

From the Deans'/Attendance Office

Dr. Ronaye Bush ~ Assistant Principal

Another school year is underway, and it is one of new beginnings for many. The Deans Office is looking forward to a great year. According to many staff members, this year we have enjoyed one of the best starts to the school year! I would like to welcome all new and returning parents and students to the eleventh year of Bartlett High School. I trust that with this great staff, focused students, and supportive parents, a successful school year is in store for all of us.

It has been our experience that even the “best” students occasionally make poor choices. In an effort to be proactive, please discuss the following information with your son/daughter, assisting them to make well-informed decisions. It will always be our goal to be a partner with you throughout your son’s/daughter’s high school career. We may at times disagree; however, it will be done respectfully. We encourage you to read the student planner carefully as it contains a vast amount of essential information.

Meet the Deans’ Office Staff - Dean of Students: Ann Kallenbach , Joan Borre, Peter Serpe, and Chuck Fed; Police Liaison: Rich Bosh; Deans’ Assistants: Ralph Robles, Chris Williams, Jason Wood, Kathy Prince, and Alan Walker. Dean Secretary: Peg Miller; Dean/Special Education Secretary: Erika Gavina; Attendance Secretaries: Kathy Scumaci and Hilda Villasana. In the next edition we will introduce our many student pages who volunteer their help and without whom we could not survive!

“H.E.L.P. Hot Line”- “Help Everyone Live Peacefully” The purpose of this phone line is to give you the opportunity to share information with the school. Dial the main number, (630) 372-4700, and **press 6**. You will not be required to identify yourself. Many of you possess information that would assist us in the elimination of unacceptable and/or unlawful behavior and activities. All information will be forwarded to the appropriate personnel. You will not be contacted with the results of any exploration. Please do not use this line to address academic concerns. Continue to contact the appropriate teacher or division chair.

Student Handbook/Planner – Please encourage your son/daughter to use their student planner on a daily basis. The planner is organizational, informational, and inspirational! We encourage you as a parent to review all the items, paying special attention to attendance and

discipline guidelines. Be pro-active and help your child make positive choices.

Student Dress – Students’ dress and grooming must not disrupt the educational process, interfere with the maintenance of a positive teaching/learning climate, or compromise reasonable standards of health, safety, and decency. As such, the District has adopted a new dress code (page 42-43 in the student handbook), and we encourage you to review it with your child. Short shorts or skirts, half shirts, halters, sleeveless garments, revealing tops or pants, beach wear, etc. are not appropriate attire for school. Apparel that promotes or advertises drugs, alcohol, tobacco, or inappropriate activities is not permitted. Students may be asked to wear a T-shirt, put on gym shirts/shorts, or asked to return home for a more appropriate outfit. We ask our students to act, speak, and present themselves in a manner personifying mutual respect and respect for the learning environment. Please assist us in accomplishing this goal by taking note of the clothing your student has chosen to wear to school. We thank the many parents and students that have extended supporting comments already this year!

I.D’s - While in the building during school hours, district policy requires that identification badges be displayed on the upper torso of all students, staff members, and visitors. Visitors to the building will be issued an I.D. after signing in at the main entrance, which is accessible from Schick Road. For safety reasons, we require the use of the issued “break away” lanyard. Replacements can be purchased for \$1 at the Attendance Office. Students not displaying their I.D. properly will be issued a consequence.

Parking - Driving a motor vehicle to school and parking on campus is a privilege! This privilege is afforded to Juniors and Seniors **only**. A student must be in their third year of high school, have a minimum of 18 credits, have a valid driver’s license, and provide proof of insurance to be eligible for a parking sticker. **Cars without valid BHS parking stickers displayed appropriately will be ticketed.** Continued abuse of parking regulations will result in the vehicle being towed at the owner’s expense.

Driving - It is important for the students to realize that the “rules of the road” apply on Bartlett High School grounds. For violations such as drag racing, speeding, improper starts, “doing donuts,” etc., the student would

receive a citation for “reckless driving.” The student’s parking privileges will also be revoked. Please assist us this with your son/daughter. It is not our intent or our desire to cite our students for driving violations. Our hope is that the students will drive within the parameters determined by the Illinois Vehicle Code.

Closed Campus - Bartlett High School is a closed campus, as are all high schools of District U-46. As stated in the student handbook, “all students must remain in the school building for the entire school day after arrival unless excused by their parents and the building administration **prior** to leaving.” Students are not permitted to visit the parking lot area during the school day. If a student chooses to leave campus, their parking privileges will be revoked and consequences will be assigned.

Fast Food

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

“The Rock” - Each school in the district has a specific “rock” for the purpose of promoting school spirit. This rock is occasionally painted by students, generally aligning with recognized school events, i.e. the start of school, a game against an in-district rival, homecoming, special events, etc. The rock is not only painted by our own students, but occasionally by rival schools. The painting of the rock is an accepted practice throughout District U-46. A view of the area, however, reveals that students can occasionally become “over zealous.” The intentional defacing or damage of school property or grounds will be considered vandalism resulting in both school and police intervention.

Smoking - The use of tobacco on school grounds is prohibited by the Illinois School Code, 105 ICLS 5/10-20.5b, and also prohibited under the Bartlett Municipal Code, Title 5, Chapter 7. The ordinance states that “*it shall be unlawful to use tobacco on or within any school property located within the corporate limits of the village of Bartlett by any school personnel, student or other person, regardless of whether the use of tobacco occurs inside or outside of a school building and regardless of whether school is in session.*” “*Fines for this violation shall not be less than fifty dollars (\$50.00) nor more than seven hundred fifty dollars (\$750.00).*” Please be advised this ordinance applies to all persons on school property and is strictly enforced by the Bartlett police. When visiting Bartlett High School, please

in being pro-active and discuss

observe the no smoking restriction. Please be pro-active and discuss this with your son/daughter, assisting them to make a positive choice.

Attendance - Please remember to call the Attendance Office to report a student’s absence (630-372-4700, Ext. 4710). There is a voicemail associated with this number during non-school hours. If we are not notified by 10:30 a.m. on the day your son/daughter is absent from school, the student will be recorded as truant. To prevent forged notes being submitted to the Attendance Office to excuse a student’s absence, it is necessary for the Attendance Office to receive a **parent phone call** in order to excuse a student’s absence.

Tardy to School - Students are allowed two (2) excused tardies to school per semester with a **parent phone call**. Once a student has accumulated two excused tardies, any additional tardies are recorded as unexcused and the reason becomes a non-issue. In the case of a tardy, you should continue to call the school to prevent the student’s absence being recorded as a truancy. Late arriving students are required to sign in at the Attendance Office. Road construction or weather is not an excuse to be late to school. Expect delays, plan ahead, leave early!

Signing Out - Students must have prior permission to leave school during regular school hours. All students must sign out at the Attendance or Nurse’s Office. A student who chooses to leave school without signing out, or having prior permission to do so will be considered truant and in violation of Closed Campus. Notes from home are not accepted; a parent phone call is required.

Electronic Devices - CD players, Walkman radios, and calculators are the most often stolen items in a high school. At no time should a student leave their belongings unattended, nor should they give their locker combination to “friends.” Any items of value should either remain at home or be locked up in the locker provided. In the event of a lost item, the student should check the Lost and Found located in the Attendance Office. In the event an item is stolen, the student should file a theft report with our police liaison, Officer Bosh, located in the Deans’ Office. Cell phones and pagers are not to be used in any fashion during the school day. They must be turned off and put away. Laser pens are not permitted. The school assumes no responsibility for lost or stolen items.

High School Attendance Program – This program will be continued this school year. It deals with both class tardies/truancies and overall absences. The policy

reinforces the importance for arriving to class on time. Please take time to review the attendance material which begins on page 31 of the handbook, which students

received at registration. Please call the Deans' Office if you have questions regarding the procedures.

Student Visitors - Student visitors (friends of friends), are not allowed. Once the novelty of attending a friend's school wears off, they become a distraction to both the teacher and the other students. The student has not completed homework, has no previous background in the subject area, is not an engaged learner, does not participate in written assignments, and uses educational time to socialize. We feel placing a non-BHS student in a class can only have a negative affect on the classroom climate and ultimately your student's education.

Thank you for your support and as always, it's a great day to be a Hawk!

TO REPORT YOUR STUDENT'S ABSENCE, CALL 630-372-4700, EXT. 4710.

GO HAWKS!