct is in effect twelve months of the year, seven days a week, twenty-four hours a day, in and out of season, on and off school grounds, until graduation. Note: All penalties involving the Code of Conduct are cumulative on a building enrollment basis, and are not transferred from middle school to high school

Self-Reporting Policy (Pro-Kid): A student who voluntarily reports his/her first infraction to a Coach/Sponsor/Director, Athletic Director or School administrator within forty-eight (48) hours of the infraction will be considered a self-reporting student (No provision is made for weekends or holiday periods). If students self-report within the designated timeline and if the infraction occurred at a non-school related event, they may continue to participate in the activity if they do not choose suspension as a consequence and comply with the assessment or community service. This provision may be used only once by any participant during his/her high school career on a first offense.

Conditions for Self-Reporting: Self-reporting does not provide immunity from violations committed during a school day or at a school sponsored/affiliated activity (normal school discipline applies and students are not granted the privilege of self-reporting), regardless if the school would have had knowledge of the incident or not. Specific examples of school related events include but are not limited to the following; overnight trips with school groups/teams, dances at B.H.S., field trips, all Illinois High School Athletic Association sanctioned events, events conducted at other high schools, and any activity in which you represent Batavia High School. Nor does this policy provide immunity from disciplinary action should a student continue to use or possess controlled substances as provided here. Students are to self-report offenses when law enforcement is involved with infractions that are related to drugs, alcohol or tobacco.

INFRACTIONS: "USE OR POSSESSION OF ALCOHOL, TOBACCO AND OTHER DRUGS IN ADDITION TO ANY OTHER CONTROLLED SUBSTANCE."

Consequences

FIRST OFFENSE: SELF REPORTING

Self-Reported & Non School Related Offense: (Please see detailed explanation of self-reporting and school related offenses)

- a) Alcohol, tobacco and other drug assessment with follow-up education or treatment. Students may participate in conjunction with assessment and recommended follow-up.

OR

- b) Two week suspension from athletic season or activities in which the student participates. The suspension shall apply during the time of competition or extracurricular activity, and shall be administered at the discretion of the athletic director/ building administrator. Suspension may apply season to season and year to year.

OR

- c) Fourteen hours of community service to be served at an organization that is approved Batavia High School.

FIRST OFFENSE: NON-SELF REPORTING

Non-self-reported offense /Found Guilty of violation: (students must comply with both a & b)

- a) Mandated alcohol, tobacco and other drug assessment with follow-up education or treatment. Students may not participate until the assessment has been completed. Students also must comply with the recommendations made as a result of the assessment.

AND

- b) Four week suspension from athletic season or activities in which the student participates. The suspension shall apply during the time of competition or extra-curricular activity, and shall be administered at the discretion of the athletic director/building administrator. Suspension may apply season to season and year to year.

SECOND OFFENSE: One (1) full calendar year suspension from all extra-curricular, performance based activities in addition to mandatory assessment with recommended follow-up.

THIRD OFFENSE: Permanent Suspension from all extra-curricular, performance based activities.

The consequences that coaches, directors and sponsors have that extend beyond those mentioned in this policy will be enforced. Examples include, but are not limited to (exclusion from try-outs, dismissal from team, game/practice suspension, additional follow through from family).

Conditions of Tobacco, Alcohol and Other Drug Assessment:

If a student chooses or is mandated to have an alcohol, tobacco and other drug assessment, he or she is required to follow the recommendations of that evaluation. Both the assessment and the follow up are at the personal expense of the parent/guardian/student. Students may continue to participate in conjunction with the assessment, education and/or treatment if they self-reported. Many of the school's approved programs are affordable and correlate fees with family incomes on a sliding scale. The assessment must be performed by a district-approved, certified drug and alcohol program or counselor. If families would like to use a program outside of the approved programs, they must obtain permission from our drug prevention coordinator. Documentation of the assessment and follow-up must be provided to the school's drug prevention coordinator. If attendance and completion of program is not fulfilled, the administration reserves the right to permanently suspend the student from all activities for the remainder of their high school career.

Early Intervention Program Description:

Drug education is a positive response to help adolescents in the early stages of alcohol, tobacco and other drug use. Using an educational approach focused on early intervention and prevention, adolescents and their families will work with

trained professionals to focus on several key areas including: peer pressure, problem solving, consequences of negative behavior, communication skills and substance abuse. All of the recommended programs consist of an assessment plus two or three, educational group sessions. At least one parent must attend each session with their student.

Extracurricular Drug and Alcohol Testing Program

The District maintains an extracurricular drug and alcohol testing program in order to foster the health, safety, and welfare of its students. Participation in extracurricular activities is a privilege and participants need to be exemplars. The program promotes healthy and drug-free participation.

Each student and his or her parent(s)/guardian(s) must consent to random drug and alcohol testing in order to participate in any extracurricular activity. Failure to sign the District's "Random Drug and Alcohol Testing Consent" form will result in non-participation.

If a test is "*positive*", the student will not participate in extracurricular activities until after a "*follow-up*" test is requested by the Building Principal or designee and the results are reported. The Building Principal or designee will request a "*follow-up*" test after such an interval of time that the substance previously found would normally be eliminated from the body. If this "*follow-up*" test is negative, the student will be allowed to resume extracurricular activities. If a positive result is obtained from the "*follow-up*" test, or any later test, the same previous procedure shall be followed.

The Superintendent or designee shall develop procedures to implement this policy. No student shall be expelled or suspended from school as a result of any verified positive test conducted under this program other than when independent reasonable suspicion of drug and/or alcohol usage exists. This program does not affect the District policies, practices, or rights to search or test any student who at the time exhibits cause for reasonable suspicion of drug and/or alcohol use.

EXTRA-CURRICULAR MUSIC GROUPS

To be a member of any music department extra-curricular performance group, a student must be enrolled in a curricular music performance class. Listed below is a brief outline of each of the music department's extra-curricular performance group.

1. Jazz Ensemble is an instrumental performance group that gives students the opportunity to perform jazz, swing and rock styles of music. Performances are given throughout the year at a number of jazz festivals, local and area venues. Members in this group are strongly encouraged to take private lessons.
2. Jazz Stage Band is the performing/training instrumental performance group that gives students the opportunity to perform jazz, swing and rock styles of music. Performances are given at various jazz festivals as well as local appearances. Private lessons are encouraged for members of this group.
3. Chamber Orchestra is a string instrumental group that gives students the opportunity to perform chamber, pop, and classical styles of string literature. Performances are given throughout the year at a number of string festivals, local and area venues. Members in this group are strongly encouraged to take private lessons.
4. Swingsingers is a co-ed vocal performance group that presents rock, pop and vocal jazz arrangements with choreography. Performances are given throughout the year at many festivals, local and area venues. Members in this group are strongly encouraged to take private lessons.
5. Swingsingers Combo is a small instrumental group that provides the accompaniment for the Swingsingers. The group, which is comprised of piano, synthesizer, drums, bass, guitar and brass performs at most of the Swingsingers performances

Marching Band

The Batavia Marching Band (BMB) is a volunteer group that involves 120 students of the Batavia High School music program. BMB rehearses three times a week during the school year, competes in five contests, and performs at every home football game. In addition, BMB has various travel opportunities throughout the state and nation. Students can perform in the wind section, the percussion section, or the color guard. All students are accepted - there is no bench and there are no cuts in marching band.

BHS CLUBS

Bulldogs Against Destructive Decisions (BADD)

BADD is a chapter of the national organization, Students Against Destructive Decisions. Our mission is to empower young people to successfully confront the risks and pressures that challenge them in their daily lives. The goal of the club was originally taking a stand against drinking and driving, but now expanded to all destructive decisions such as underage drinking, illegal drug use, risky and impaired driving, teen violence, and teen suicide. Club members host events with a focus on living a safe and healthy life, being positive role models, and promoting awareness to influence youth to make positive decisions.

Chess Club

Competition enables individuals to recognize the importance of their thought processes and to accept the consequences of their own decisions. The goals and objectives for Chess Team and Chess Club is to nurture an interest in chess where students of all abilities can compete. As well as competing in Conference and State Meets, students will also go to elementary schools and help elementary students learn and play chess.

Drama Club

The Drama Club at Batavia High School consists of students participating in drama productions, backstage as well as on stage. These students help design and build all scenery, operate all lighting and sound equipment, apply all make-up, make and handle costumes, design and sell tickets, handle publicity and perform on stage. At least two shows are done a year, one in the late fall and one in the spring. One of the productions is of a musical nature. All students are encouraged to participate.

ECO- Environmental Club

This club is dedicated to preserving and saving the environment. The club's charges include the high school arboretum and other conservation projects.

Fishing Club/Team

The Fishing Club's focus is to create a social gathering and competitive fishing team for male or female students in any grade. Club members learn about fish species, fishing techniques, seasonal fish locations as well as many other fishing related topics. The Team meets semi-weekly from September – June with no meetings November - December. The fishing Team will compete in the IHSA State Bass Fishing (tournament) as well as other tournaments in September, April, May and June.

Future Educators of America (FEA)

This is a club dedicated to exploring the field of education and encouraging students to think seriously about the teaching profession. The Batavia High School FEA undertakes many exciting activities including job shadowing, cooperative teaching, service projects, regional and national competitions, as well as visits to universities and corporate training facilities. The FEA holds an annual teacher recognition banquet and selects the BHS Teacher of the Year. Students wishing to participate should be interested in the field of education, administration, coaching, special education, or corporate training.

Games Club

The members of this club play various strategy, board and role-playing games. The club meets twice a week after school and sponsors a day-long game day once a month.

Gay Straight Alliance (GSA)

The BHS GSA works towards promoting acceptance, understanding, and equality for all people, of all backgrounds. Activities include LGBTQIA awareness campaigns, fundraising for charities, and discussion groups

Interact Club

Interact is a Rotary-sponsored service club. By serving the local community and abroad, Interact provides students with an opportunity to develop leadership skills, initiative, lasting friendships, and a close working relationship with their sponsoring Rotary club. The members meet weekly.

Interfaith Club

The Interfaith club is a student led group that provides students of different religious backgrounds to come together and discuss how their faith relates to everyday student life. Interfaith meets every Thursday morning.

International Club

This is a club made up of students with an interest in foreign language and cultures. It is not limited to foreign language students, however. Student exchange and travel are encouraged through American Field Service, Rotary Club International and Youth for Understanding. The club may also function as a support group for students of foreign extraction. This organization provides an opportunity for awareness of the many contributions of foreign cultures to American society. Meetings are held at various times throughout the school year. Generally, International Weekend, sponsored by AFS, is held in the fall. This provides opportunity for AFS students from other schools to visit us and share their cultures with Batavia residents.

Key Club

This club is sponsored by the Batavia Kiwanis Club and is open to students interested in belonging to a community service organization.

Political Debate Club

Political Debate Club offers students the opportunity to share their thoughts and beliefs about major contemporary issues. The club meets 2-3 times a month and members participate in both informal and formal debates with their peers.

Psychology Club

Psychology Club is an organization designed to foster the advancement of psychological knowledge for its members by providing a relaxed and informal social gathering for people to get together and share their views on psychological issues. The primary goal of this club is to help students better understand themselves, their behaviors, and the world around them. Psychology Club meets every other Thursday after school.

Scholastic Bowl

Scholastic Bowl team provides the quick-witted, knowledge-filled student with an outlet for his/her skills and the opportunity to compete non-athletically with Upstate Eight Conference rivals. It is an academic challenge where teams of five students compete against each other, trying to answer academic/trivia questions for points. All students are eligible to join.

Student Council

The Student Council is the student government organization in our school. It acts as an aid to student-faculty relations as well as a stimulant to student and civic activities. Members are selected in April. Students interested in membership should obtain a petition in March and submit the completed petition to the advisor. The entire student council will meet twice a month or whenever necessary. Participation in all student council events is encouraged.

Video Club

Batavia High School Video Club is an opportunity for students (grades 9-12) to learn about video production using a professional television studio and/or portable field gear. Held weekly in A131, students learn how to use the equipment associated with producing a show in a television studio including: studio cameras, a video switcher and a sound board. Other opportunities include learning how to shoot video outside of the studio with digital video cameras and then editing using the digital video editing program, Adobe Premiere in the past, Video Club has produced a short drama, "Luck-E's Loss" as well as two live shows, "Hello Again" and "Time2Watch" that aired weekly on BATV.

YMCA Youth and Government Organization

Students who have an interest in government policy and politics will find an outlet in this well-established organization. Sophomore, juniors and seniors are eligible. The program culminates in a three day exercise in our state's Capitol building in Springfield, Illinois. Students draft bills (proposed laws) that they think should be laws in our state. Over 1,000 students from all over Illinois bring their bills to the Capitol to be debated and voted upon. Students elect a governor and run a legislative simulation (mock state government) as close to the real thing as any simulation in the United States. The participation fee is approximately \$400.

BHS HONOR SOCIETIES

National Art Honor Society

Looking for a way to get to know your fellow art students better while giving back to the community? Join National Art Honor Society. Each member of NAHS completes 20+ hours of community service a year while also helping to plan and run our Fine Arts Festival in the spring. Students of this club also maintain a 3.0 general GPA as well a 3.4 GPA in art courses. Juniors and seniors are invited to join in the fall of each year. To join you must have the required GPA as well as have taken one art course. In order to graduate with NAHS honors students must complete the mandated service hours, maintain GPA requirements, attend our monthly meetings and have completed at least 3 art courses. Please see Ms. Zalkus for more information. <http://www.batavia101art.org>

National English Honor Society

The National English Honor Society (NEHS) is national organization exclusively for high school students who excel in the field of English. Participation in this organization is by invitation based upon academic accomplishments. It is open to seniors only. The Society participates in activities and service projects which promote the study and enjoyment of English.

National French Honor Society

Students are eligible to join la Société Honoraire de Français (SHF) after maintaining an A- average through French III. In addition to honoring academic achievement, this group enables members to participate in a wide variety of activities inspired by French or French-speaking countries from around the world. The group usually includes a service component, as well, such as working for Feed My Starving Children or raising funds to aid a school in Haiti. Members of this group exhibit a continuing, lifelong interest in French and French-speaking cultures.

National Honor Society (N.H.S.)

The purpose of the National Honor Society is to create an enthusiasm for scholarship, to stimulate the desire to render service, to promote leadership, and to develop character in high school students. Juniors with high standards of scholarship are eligible (3.85 GPA). Invitations to apply for membership are sent home during semester two of junior year. The faculty then evaluates them according to the other three qualifications. Candidates submit applications detailing their service to school and community, as well as leadership positions. Students with high recommendations are then invited to become members.

National Latin Honor Society

The National Latin Honor Society is an organization of students who have demonstrated excellence in the study of Latin. Students are eligible for membership by being an active member of the **National Junior Classical League**, earning an A- or higher in Latin III, and continuing their studies into Latin IV. In addition to honoring academic achievement this society focuses on providing service to the community, and promoting the study of the Latin language and ancient cultures. Membership to this organization encourages participation in cultural activities and the promotion of classical studies.

The Tri-M Music Honor Society

This is the international music honor society for high school students. It is designed to recognize students for their academic and musical achievements, reward them for their accomplishments and service activities, and to inspire other students to excel at music and leadership. Through more than 5,500 chartered chapters, Tri-M has helped thousands of young people provide years of service through music in schools throughout the world.

Students in Tri-M participate in a number of music related activities throughout Batavia High School and the greater community. Within the high school they assist with concert preparation, administrative tasks and help raise funds for the Music Buffs, Music Department and for donations to charity. Students in Tri-M are recognized throughout Batavia High School as exemplary students and role models for younger musicians.

Students may apply for entry into Tri-M during their Junior and/or Senior year. Applications can be found at bataviamusic.org and the process begins in September of each year.

National Spanish Honor Society

The *Sociedad Honoraria Hispánica* is an honor society that recognizes high achievement of high school students enrolled in Spanish and Portuguese languages. Students are eligible for SHH after maintaining an A- average through Spanish III. In addition to honoring academic achievement, this group enables members to participate in a wide variety of activities inspired by Spanish or Spanish-speaking countries from around the world to promote a continuing and lifelong interest in Hispanic studies and the Spanish language.

BHS ACTIVITIES

i heart art- high school invitational art show

Do you heart art?? Calling all high school students.....submit your best work!

This show is a celebration of cool art and we would love for you to be a part of this experience! It is a student invitational show open to all high school students throughout the area to submit any work created in or out of the classroom. This is a great opportunity for students to display their best work, share ideas, and make connections. See Ms. Zalkus or Ms. Schindlbeck for more information. They are always looking for submissions in October. <http://www.batavia101art.org>

Literacy Fest

Literacy Fest is a once a year activity where area high school students have an opportunity to showcase their writings and receive professional feedback.

Math Team

The Math Team competes in four contests each year against a variety of other high schools. They have regular practice sessions for students to come and prepare for the contests. Anyone can join!

Rock the Runway

Records, coffee filters, duct tape...everyday household items? Wrong, these are art supplies used for creating couture fashion. In 2009, Batavia High School debuted BHS Rock the Runway and we haven't looked back since. Each year a theme is developed by a group of students known as the Creative Directors. From this theme all BHS students are invited to create a piece of wearable art crafted from anything but fabric. These designs are then modeled on the runway during a yearly fashion show in the Batavia Fine Arts Centre. Students taking Sculpture: Art and Identity are invited to create a piece during class, but it is not necessary to be in an art class to be a part of this event. You are welcome to design on your own at home. See Ms. Zalkus for more information. <http://www.batavia101art.org>

Academic Challenges

Students may wish to challenge their abilities against students of other high schools. Opportunities include:

1. Problem Solving Team: A statewide competition that stresses teamwork in creative problem solving. Batavia is a former state champion.
2. WYSE Competition: World Wide Youth in Science and Engineering, WYSE, is a state competition in the areas of mathematics, English, chemistry, biology, physics, graphics, and computers. Students interested in participating in WYSE should contact the department chairperson of the competition area.
3. Upstate Eight Competitions: These include an Art Show, Literary Festival and a Mathematics Competition.
4. Foreign Language Competition: Sponsored by the respective statewide teachers associations in each foreign language, tests include Spanish, French and Latin.
5. All-State Music Competitions: For both ensembles and groups, students may perform in a judged competition.
6. Mock Trial Competition: Students who have an interest in trial procedure and perhaps an interest in being an attorney will find this a valuable experience. A team of five students will be selected from the students who are enrolled in the Advanced Placement U.S. Government and Politics class their senior year. A substantial time commitment is expected of the students selected to prepare a case for the defense or the plaintiff. A team of students from another area high school will prepare the other side of the case and a jury comprised of students from a third and fourth high school will render a verdict. The cases are tried before real judges in a real courtroom in the Kane County Judicial Center each spring.

Student Athletic Board

This organization is made up of Varsity letter winners who are in good standing as students and athletes. Members are selected by the respective head coaches of each sport from a list of student athletes recommended by the current board. The purposes of the organization are to raise the standards of athletics at Batavia High School, promote favorable sportsmanship, assist in conducting athletic events and pep assemblies, assist in the observance of training rules, and to sponsor activities which promote a fine school and community relationship.

BHS PUBLICATIONS

These publications are governed by School Board Policy (7:310)

Spectator

The Spectator is our school newspaper. The Journalism classes make up the staff. Anyone wishing to write for the paper should see the sponsor. The Spectator strives to improve school spirit and teacher-student understanding. The sponsor is responsible for this organization. The graphics class does the printing of the newspaper. The newspaper is distributed monthly.

Echo Yearbook Club

Staff members work throughout the school year to produce our school yearbook, which is called the Echo. The yearbook is a collaborative project where students make decisions regarding each aspect of the book's construction. The staff distributes the yearbook in the fall, typically during registration.

ATHLETICS (School Board Policy 7:300)

The Batavia High School athletic teams compete in the Upstate Eight Conference. We field teams at the varsity level in eighteen sports. Students interested in participating in athletic programs should contact the head coach of the sport or the Athletic Director. Please contact the Athletic Director for any updates on the IHSA rules for the 2010-2011 school year, or log on to IHSA at www.ihsa.org.

To help defray the cost of extracurricular athletics and to maintain current programs, each participant in Batavia interscholastic athletic programs will be required to pay a user's fee. This fee will be collected from each athlete for each sport in which he/she participates. Athletes must pay at the time indicated by the Athletic Director - before the first athletic contest.

Coaching Staff

Athletic Director Dave Andrews	
Baseball	Matt Holm
Basketball (Boys)	Jim Nazos
Basketball (Girls)	Kevin Jensen
Cross Country (Boys)	Bronco Meeks
Cross Country (Girls)	Chad Hillman
Cheerleading	Jennifer Melendez
Dance Team	Angie Fuqua
Football	Dennis Piron
Golf (Boys)	Tim DeBruycker
Golf (Girls)	Tim Kauffmann
Soccer (Boys)	Mark Gianfrancesco
Soccer (Girls)	Mark Gianfrancesco
Softball	Lupe Castenellos
Tennis (Boys)	Brad Nelson
Tennis (Girls)	Brad Nelson
Track (Boys)	Dennis Piron
Track (Girls)	Justin Allison
Gymnastics	Taryn Boyce
Volleyball	Lori Trippi-Payne
Wrestling	Scott Bayer

EXTRACURRICULAR ATHLETICS

Student participation in school-sponsored extracurricular athletic activities is contingent upon the following:

1. The student must meet the academic criteria set forth in the Board Policy #6:190 on school sponsored extracurricular activities.
2. The parent(s)/guardian(s) must provide written permission for the student's participation, giving the District full waiver of responsibility of the risks involved.
3. The student must present a certificate of physical fitness issued by a licensed physician, an advanced practice nurse, or a physician assistant who assures that the student's health status allows for active athletic participation. The Superintendent or designee shall maintain the necessary records to ensure student compliance with this policy.
4. The student and parent must sign the Code of Conduct for Extra Curricular Activities.

Key Provisions Regarding IHSA Rules

Eligibility Rules

When you become a member of an interscholastic team at your high school, you will find that both your school and the IHSA will have rules you must follow in order to be eligible for interscholastic participation.

The IHSA's rules have been adopted by the high schools which are members of IHSA as part of the Association's constitution and by-laws. They must be followed as minimum standards for all interscholastic athletic competition in any member high school. Your high school may have additional requirements, but they may not be less stringent than these statewide minimums.

The principal/official representative of your school is responsible to see that only eligible students represent the school in interscholastic competition. Any question concerning your eligibility should be referred to your principal/official representative, who has a complete copy of all IHSA eligibility rules, including the Association's due process procedure. Only the IHSA Executive Director is authorized to make formal rulings on eligibility, so if your principal/official representative has questions or wishes assistance in answering your questions, the principal/official representative should contact the IHSA Office. Information contained here highlights only the most important features of the IHSA bylaws regarding interscholastic eligibility. It is designed to make you aware of major requirements you must meet to be eligible to compete in interscholastic competition. The information here is only a general description of major by-law provisions and does not contain the statement of the by-laws in their entirety. You can review the by-laws at www.ihsa.org.

You may lose eligibility for interscholastic competition if you are not in compliance with IHSA by-laws. Remember, if you have any questions regarding IHSA rules; please contact your principal/official representative.

1. Attendance

- A. You may represent only the school you attend. Participation on a cooperative team of which your school is a member is acceptable.
- B. You must be enrolled and attending classes in your high school no later than the beginning of the 11th school day of the semester.
- C. If you attend school for ten (10) or more days during any one semester, it will count as one of the eight (8) semesters of high school attendance during which you may possibly have eligibility.
- D. If you have a lapse in school connection for ten (10) or more consecutive school days during a semester, you are subject to ineligibility for the rest of the semester. The specific terms of your extended absence must be reviewed by the Executive Director to determine if it is "lapse in school connection" or not.

2. Scholastic Standing

- A. You must pass twenty (20) credit hours of high school work per week. Generally, twenty (20) credit hours is the equivalent of four (4) .5 credit courses (two full credits).
- B. You must have passed and received credit toward graduation for twenty (20) credit hours of high school work for the entire previous semester to be eligible at all during the ensuing semester.

3. Residence

Your eligibility is dependent on the location of the residence where you live full time with your parents, parent who has been assigned custody by the court, or court appointed legal guardian. You may be eligible if you are entering high school as a freshman and:

- A. You attend the public high school in the district in which you live full time with both of your parents, custodial parent or court appointed guardian, or

- B. You have paid tuition to attend a public school for a minimum of 7th and 8th grades in a district other than the one where you live with your parents, custodial parent or court appointed guardian and you continue to pay tuition as a high school student in that same district; or
- C. You attend a private/parochial school located within the boundaries of the public school district where you live with your parents, custodial parent or court appointed guardian; or
- D. You attend a private/parochial high school and have attended a private/parochial school for 7th and 8th grades, or for any four (4) grades from kindergarten through eighth grades; or
- E. You attend the private/parochial high school which one or both of your parents attended; or
- F. You attend a private/parochial high school located within a thirty (30) mile radius of the residence where you live with your parents, custodial parent or court appointed guardian.

4. Transfer

- A. In all transfer cases, both the principal of the school from which you transfer and the principal of the school into which you transfer must concur with the transfer in writing on a form provided by the IHSA Office. You cannot be eligible when you transfer until this form is fully executed and on file in the school office.
- B. If you transfer after classes begin for the current school term, you will definitely be ineligible for thirty days from the date you start attending classes at the new high school. In addition, you will be ineligible for that entire school term in any sport in which you engaged in any team activity, including but not limited to tryouts, drills, physical practice sessions, team meetings, playing in a contest, etc. at the school from which you transferred. For example, if you were out for cross country at the school from which you transfer and transfer after classes have started for the school term, you will be ineligible for cross country that entire school term at the new school.
- C. If you transfer attendance from one high school to another high school, you will be ineligible unless:
 - 1. Your transfer is in conjunction with a change in residence by both you and your parents, custodial parent or court appointed guardian from one public school district to a different public school district;
 - 2. Your transfer is between high schools within a public school district and both you and your parents, custodial parent or court appointed guardian change residence to the district attendance area for the school to which you transfer;
 - 3. Your transfer is from a private/parochial school to your home public high school, you are entering a public high school for the first time, and the principals of both your former and the new school concur with your transfer;
 - 4. Your transfer is from one private/parochial school to another private/parochial school located within a thirty (30) mile radius of the residence where you live with your parents, custodial parent or court appointed guardian, you are changing high schools for the first time, and the principals of both your former and the new school concur with your transfer;
 - 5. Your parents are divorced or legally separated; you transfer to a new school in conjunction with a modification or other change in legal custody between your parents by action of a judge; and required court documents are on file at the school into which you transfer;
- D. If you transfer in conjunction with a change in legal guardianship, a ruling on your eligibility must be obtained from the IHSA Office.
- E. If you transfer attendance from one school to another while you are ineligible for any reason, the period of ineligibility imposed prior to your transfer or the period of ineligibility that would have been imposed had you stayed at the school, will be enforced at the school to which you transfer, even if you are otherwise in compliance with the bylaws.
- F. Any questions about your eligibility in any of these instances must be resolved by a formal ruling from the IHSA Executive Director.
- G. In all other transfer situations, a ruling by the IHSA Executive Director is necessary to determine your eligibility. This ruling must be obtained in writing by the principal/official representative of the school into which you transfer before you participate in an interscholastic athletic contest.

5. Age

You will become ineligible on the date you become twenty (20) years of age, unless your twentieth birthday occurs during a sport season. In that case, you will become ineligible at the beginning of the sport season during which your twentieth birthday occurs.

6. Physical Examination

You must annually have placed on file with your principal/official representative a certificate of physical fitness, signed by a licensed physician, physician's assistant or nurse practitioner in order to practice or participate. Your physical examination

each year is good for only one (1) year from the date of the exam. The physician's report must be on file with your high school principal/official representative.

7. Amateur Status

- A. If you win or place in actual competition, you may accept a medal or trophy for that accomplishment, without limit to its cost. Your school may provide IHSA state champions with championship rings/mementoes.
- B. For participating in competition in an interscholastic sport, or for athletic honors or recognition in a sport, you may receive any type of award (except cash, check or legal tender) that does not exceed \$75 fair market value. There is no limitation on the value of your school letter.
- C. The amateur rule does not prohibit you from being paid to referee, receiving pay for teaching lessons or coaching in a little kids' league, etc. It only applies to your own competition in an athletic contest.
- D. If you violate the amateur rule, you become ineligible in the sport in which you violate. You must be reinstated by the Executive Director before you may compete again.

8. Recruiting of Athletes

- A. The by-laws prohibit recruiting of high school students for athletics. If you are solicited to enroll in or transfer to a school to participate in athletics, you are being illegally recruited and your eligibility is in jeopardy.
- B. You will lose your eligibility if you enroll in or transfer to a school in response to recruiting efforts by any person or group of persons, connected with or not connected with the school, related to athletic participation.
- C. You will lose your eligibility if you receive special benefits or privileges as a prospective student-athlete which are not uniformly made available to all students who attend your school.
- D. You may not receive an "athletic scholarship" or any other special benefit from your school because you participate in athletics.
- E. It is a violation for any student-athlete to receive or be offered remuneration or any special inducement which is not made available to all applicants who apply to or enroll in the school.
- F. It is also a violation to induce or attempt to induce or encourage any prospective student to attend any member school for the purpose of participating in athletics, even when special remuneration or inducement is not given. Please remember that you may not be offered or receive any benefit, service, privilege or opportunity which is not also provided or made available to all prospective students at that school. Note: If you are interested in finding out more information about a school, contact the principal/ official representative or an administrator at the school, not a member of the coaching staff.

9. School Team Sports Seasons

- A. Each sport conducted by IHSA member schools has a starting and ending date. Your school may not organize a team, begin practice or participate in contests in a given sport until the authorized starting date. Your school may not continue to practice or participate in contests after the authorized ending date. This means that:
 - 1. During the school year, you may not participate on a non-school team coached by any member of your school's coaching staff unless it meets specific criteria established by the by-laws.
 - 2. No school coach may require you to participate in an out-of-season sport program as a requirement for being a member of a school team.
- B. Violation of the sport season by-laws will result in penalty to you and/or to your school's coaching personnel.

10. Playing in Non-School Competition

- A. During the time you are participating on a school team in a sport at your high school, you may neither play on a non-school team nor compete in non-school competition as an individual in that same sport or in any skill of that sport.
- B. If you participate in non-school competition during a sport season and subsequently wish to join the school team in the same sport, you will not be eligible.
- C. If you wish to participate in a competition sponsored and conducted by the National Governing Body, or its official Illinois affiliate for the sport, your principal/ official representative must request approval in writing from the IHSA Office prior to any such participation.
- D. You may try out for a non-school team while you are on your school's team in that same sport, but you may not practice, receive instruction, participate in workouts, or participate in competition with a non-school team in that same sport until you cease being a member of your school's team. You cease being a member of your school's team when the team(s) of which you are a member terminates for the school term.
- E. You will become ineligible if you participate on, practice with or compete against any junior college, college or university team during your high school career.

11. All-Star Participation

- A. After you have completed your high school eligibility in the sport of football, basketball, soccer or volleyball, you may participate in three (3) all-star contests in any of these sports and still play for other school teams, provided

the high school season in that sport has been completed. You may lose your eligibility for other interscholastic sports if you play in all-star competition in any of these sports under any other conditions.

- B. You are not restricted from participating in all-star competition in sports other than football, basketball soccer or volleyball, except that you may not do so during the school season for the sport.

12. Coaching Schools

- A. A coaching school, camp or clinic is defined as any program, sponsored by an organization or individual, which provides instruction in sports theory and/or skills; which does not culminate in competition, and which is attended by more than two (2) persons from the school which the student attends.
- B. During the school term, you may not attend a coaching school or clinic for any interscholastic sport.
- C. You may attend a coaching school, camp or clinic during the summer (that period between the close of school in the spring and the opening of school in the fall) within the following criteria: 1. You may not attend a coaching school, camp or clinic for any sport after Saturday of Week No. 4 in the IHSA Standardized Calendar (July 28, 2007).
- D. You may take a private lesson at any time provided no more than two students from your school are in the private lesson.

13. Misbehavior During Contests

- A. If you violate the ethics of competition or the principles of good sportsmanship, you may be barred from interscholastic athletic contests, either as a participant or spectator or both.
- B. If you are ejected from a contest for unsportsmanlike conduct, you will be ineligible for your team's next contest. You are also subject to other penalties.