

## **INTRODUCTION**

The **2017-2018 STUDENT/PARENT HANDBOOK** is presented by the Board of Education of **Bunker Hill Community Unit School District No. 8** in an effort to inform all parents and students of their rights and responsibilities as patrons of the schools of Bunker Hill. The handbook has been adopted by the Board of Education to clarify the procedures followed in the local district and implement provisions of the School Code of Illinois and the Rules and Regulations of the State Board of Education. Questions about any of the items included herein may be directed to any of the building principals or the administrative staff.

It is a well-established fact that parents make the most vital contribution to the educational development of the child. All parents are urged to help in directing the energies of their children along constructive lines and assist in the development of good citizens. It is to further this purpose that this handbook has been distributed.

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**BUNKER HILL COMMUNITY UNIT DISTRICT #8**

**ADMINISTRATIVE PERSONNEL**

**Dr. Victor C. Buehler, Superintendent**

504 E. Warren Street 618-585-3116  
Bunker Hill, IL 62014

**Mrs. Rhonda Whitworth, District Bookkeeper/Board Treasurer**

**Ms. Melisa Wright, District Secretary/Board Secretary**

**ATTENDANCE CENTERS**

**Mr. Matthew Smith, Principal** 618-585-3232

Bunker Hill High School  
314 South Meissner Street  
Bunker Hill, IL 62014

**Mrs. Stephanie Cann, Principal** 618-585-4831

Wolf Ridge Education Center  
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**DISTRICT NURSE**

**Mrs. Christy Scott** 618-585-4831 Ext 325

**FOOD OPERATIONS**

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700 West Orange Street  
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## **PHILOSOPHY OF EDUCATION**

Any philosophy of education should be based on a clear understanding of the interests, characteristics, abilities, and needs of the individual and of the society in which the student lives. It is the responsibility of the community to provide educational experiences that will assist the student in becoming a responsible and contributing member of society.

The teacher, the administrator, and the Board of Education should strive continuously to maintain a harmonious working relationship and to establish confidence in and respect for each other's viewpoint. Together, they should provide a sequence of experience that will assist the students in discovering their interests and abilities, and thus furnish them a firm basis for making a wise professional or vocational choice.

The teacher should assist the student in acquiring good work habits and in learning to appreciate and take pride in good workmanship. The teacher should help the student to feel accepted for individual contributions to the class so that each pupil will have a feeling of accomplishment and security while developing skills. The administrator and the Board of Education should serve as liaison personnel to keep parents and the public informed as to the progress, needs and effectiveness of the school system.

The home and the school have a special obligation to help the student develop a feeling of responsibility as a member of our democratic society, as well as to cultivate attitudes which will serve as a basis for loyalty, good citizenship, and worthy home membership. Each student should become a part of the total group while developing initiative, sharing the responsibility and learning to respect the rights of others.

Education is a right and a privilege. Any student desiring an education should receive the assistance of all concerned.

## **INSTRUCTION GOALS**

1. Achieve a feeling of self worth.
2. Acknowledge the dignity of all people.
3. Grow as a responsible member of their family and to recognize the family as the basic social unit.
4. Strive for physical, mental, emotional, and social health.
5. Develop and maintain a positive attitude toward learning.
6. Acquire habits of analytical thinking and problem solving.
7. Develop skills and abilities in reading, writing, speaking, and listening to communicate ideas and feelings.
8. Achieve potential through the opportunities offered.
9. Develop skills necessary to use available educational resources.
10. Realize the role of careers in society and to understand changing opportunities.
11. Develop the duties and responsibilities of a free citizen in a democracy.
12. Appreciate culture and beauty that exists in the world.

## **ADMISSION OF PUPILS**

All students entering Kindergarten must be 5 years of age by September 1, and all students entering the first grade must be 6 years of age by September 1.

All students entering Kindergarten or first grade in Bunker Hill Community Unit School District #8 are required to have a properly certified birth certificate at registration.

All students entering Pre K or kindergarten for the first time and entering sixth and ninth grade must comply with Public Act 81-184, Section 27-8.1 of the School Code of Illinois by having a health examination by a licensed physician. This examination must be on file with the Principal before October 15th. The doctor should indicate that all immunizations required for entrance into school have been completed.

A dental examination is required prior to entering kindergarten, second, and sixth grades. As of January 1, 1993, it is required that each parent or legal guardian of a child between the ages of six months through six years provide a statement from a physician or health care provider that he child has been screened for lead poisoning. This statement is to be provided prior to admission and subsequently in conjunction with physical examinations. An eye exam is also required for students entering kindergarten for the first time. (Public Act 87-175).

All new enrolling students and those entering kindergarten, sixth, and ninth grades are required to have a physical examination. Illinois students transferring in may use their physical exam records from their previous school. Out of state students transferring in will need a new physical exam within 30 days of enrollment. Students are required to have all immunizations up to date as required by the Department of Public Health.

Students transferring into a new school district within the State of Illinois must show proof of immunization and current health examination. A student, of any grade level, entering Bunker Hill Schools from out-of-state districts must present a completed current examination form. All students new to the district must present a birth certificate and a student transfer form from their previous school.

As of school year 2015-16 students entering twelfth grade for the first time must have two doses of the Meningococcal Conjugate (MCV4). If the first dose of MCV4 was administered at age 16 or older; ten only one does is required for entry into the twelfth grade.

Students entering from "Home School" or Private Schools" may need additional information prior to entrance. Contact the appropriate building office.

Students attending Bunker Hill Schools must physically reside, on a full-time basis, within the boundaries of the Bunker Hill School District as per the Illinois School Code 105 ILCS 5.10-20.12b. A student's residence is the same as the person who has legal custody of the student. Non-resident students wanting to attend Bunker Hill Community Unit School District #8 must pay tuition as mandated by law at the rate established by the Illinois State Board of Education. Proof of residency is required at the time of registration. Examples of this include: utility bills, driver's license, voter registration card, or anything with the parent or guardian's name and address. For further information and/or to have your questions answered relating to this topic, contact the District Office at 618-585-3116.

## INSTRUCTIONAL MATERIALS FEE

(Per School Year)

<b>Grades K-5</b>	
Book Rental (Includes Workbooks)	\$92.00
<b>Grades 6-8</b>	
Book Rental (Includes Workbooks)	\$90.00
Activity Fee (Maximum fee per student is \$80)	\$40.00
<b>Grades 9-12</b>	
Book Rental (Includes Workbooks)	\$110.00
Art Lab Fee (Per Semester)	\$20.00
Dual Credit Lab Fee	\$20.00
Parking Fee (Per year)	\$40.00
Driver's Ed Lab	\$250.00
Secretary of State fee for Driver's Education	\$20.00
Activity Fee (Maximum fee per student is \$100)	\$50.00

Fees are due at the time of admission of the student in school. Special arrangements for payment of fees can be made with the office of the school attended. Payment for all fees can be made with major credit, debit and prepaid debit cards in person at the Office of the Superintendent, online at <https://bhschools.wordpress.com/>, or by phone at 1-888-604-7888 through GovPayNet. A minimal service fee will apply.

Students are responsible for lost or damaged textbooks, library books and equipment. All lost or damaged materials must be paid for before the end of the school year. Each student's name will be placed on the label in all textbooks assigned to the pupil. This helps in recovering lost books.

### ATTENDANCE

**At the Elementary level**--each parent is requested to call the school or send a written excuse for each absence upon the student's return to school. Acceptable reasons for absence are personal illness and a death in the family. Family vacations are not normally acceptable absence. Remember that each day a student is absent from school something important is missed. Do not allow the student to miss school for unimportant things. When unusual circumstances necessitate an extended period of unavoidable absence, please contact the teacher and/or the school office to make arrangements for the student to keep up to date in class work. The school office will, from time to time, call on absent students at home to verify an absence.

If an excuse for dental or medical appointments is necessary, the student must give the school a signed, dated note stating (1) the reason for being excused; (2) the time the student will be picked up; and (3) the time the student will return to class.

**At the Secondary level**--there are special regulations concerning attendance. They are explained in the High School Handbook.

### Release Time for Religious Instruction/Observance

A student will be released from school, as an excused absence, to observe a religious holiday, or for religious instruction. The student's parent/guardian must give written notice to the building principal at least 5 calendar days before the student's anticipated absence. Students excused for religious reasons will be given an opportunity to make up any examination, study, or work requirement.

### RELEASE OF STUDENTS DURING SCHOOL HOURS

For the protection of the student, parents who wish to pick up students during the school day should do the following:

1. Call the building and state the reason for early release.
2. Give the time student is to be picked up.
3. Tell by whom the student will be picked up, since students will be released only to their parents or a person they designate.
4. If the student is to be released to a person other than parents, the person should be prepared to provide identification if not known to the school.

**At the Secondary Level**, there are additional regulations concerning the release of students. These are explained in the High School Handbook.

### GRADING AND REPORTING

A formal **Report to Parents** is issued four times during the school year. These reports are given to pupils to take home or sent by mail the week following the close of each nine weeks grading period. In addition to the regular report to parents, other communications may be sent to parents whenever a teacher wishes to call attention to outstanding work, marked improvement in a particular area, unsatisfactory work, irregular attendance, etc.

The following scales will be used:

<b>ELEMENTARY GRADING SCALE</b>
S=Satisfactory
N=Needs Improvement
U=Unsatisfactory
P=Pass
F=Fail

<b>JUNIOR HIGH/HIGH SCHOOL GRADING SCALE</b>			
Letter Grade	Point Grade	Numerical Percentage	Weighted Classed
A+	97-100	4.0	5.0
A	93-96	4.0	5.0
A-	90-92	3.667	4.667
B+	87-89	3.333	4.333
B	83-86	3.0	4.0
B-	80-82	2.667	3.667
C+	77-79	2.333	3.333
C	73-76	2.0	3.0
C-	70-72	1.667	2.667
D+	67-69	1.333	1.333
D	63-66	1.0	1.0
D-	60-62	0.667	0.667
F	59-0	0.000	0.000

Report card grades are recorded on cumulative folders. The 7th grade and up will record semester grades. K-6 will record yearly grades.

All teachers at all grade levels will test and all tests must be weighted. Teachers must record in their grade book their system for weighting tests.

### **PROGRESS REPORTS**

Progress Reports are issued at mid-quarter by teachers stating the progress of any or all of their students. All students who are doing “D” or “F” work must receive a report.

### **TRUANCY AND SUPPORTIVE SERVICES**

The **Bunker Hill Community Unit District #8** Board of Education supports the principle that local school districts must have the responsibility for matters pertaining to student attendance. The Board recognizes the following definitions:

*Truant:* A child subject to compulsory school attendance who is absent without a valid cause from such attendance for a school day or portion thereof.

*Valid Cause:* A child may be absent from school because of:

1. Illness
2. Observance of a religious holiday
3. Death in the immediate family
4. Family emergency
5. Situations beyond the control of the student as determined by the School Board
6. Other circumstances which cause reasonable concern to the parent for the safety or health of the student.

*Chronic or Habitual Truant:* A child who is subject to compulsory school attendance who is absent without valid cause from such attendance for five (5) percent or more of the previous 180 regular attendance days.

*Truant Minor:* A child to whom supportive services, including prevention, diagnostic, intervention and remedial service, alternative programs, and other school and community resources have been provided and have failed to result in the cessation of chronic truancy or have been offered and refused.

Using the definitions cited, the school district shall determine if the student is a “**Chronic** or **Habitual**” truant. If it is determined that the student is a “**Chronic** or **Habitual**” truant, services which must be provided to the chronic truant may include but not be limited to:

1. Parent/Teacher Conferences
2. Counseling Services by Social Worker
3. Counseling Services by Psychologist
4. Psychological Testing
5. Alternative Educational Programs
6. Alternative School Placement
7. Report to DCFS (Division of Children and Family Services)

When the student is classified as a “Chronic or Habitual” truant, the building principal shall direct the process for the development of an Optional Educational Program. This program shall designate the specific services or educational program the student shall receive.

### **DISCIPLINE**

**Bunker Hill Community Unit School District #8** believes that a proper learning environment can only be maintained if a proper disciplinary environment is maintained. Each school has an established policy regarding school discipline on file in the principal's office. Parents are welcome to discuss that policy with the Principal at any time.

A central goal of our schools is to help students develop self-discipline: a capacity for wise behavior through inner control based on a sound knowledge of the forces in life. Our schools must help each student learn to control himself/herself and to conform within reasonable limits to his/her environment. Inner control, which has been developed since birth in the home, is a significant element in the worth and dignity of each individual.

Behavioral control measures must be involved when a student or students disobey. Causes of infractions of rules and departures from good behavior should be studied and correction should be sought through improvement of casual factors before punishment is involved. Study of individual differences, conferences with pupil and parent, and assistance from the principal and specialist within the school system should be the teacher's first thought in attempting to help a pupil correct behavior patterns which are retarding development and interfering with the rights of others.

School officials shall limit the number and duration of expulsions and out-of-school suspensions to the greatest extent practicable, and , where practicable and reasonable, shall consider forms of non-exclusionary discipline before using out-of-school suspensions or expulsions. A student may also be subject to the following behavioral and disciplinary interventions including but not limited to the following: correspondence with parents or guardians about behavior, check-in/check-out, functional behavioral analysis (FBA), behavioral improvement plan (BIP), behavioral contract, counseling, and/or other interventions and resources.

### **STUDENT DISCIPLINE - BULLYING**

The Bunker Hill Community Unit District #8 Board of Education has adopted the following policy on student bullying:

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 school goals.

Bullying on the basis of actual or perceived race, color, national origin, immigration status, 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 busses or other school vehicles, or at designated school bus stops.



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 a school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school. This item (4) applies only in cases in which a school administrator or teacher receives a report that bullying through this means has occurred and does not require a district or school to staff or monitor any non-school related activity, function or program. Per 105 ILCS 75/10, the school district will conduct an investigation and will require a student to cooperate in the investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to make a factual determination.

Aggressive behavior is defined as assertive words and/or actions intended to threaten, injure, harass, provoke or incite another person or as hostile words and/or actions towards the property of another. Bullying is defined as a form of aggression in which one student or a group of students physically or psychologically harasses a victim over a period of time and action is unprovoked and repeated, causing an imbalance of power. This includes communications made in writing or electronically. Examples of bullying may include, but not limited to:

- Physical Bullying: may include punching, shoving, poking, hair pulling, or other similar behaviors.
- Verbal Bullying: may include name-calling, teasing, gossip, humiliation, intimidation, or other similar behaviors.
- Cyber-Bullying: "Cyber-bullying" means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo electronic system, or photo optical system, including without limitation electronic mail, internet communications, instant messages, or facsimile communications. "Cyber-bullying" includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of bullying in this Section. "Cyber-bullying" also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of bullying in this Section.

Students who believe they are victims of bullying or harassment or who have witnessed such activities are encouraged to report the matter to a teacher, counselor, or the building principal. Students can also complete bullying report forms and place forms in the bully box located in the office. All reports of bullying will be kept confidential to the extent possible given the need to investigate.

The administration is directed to provide to District schools and parents educational materials designed to assist in preventing bullying and to minimize the risk of being bullied. Students who engage in acts of bullying may be subject to discipline in accordance with the Board's general student discipline policy. Such discipline may include verbal or written reprimand, in-school suspension, change of placement and/or out of school suspension or expulsion. Parental notification will be made in accordance with the Board's student discipline policy. Victims of bullying will be provided with information regarding services, such as counseling, support services, and other programs, offered within the school and community.

## **BOARD DISCIPLINE POLICY**

**Good discipline** is extremely important to the school program. In all disciplinary actions, teachers are reminded that they are dealing with individual personalities. Thus, a child's personality, disposition, and personal characteristics should be given consideration before prescribing treatment. In maintaining discipline, teachers must be able to proceed with the assurance that support will be forthcoming from the principal, the Superintendent of Schools, and the Board of Education. The Board of Education also encourages parental support of this and the following discipline policies.

The following guides to good discipline are recommended:

1. Good discipline should be positive rather than negative in nature.
2. Good discipline should be fair, dignified, and in good temper.
3. Conferences with teachers, principals, and parents should be effectively employed to bring about acceptable classroom behavior.
4. All information concerning the student on his/her family background should be held in strict confidence.
5. Discipline administered should not cause the student to lose status before his/her social group.
6. In cases when ordinary and usual methods of correction are ineffective, the teacher may send the pupil to the Principal for further action.

In the case of major disciplinary infractions, the Superintendent and building Principals are authorized to suspend students from school as provided in Chapter 122, Article 10, Section 22.6 of the School Code.

At each grade, there are additional regulations concerning discipline. These are explained in the appropriate sections.

## **SCHOOL SAFE ZONE**

All schools in **Bunker Hill Community Unit District #8** are located in a **“School Safe Zone”**. This means that any student in violation of selling, possessing, or using drugs; possession of a weapon on school grounds or gang recruitment, will be subject to increased penalties from the legal system. The school district will pursue this law to its fullest extent. The **“School Safe Zone”** extends 1000 yards in each direction from school.

## **SUPERVISION OF ACTIVITIES**

Teachers, Principals or other supervisors provide guidance and control of activities during their free time, using as a basis the principles of behavior accepted for their school. Special effort is made to maintain a constructive type of guidance to help the student to develop the best self-controlled behavior.

## **ARTICLES PROHIBITED IN SCHOOL**

Problems arise each school year because students bring articles to school which are hazardous to the safety of others and which interfere in some way with school procedure. Such items as water guns, hard balls, sling shots, radios, etc., if brought to school are undesirable and will be confiscated. Also, any kind of device used in a threatening manner will be considered a weapon and will lead to severe consequences including suspension and/or expulsion. Parents are requested to help students understand the necessity for this procedure. See building handbooks for additional information.

## WELLNESS

Student wellness, including good nutrition and physical activity, shall be promoted in the District's educational program, school activities, and meal programs. Goals will support and promote good nutrition and an active lifestyle for all students and foster the positive relationship between good nutrition, physical activity, and the capacity of students to develop and learn.

## HEALTH MATTERS

Teachers are permitted to administer first aid in case of an accident but are not allowed to dispense internal medicine such as aspirin, toothache medicines, injections, etc.

Because the school nurse is not always available to administer medication to students, a medication policy is in effect. **See the Student Handbook for building procedures.**

If your child requires medication for a short-term illness, ask your doctor to schedule dosage times around school hours. You might also want to consider administering the medication yourself to your child during his/her lunch period or recess time.

If your child requires medication and/or treatments on a daily basis for a chronic condition (long-term medication or treatment), arrangements will need to be made with the school in advance. This policy, although it may create some inconvenience, has been adopted with the safety and security of our students and faculty in mind.

Bunker Hill Community School District #8 allows self-administration of medication by a student with asthma or the use of an epinephrine auto-injector by a pupil at risk of anaphylaxis. All inhalers and epinephrine auto-injectors must be provided by the student's parent and have a medication authorization form completed by the student's health care provider.

In addition, Public Act 97-0361 allows schools to voluntarily maintain a supply of emergency epinephrine auto-injectors (EpiPens) for students who have forgotten their EpiPen at home or who do not have a known allergy. The school nurse may administer an EpiPen to any student that he or she, in good faith, professionally believes is having an anaphylactic reaction and who does not have an Emergency Action Plan in place.

If you have any questions, please call the nurse or office will notify you in the event of a serious accident or sudden illness. If you are not at home, the school personnel will call the alternate phone number on the student's emergency contact list.

It is essential that all accidents occurring on the school premises be reported immediately to a person in charge, i.e., Principal, teacher or playground supervisor. An accident report form will be completed and filed for each accident reported.

Procedures as outlined in the First Aid Procedures for Injuries and Illnesses from the Illinois Department of Human Services will be followed by District Personnel.

A student's parent(s)/guardian(s) shall present proof that the student received the following health/dental/vision examinations and immunizations against, and screenings for, preventable communicable diseases, as required by the Illinois Department of Public Health:

1. Pre K – New physical showing proof of State required immunizations;
2. Kindergarten – New physical showing proof of State required immunizations, eye exam, and dental exam;
3. Second Grade – Dental examination;
4. Sixth Grade – New physical showing proof and State required immunizations and dental exam;
5. Ninth Grade – New physical showing proof of State required immunizations;
6. Twelfth Grade – Immunizations up to date plus Meningococcal Conjugate (MCV4) as required by the State;
7. Out of State/Country Transfer Students – Must have an Illinois physical and up-to-date immunizations within 30 days of school entry and a comprehensive eye exam. All immunizations must be up to date upon school entry. Failure to meet school physical and immunization requirements will result in exclusion from school after October 15, of each school year or after 30 days of enrollment.

The required health examinations must be performed by a physician licensed to practice medicine in all of its branches, an advanced practice nurse who has a written collaborative agreement with a collaborating physician authorizing the advanced practice nurse to perform health examinations, or a physician assistant who has been delegated the performance of health examination by a supervising physician.

Unless the student is homeless, failure to comply with the above requirements by October 15 of the current school year will result in the student's exclusion from school until the required health forms are presented to the district.

Parents/guardians of children between the ages of 6 months and 6 years must provide a statement from a physician that their child was "risk-assessed" or screened for lead poisoning in accordance with State law.

As per Public Act 009-0249 enacted August 3, 2015: "Parents or legal guardians who are requesting a religious exemption to immunizations or examinations must use the required immunization and or examination exemption form. A separate form must be used for each child with a religious exemption enrolled to enter any public, charter, private or parochial preschool, kindergarten, elementary or secondary school. This form may not be used for exemptions from immunizations and/or examinations for personal or philosophical reasons. Illinois law does not allow for such exemptions. The required form may be obtained from the office at the school, or from the ISBE and IDPH websites."

### AED

Bunker Hill Community School District #8 requires an automated external defibrillator (AED) to be placed in each indoor and outdoor physical fitness facility and athletic field. A trained AED user is on staff during regular business hours, practices and games. The AED is within 300 feet of the outdoor athletic facility.

The AEDs at Bunker Hill High School are located in the southeast corner of the gymnasium and in the concession stand by the football field during football season. The AED at Wolf Ridge Elementary and Junior High School is located outside the office door in the lobby. An AED is carried by the junior high baseball coach to the community park during baseball season.

### CPR Training Video

In August 2013, Public Act 098-0305 took effect. This act requires the IHSA to post a CPR training video on its website so that staff at IHSA member schools can watch it. The act also indicates school districts shall encourage parents to view the video too. This video is available at:

<http://www.ihsa.org/Resources/SportsMedicine/CPRTraining.aspx>.

### Asthma Action Plan

As per Public Act 99-843, school districts must request asthma action plans from parents or guardians or students with asthma. The Illinois State Board of Education has developed an Asthma Episode Emergency Response Protocol and a student Asthma Action Plan for use by schools and parents.

### Suicide and Depression Awareness and Prevention

Youth suicide impacts the safety of the school environment. It also affects the school community, diminishing the ability of surviving students to learn and the school's ability to educate. Suicide and depression awareness and prevention are important goals of the school district.

The school district maintains student and parent resources on suicide and depression awareness and prevention. Much of this information, including a copy of school district's policy, is posted on the school district website. Information can also be obtained from the school office.

## **INSURANCE**

Each year the Board of Education makes provisions for the offering of an accident insurance plan to be administered by a commercial insurance agency. Any parent may enroll a student in the plan by paying the annual fee. A record of the name of each student enrolled in the plan is kept by the Principal. Parents are advised to read the policy that is printed on the enrollment envelope since the policy does have certain limitations.

It should be understood that this is not school insurance. Any claim for payment is to be to the company. It is not the responsibility of the school to determine legitimacy of claims.

## **EMERGENCY SCHOOL CLOSING**

When on rare occasions the weather, or school emergency, makes it impossible to hold school or complete the bus runs, announcements will be made on the following radio stations:

<b><u>Station</u></b>	<b><u>Dial Number</u></b>	<b><u>Time</u></b>
KMOX (Radio)	1120 AM	Beginning at 5:35 AM
WSMI (Radio)	1540 AM	Beginning at 6:00 AM
KTVI (TV)	Channel 2	
KMOV (TV)	Channel 4	
KSDK (TV)	Channel 5	

Earlier announcements will be made when possible. Please do not call the radio stations or school offices as this ties up the phone lines.

**When it is necessary to DISMISS SCHOOL EARLY, announcements will be made over WSMI.** Also, if turnarounds will be eliminated, this information will be given. Parents should discuss this emergency action with their children so that each child will know what to do in the case of early dismissal.

School closings may be posted on the district website: <https://bhschools.wordpress.com/> and in addition an Automated Notification System will leave a message at family phone numbers given at the time of registration. Please advise the school offices of any phone number changes.

### **SAFETY DRILLS**

The **ILLINOIS SCHOOL CODE** requires each school to conduct safety drills each year to acquaint all students and teachers with the proper procedure to follow in their building during emergency situations. Fire drills, emergency evacuation procedures, and tornado alert and earthquake procedures are scheduled periodically throughout the year. Definite procedures and rules are outlined in each principal's office and all students are expected to cooperate in the safety drills.

Fire alarms will be sounded by a fire alarm signal bell. The intercom system might also be used to give this notice. When the alarm sounds, students should move quickly and orderly in the direction of the exit that is described on the drill sign in the classroom. Students should leave their books, coats, etc., where they are and move promptly out of the building. The last person out should close the classroom door.

If the exit is blocked, move quickly to the nearest exit but **DO NOT RUN!!**

Students who turn in false alarms or tamper with fire safety equipment will be suspended and their name given to proper authorities for further investigation and possible action.

The **EMERGENCY SERVICES AND DISASTER AGENCY** has a system of warnings to the public in case of tornadoes or other disasters. The school will be notified in case of emergency. Announcements will be made to the student body if any precautions need to be taken. In case of tornado warning at school, students are to move away from the gymnasium, auditorium and all glassed areas. Students should get next to the floor with head covered.

In case of emergency warnings, all students must follow instructions carefully and completely for the safety of all. Students must stay with their class.

In case of earthquake, children will be held until parents can come and pick them up at either their building or at the district office.

### **STUDENT DRESS CODE**

It is the responsibility of the Board of Education to provide an educational atmosphere conducive to learning. The Board believes it is right and proper to set certain standards of attire and appearance in the interest of maintaining a proper and healthful education atmosphere. **Dress code requirements are found in the student handbooks.**

## TELEPHONE CALLS

If it is necessary for a parent to call a teacher, please call the school office, leaving your name and phone number so the teacher can return the call during preparation time. Only emergency calls will take a teacher from the classroom during the school day. Students are not encouraged to use the office telephone at any time.

## SEXTING/PORN STATEMENT

Students are prohibited from using cellular telephones or other electronic devices at anytime in a manner that may be in violation of State or local law, including the creation, possession, or distribution of inappropriate content or materials. This includes, but is not limited to, engaging in sexual activity or indecent conduct including the creation, possession, distribution or attempt to obtain pornography. Cell phones or other electronic devices will be taken from students who do not abide by school policy governing their use. Further, the cell phone or electronic device may be turned over to law enforcement officials if they have been used in a way that appears to violate state or local law.

## BREAKFAST AND LUNCH PROGRAMS

Breakfast is offered to students at all schools. Students may purchase a weekly ticket or pay for meals daily. Balanced lunches are served at every school each full day school is in session. Milk is served and included in the price of each meal. Pupils who bring their lunch may purchase milk in the cafeteria. Cafeteria prices are listed below:

<b>2017-18 Cafeteria Pricing</b>	
Student Breakfast	\$1.75
Student Lunch	\$2.60
Adult Breakfast	\$2.25
Adult Lunch	\$3.50
Milk	\$0.40
Ala Carte	Varies

As a participating school district in the **NATIONAL SCHOOL BREAKFAST/LUNCH PROGRAMS**, each student must be advised of the Free and Reduced Price Lunch Program. Each student will receive an application form with a letter giving information on eligibility to participate in the program. Parents must complete the application and return it to the school to determine eligibility. The cost for reduced priced meals is \$0.30 for breakfast and \$0.40 for lunch.

**STUDENTS IN GRADES K-8** are not allowed to leave the school premises during the noon hour. Permission for leaving the school at this time must be cleared by the parent or guardian through the building Principal.

**AT THE SECONDARY LEVEL**, there are additional regulations concerning the lunch period. These are explained in the High School Handbook.

Please note: Credits can be made to your child's lunch account using major credit, debit and prepaid debit cards in person at the Office of the Superintendent, online at <https://bhschools.wordpress.com/>, or by phone at 1-888-604-7888 through GovPayNet. A minimal service fee will apply.

## **ILLINOIS STUDENT RECORD POLICY**

The Illinois School Record Act of 1975 sets forth the rights of students and parents regarding records of students.

**SCHOOL STUDENT RECORDS** contain any written or recorded information on a student. Two kinds of records are maintained.

### **STUDENT PERMANENT RECORD** - (contains):

1. Basic information, including students' and parents' names and addresses, birth date and place, and gender.
2. Academic transcript, including grades, class rank, graduation date, grade level achieved and scores on college entrance examinations.
3. Attendance record.
4. Accident reports and health records.
5. Record of release of permanent record information. These records will be maintained for not less than 60 years after the student has transferred or graduated from the school.

### **SCHOOL TEMPORARY RECORD** - (contains):

1. Family background information.
2. Intelligence test scores--group and individual.
3. Aptitude test scores.
4. Reports of psychological evaluations.
5. Elementary and secondary achievement level test results.
6. Participation in extracurricular activities including any office held in school sponsored clubs or organizations.
7. Honors and awards received.
8. Disciplinary information.
9. Special education files.
10. Any verified reports or information from non-educational persons, agencies, or organizations. Other verified information of clear relevance to the education of the student.
11. Record of release of temporary record information.

These records are reviewed periodically for verification of entries and eliminations of unnecessary or irrelevant information. The records are destroyed after the student has transferred or has graduated from the school.

## **INSPECTION OF RECORDS**

A parent or legal guardian of a pupil or the pupil, if 18 years of age or older, is permitted to inspect the pupil's written records in any reasonable manner in consultation with a designated employee of the school during regular hours of the school day. Such inspection may be made personally or by a representative authorized in writing.

## **RELEASE OF RECORDS**

School records or information contained therein shall not be released or disclosed to any other person except as authorized by law. They may be released:



1. To parents, students or representative designated by the parents.
2. To official representatives of a school to which the student is transferring on request of either the student or school.
3. To persons for research purposes provided that no student or parent can be identified.
4. In response to a court order provided that the parents are notified in writing and given a copy of the records released.
5. To any person as specifically required by law, provided that the person presents appropriate identification and a copy of the statute authorizing such access.
6. In case of emergency to appropriate persons, if the information is necessary to protect the health and/or safety of the student or other persons.
7. To any person, with the dated written consent of the parent designating the person to whom records may be released.

The restrictions imposed by this Section are not intended to interfere with the giving of information by school personnel concerning participation in athletic and other school activities, the winning of scholastic or other honors and awards, and other like information.

School personnel of a public or private high school may furnish the names and addresses of graduating seniors to elected federal, state, county, or district officials.

### **CHALLENGE**

1. Parents may challenge the accuracy and relevance of the information in the student record, exclusive of academic grades.
2. Each school has established administrative procedures for parents to challenge the contents of student records, including initial procedures for an informal conference with parents.
3. If information in a pupil's records is disputed by the parent or legal guardian of the pupil if 18 years of age or older, the parent or legal guardian, or pupil, may add a written statement explaining their position relative to the disputed material. This statement shall become a permanent part of the record.

### **BUS TRANSPORTATION**

Bus transportation is provided for eligible students within the district who reside beyond 1-1/2 miles from point of pick-up (where student boards the bus) to the point of disembarkment at the building where the student attends.

Previously, ineligible students were allowed to ride on a "space-available" basis. This procedure may change at any time. Ineligible students may not be allowed to ride.

### **SPECIAL INSTRUCTIONS**

Because of concern for the safety of the students, bus drivers will require a written note from a parent/guardian **before** they will allow any student who does not normally ride their bus to board the bus. Therefore, if a

parent/guardian has a change in transportation plans that involve the buses, a note to the teacher and bus driver will be necessary. Your cooperation will facilitate the end of the day bus loading and will be most appreciated.

For child care purposes, any student may ride a bus as long as a written note (no e-mails) is provided in advance to the school with the principal's approval. The stop must be on an established bus route. Any abuse of this privilege will result in the loss of this service.

### **FIELD TRIPS/EXTRACURRICULAR EVENTS**

Students are required to ride district transportation with their class, club, or group to and from field trips.

### **SCHOOL BUS POLICY**

School bus riders, while in transit on routes or trips, are under the jurisdiction of the school bus driver, unless the local Board of Education designates some adult to supervise the riders. **See student handbook for further details and rules.**

#### **A. RESPONSIBILITY OF THE DRIVER OF A BUS**

1. Provide at all times for the safety and welfare of the students.
2. Provide a clean and sanitary bus for students to ride.
3. Obey traffic laws and driving regulations required by the State.
4. Follow as rigidly as conditions will permit the regular time schedule.
5. Report to the transportation supervisor who, in turn, will discuss with school authorities any misconduct of those riding the bus.
6. Assign seats to bus riders if disciplinary problems arise.

#### **B. RESPONSIBILITY OF THE PARENT OF BUS RIDER**

1. Assist the bus driver in implementing these rules and regulations.
2. Stay off the roadway at all times while waiting for the bus.
3. Cooperate with the driver and school authorities in all matters pertaining to the operation of the bus.

#### **C. RESPONSIBILITY OF THOSE RIDING THE BUS**

1. Be on time at the designated bus stop to help keep the bus on schedule.
2. Stay off the roadway at all times while waiting for the bus.
3. Wait until the bus comes to a complete stop before attempting to leave or enter the bus.
4. Do not move toward the bus at the school loading zones until the bus has been brought to a complete stop; never push a fellow student.
5. Keep hands, arms and heads inside at all times.
6. Do not lower windows below the stop line painted on the body pillar except in an emergency situation.
7. Assist in keeping the bus safe and sanitary at all times.
8. Remember that loud talking, laughing, or unnecessary confusion is not permitted on the bus at any time.
9. Remember that animals, firearms, water pistols, etc., are not permitted on the bus at any time.
10. Know the law prohibits smoking or striking matches on the bus.
11. Never tamper with the bus or any of its equipment.
12. Leave no books, lunches, or other articles on the bus.
13. Keep books, packages, coats, and other items out of the aisles.
14. Help monitor the comfort and safety of smaller children on the bus.

15. Know that eating and drinking are never permitted on the bus.
16. Know that throwing articles of any kind is not permitted on the bus.
17. Do not throw anything out of the bus windows at any time.
18. Do not leave the seat while the bus is in motion.
19. Be absolutely quiet when approaching a railroad crossing.
20. Remain in the bus until instructions are given by the driver in the case of an emergency situation.
21. Know that at a boarding or discharge point where it is necessary to cross a roadway, the student is to wait on the shoulder of the roadway until the driver signals that traffic has stopped and it is safe to cross.
22. Know that bus students are required to ride the bus home unless picked up by their parents or someone designated by the parents and that bus riders are not permitted to take friends home with them on the bus.
23. Ask the driver to stop at places other than the regular bus stop except in EXTREME EMERGENCY.
24. Observe the same rules and regulations on other trips under school sponsorship as are observed between home and school.
25. Know that students must ride the bus to which they are assigned and that no one may ride a bus except those students regularly assigned, those on school sponsored field trips, and school officials.

**D. PASSING A STOPPED SCHOOL BUS ON SCHOOL PROPERTY**

It is unlawful to pass a stopped school bus. Students passing a stopped school bus on school property will receive the following discipline:

- |                          |  |
|--------------------------|--|
| 1 <sup>st</sup> Offense: | 2 Week Removal from School Parking Lot   |
| 2 <sup>nd</sup> Offense: | 4 Week Removal from School Parking Lot   |
| 3 <sup>rd</sup> Offense: | Removal from School Parking Lot for the Remainder of Student's High School Career. |

**BUS DISCIPLINE PROCEDURE**

Students are expected to follow all school rules when riding the school bus. A student may be suspended from riding the bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct, including but not limited to, the following:

1. Violating any school rule or school district policy.
2. Willful injury or threat of injury to a bus driver or to another rider.
3. Willful and/or repeated defacement of the bus.
4. Repeated use of profanity.
5. Repeated willful disobedience of a directive from a bus driver or other supervisor.
6. Such other behavior as the building principal deems to threaten the safe operation of the bus/and or its occupants.

Any act of misconduct or continued acts of misconduct will lead to the following actions being taken:

1. **FIRST OFFENSE:** A bus conduct notice will be filled out by the bus driver and filed with the Transportation Director which is to be taken home, signed by a parent or guardian, and returned to the bus driver. The student will not be able to ride the bus until the conduct notice is signed and returned to the bus driver. Serious violations, such as fighting, may result in suspension upon the first offense.

2. **SECOND OFFENSE**: A phone conference may be arranged between the student, the bus driver, the building Principal, and parent or guardian. The building Principal may suspend the student from riding the bus for a period of three (3) school days. Upon receiving the second bus conduct notice, riding privileges may be suspended.
3. **THIRD OFFENSE**: A conference may be arranged between the student, the bus driver, the building Principal, and the student's parent or guardian. The student may be suspended from riding the bus for a period of five (5) school days. Upon receiving the third bus conduct notice, riding privileges may be suspended.

If a student is suspended from riding the bus from gross disobedience or misconduct on a bus, the School Board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons.

A student suspended from riding the bus who does not have alternate transportation to school shall have the opportunity to complete or make up work for equivalent academic credit. It shall be the responsibility of the student's parent or guardian to notify the school that the student does not have alternate transportation.

### **PARENT/TEACHER CONFERENCES AND IN SERVICE TRAINING SESSIONS**

Each year the School District plans some days during the school year when school is not in session or is dismissed early for Parent/Teacher Conferences, and/or in-service training programs. The schedule for these sessions is announced at the start of school. Such conferences and in service training sessions are an important part of the overall educational program in the schools.

The conference relationship between the parent and the teacher is of particular value. Proper planning is important in preparing for these conferences. All conferences should be held during the scheduled time or arranged by appointment. They should never be held during class time, in the hallways, or at school gatherings that are social in nature. The conference should be planned so that the teacher is free to devote time and attention to discussion with the parents. Contact the Principal or Teacher for arranging a date and time for a conference in addition to those scheduled during the school year.

### **TESTING PROGRAM**

Our schools have a planned standardized testing program throughout the grades. The results of the tests are used by the teaching staff for guidance purposes. All test scores are recorded and filed as a part of the temporary record which follows the students through their school years. School personnel will be glad to discuss these test scores.

**The Partnership for Assessment of Readiness for College and Careers (PARCC) test or a replacement test** will be administered to students in grades 3-8 in the spring.  
**Prairie State Achievement Exams** will be given to all high school juniors in the spring.

### **SPECIAL EDUCATION**

**Bunker Hill Community Unit District No. 8** is a participating member of the **SOUTH MACOUPIN ASSOCIATION FOR SPECIAL EDUCATION**. Through this organization, services in each of the following areas are available to the residents of our school district: learning disabilities, deaf and hearing impaired, educable mentally handicapped, trainable handicapped, speech and language impaired, and behaviorally disordered. If you have a need for any of these special education classes, contact the principal of the school to

make necessary arrangements. A student must have parental approval before diagnostics can be completed and before being provided special education services.

### **LIBRARY/MEDIA CENTER**

Each school in **Bunker Hill Community Unit District #8** has a central library staffed with a certified school librarian. In addition to reading and reference materials, the library has audio visual aids **and computers for instructional use**.

### **TITLE 1**

**Bunker Hill Community Unit District #8** is a participant in Chapter 1 of the Education Consolidation and Improvement Act, a federally funded program for pupils needing supplemental help in reading and math. This program does not take the place of the regular classroom programs, but is designed to give extra help to the child who can benefit from supplementary services.

### **SCHOOL PICTURES**

Provisions have been made for the taking of student pictures by a professional photographer once each school year. Individual pictures are taken. Each student has the opportunity to purchase the picture package or any part of the package for a fee set by the photographer.

### **CHANGE OF ADDRESS**

Parents are requested to report to the school any change in a student address or telephone number as soon as it occurs.

### **MODIFIED INSTRUCTIONAL PROGRAM**

The Board of Education offers a modified instructional program designed to prevent students from dropping out of school and to serve as a part-time or full-time option in lieu of regular attendance. Truants Alternative and Optional Education Programs must be planned by a student, the student's parents and school officials and must culminate in an individual optional education plan. The plan must be approved by the Superintendent before it can be implemented.

### **SEX EQUITY**

**Bunker Hill Community Unit School District #8** does not discriminate on the basis of sex in the provision of programs, activities, services, or benefits and it guarantees both sexes equal access to educational and extracurricular programs and activities. The District provides for a written grievance procedure available for use by an individual(s) wishing to present a complaint alleging that the system has discriminated against a student or students on the basis of their sex.

### **EQUAL OPPORTUNITIES**

Bunker Hill Community Unit District #8 insures equal educational opportunities are offered to students regardless of race, color, national origin, age, gender, religion or disability. Board of Education Policies 2:260 and 7:10 are in place, designed to eliminate the existence of any barriers regarding accessibility and /or participation in any programs, including career and Technical Education (vocational) programs. Questions

regarding educational opportunities may be directed to Dr. Victor C. Buehler, Superintendent, 504 E. Warren Street, Bunker Hill, IL 62014 (618-585-3116).

**MISCELLANEOUS**

**Media Release**

Illinois has launched a new performance assessment initiative to insure pre-service teachers (student teachers) have the necessary knowledge, skills and dispositions to be effective educators before teaching licenses are issued. As part of this Teacher Performance Assessment, pre-service teachers must video their performances and the impact the instruction is having on student learning. Students and their voices must be recorded and student work samples scanned as evidence that learning is occurring. To protect their identity, students' last names are not used on the recording or on any documents submitted to the team of evaluators of the teaching performances. Student release forms will be used for parent/guardian permission.

**Erin's Law**

Erin's Law is a federal mandate put in place to effectively address the issue of child sexual abuse in Illinois. All public schools should implement a child sexual abuse prevention program with students in grades Pre-Kindergarten through 12<sup>th</sup>. The mandates of the law are met in kindergarten through the "Talk About Touch" program and in 1<sup>st</sup> through 12<sup>th</sup> grades using presentation by Call for Help. For more information about Erin's Law, go to: <http://erinslawillinois.org/>.

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**Bunker Hill Community Unit District #8  
504 East Warren Street  
Bunker Hill, Illinois 62014**

**NOTIFICATION / ASBESTOS**

All employees, students, parents, guardians, and the general public are hereby notified of the availability of the Inspection Report and Management Plan concerning asbestos containing building materials. These documents are available for review in the School Administration Office.

All employees, students, parents, guardians, and the general public will be notified of inspections, response actions, post response actions, and other matters concerning any activity with asbestos containing building materials by general media.

I, the undersigned, do hereby attest that the Notification, and Subsequent Notification, will be distributed to all employees, students, parents, guardians, and general public.

Dr. Victor C. Buehler, Superintendent

\* \* \* \* \*

**NON-DISCRIMINATION / HANDICAPPED**

The District does not discriminate on the basis of handicap with regard to admission or access to and treatment or employment in its programs and activities. The District will identify, evaluate, and provide an appropriate public education to students who are handicapped within the meaning of Section 504 of the Rehabilitation Act

of 1973. Reasonable accommodation will be made unless it demonstrably would impose an "undue hardship" on the operation of the program. The Director of South Macoupin Special Education Co-op is the coordinator of Section 504 activities.

### **Accommodating Individuals with Disabilities**

Individuals with disabilities will be provided an opportunity to participate in all school-sponsored services, programs, or activities. Individuals with disabilities should notify the superintendent or building principal if they have a disability that will require special assistance or services and, if so, what services are required. This notification should occur as far in advance as possible of the school-sponsored function, program, or meeting.

### **SEXUAL HARASSMENT PROHIBITED**

Sexual harassment of students is prohibited. A person engages in sexual harassment whenever he or she makes sexual advances, requests sexual favors, and/or engages in other verbal or physical conduct, including sexual violence, of a sexual or sex-based nature, imposed on the basis of sex, that:

1. Denies or limits the provision of educational aid, benefits, services or treatment; or that makes such conduct a condition of a student's academic status; or
2. Has the purpose or effect of:
  - a. Substantially interfering with a student's educational environment;
  - b. Creating an intimidating, hostile, or offensive educational environment;
  - c. Depriving a student of educational aid, benefits, services, or treatment; or
  - d. Making submission to or rejection of such conduct the basis for academic decisions affecting a student.

The terms intimidating, hostile and offensive include conduct that has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities. The term sexual violence includes a number of different acts. Examples of sexual violence include, but are not limited to, rape, sexual assault, sexual battery, sexual abuse, and sexual coercion.

### **Teen Dating Violence Prohibited**

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.

### **Making a Complaint; Enforcement**

Students are encouraged to report claims or incidents of sexual harassment, teen dating violence or any other prohibited conduct to the building principal or guidance counselor. A student may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

Based upon the outcome of the investigation, disciplinary action may include in-school suspension, Saturday detention, out-of-school suspension, or possible recommendation for expulsion. A student may also be subject to additional behavioral and disciplinary interventions. Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to discipline.

## **NON-DISCRIMINATION / RACE, COLOR, NATIONAL ORIGIN, AGE, GENDER, RELIGION**

**Bunker Hill Community Unit District #8** offers all students equal educational opportunities, regardless of race, color, national origin, age, gender, religion, or handicap. The District will continue monitoring our policies, practices, and procedures to comply with the applicable laws and to guarantee that opportunities within our organization shall be made available to women, minorities, students, and handicapped individuals. The Board of Education, administrators, teachers, and others of authority are committed to the application of this policy.

### **VOCATIONAL**

The District provides guidance, career information, and courses related to and in preparation for vocational training in an effort to meet the needs of students. These activities and services are coordinated by the guidance counselors at the elementary and high schools.

### **SCHOOL FEES**

The collection of fees for lab courses is necessary to partially offset the costs of lab materials, breakage and damage, uniform cleaning, and replacement costs. Minimum charges are assessed to avoid situations wherein logical or desired educational experiences might be avoided because of the fee. Arrangements and/or waivers are made for hardship cases. Payment for all fees can be made with major credit, debit and prepaid debit cards in person at the Office of the Superintendent, online at <https://bhschools.wordpress.com/>, or by phone at 1-888-604-7888 through GovPayNet. A minimal service fee will apply.

Student fees will be listed annually in the newspaper and/or written notice to parents/guardians. The preparation and distribution of such notice will be the responsibility of the building Principals in cooperation with the Superintendent.

The Superintendent shall prepare or cause to be prepared, procedures and forms to assist in the application and interpretation of this policy.

If the fee waiver policy and/or procedures are substantially amended, parents of students enrolled in the district shall be notified in writing within thirty (30) calendar days following the adoption of the amendments.

School records that identify individual students as applicants for or recipients of fee waiver are subject to the Illinois School Records Act. (Ill. Rev. Stat. 1987, Ch. 122, Par. 50-1 et seq.) Information from such records is confidential and may be disclosed only as provided in the Act.

No discrimination or punishment of any kind, including the lowering of grades or exclusion from classes, may be exercised against a student whose parents or guardians are unable to pay required fees (Ill. Rev. Stat. 1987, Ch. 122, Par. 28-19.2 (a)).

Book Waivers need to be filled out and processed by September 15<sup>th</sup>. Changes in employment need to have the paperwork filled out within 30 days of the change. Fees will be pro-rated at that time.

### **HOMELESS**

Each child of a homeless individual and each homeless youth have equal access to the same free, appropriate public education, as provided to other children and youths, including a public pre-school education. A homeless



child is defined as provided in the McKinney Homeless Assistance Act and State law. The Superintendent shall appoint a liaison for homeless children to coordinate this policy's implementation. Anyone that is considered homeless should contact the Superintendent's Office as soon as possible as resources and assistance is available to families found in this situation.

### **BUNKER HILL COMMUNITY UNIT DISTRICT #8** **PROBLEM SOLVING PROCEDURE**

If a problem develops involving school programs, personnel, or activities, there is a procedure that, if followed closely, will bring about the best resolution results.

**STEP 1** Discuss the problem with the person most directly involved or closest to the situation. For classroom or individual academic class situations, discuss the matter with the teacher of the classroom. For student schedules, problems with several classes, personal problems, etc. contact the building Administrator. If it concerns records, attendance, financial problems, etc., contact the building office. For problems on a bus, discuss with the bus driver and Transportation Director.

**STEP 2** If after going through Step 1, the problem has not been resolved, contact the building Principal or Supervisor of the person in Step 1. For bus problems, contact the Director of Transportation.

**STEP 3** If, after going through Step 1 and Step 2 the problem still has not been resolved, contact the Superintendent.

**STEP 4** If, after going through Steps 1, 2, 3 the problem has not been resolved, a request to meet with the Board of Education may be made. This request is made to the Superintendent for placement on the agenda of a regularly scheduled board meeting.

It is imperative that the procedure outlined above be followed exactly so that problems can be resolved at the earliest possible step. The Board of Education is generally the final authority for matters pertaining to the local school district.

### **NON-SCHOOL -- SCHOOL GROUP SUPPORT**

From time to time, individuals of the community have indicated a desire to support or provide finances for a school group or activity, such as an athletic team, academic group, etc. A procedure has been established to enable this to be done within the rules the school must follow and to insure that funds are handled appropriately.

#### **DEFINITION OF NON-SCHOOL GROUP**

A non-school group is any person or group of persons who are not employees or staff members.

#### **PURPOSE OF DIRECTIVE**

To establish a procedure to allow for and facilitate funding of school activities by non-school groups. This is the procedure to be followed when such a non-school person, group or organization desires to support or provide finances for a school activity or athletic group.

## **APPROVAL**

Each such incidence requires approval of the Board of Education.

1. A spokesman for the non-school support group discusses basic information with the respective Principal, discussing the feasibility and appropriateness of the activity.
2. The Principal and/or representative of the group meet with the Superintendent to review the plan.
3. The Superintendent includes the proposal on the Board agenda.
4. A proposal, including a financial plan or budget, is presented to the Board for approval. To begin a new activity or reinstate an activity that has been dropped, a proposal including a financial plan or budget is presented to the board for approval. For a continuing activity, a budget for the next year is to be prepared shortly after the end of a season in order that the amount of funds needed for the next season can be known.
5. All required funds will be deposited with the school central office, prior to beginning the activity.
6. The Central Office pays expenses on the basis of disbursement forms.
7. At the end of the activity/season, a financial report is prepared and remaining funds refunded or retained in accordance with the agreement made at the beginning of the activity. If no agreement in writing approved by the Principal and Superintendent was made at the beginning of the activity/season, funds are to remain in that activity account and may be transferred to another activity account only with the approval of the activity building Principal and/or the Superintendent.

## **PROCEDURES FOR HANDLING FUNDS**

1. An activity account will be established in the Activity Fund in the central school office.
2. Receipts from the support group, gate receipts, athletic fees, and any other applicable monies will be deposited into this account.
3. The applicable Principal shall cause to be prepared disbursement orders for any and all expenses to be paid from this account and submit them to the central office. Such disbursement orders are to be signed by the Sponsor/Coach and/or the Principal.
4. Requests for transportation are to be made to the respective Principal. The Principal will determine cost for the trip. That cost must be paid prior to the trip.
5. The Central Office will record all receipts and expenses on the Activity Fund Ledger card.
6. Interest earned on money placed in this account will be credited to this account.
7. A running balance will be maintained showing the amount remaining in the fund.
8. At the end of the activity, or the season, the applicable Coaches/Sponsors salary will be paid.
9. The balance remaining after all expenses have been paid will be refunded. If no agreement in writing approved by the Principal and Superintendent was made at the beginning of the activity/season, funds may not be paid from the activity fund but may be transferred from one activity account to another with approval of the activity building Principal and/or the Superintendent.
10. A financial summary will be prepared showing all receipts, expenditures and balances.

## **FUNDRAISING**

All fundraising activities by the District must have prior approval of the Administration. All funds raised by the schools are non-refundable.

## **TAX EXEMPTION LETTERS**

The law is very restrictive in this area. All accounts for tax exemption consideration must be handled through our district accounting program. We have no responsibility or accountability to those accounts open individually at banks. All accounts for student activities should be handled through the school for tax exemption.

Any question regarding the program, activity, scheduling, supervision, bills or transportation is to be made to the Principal.

Any question regarding the financial account, receipts, payments, or balance is to be made to either the Bookkeeper or the Superintendent at 585-3116.

### **ATHLETIC/EXTRACURRICULAR ACTIVITIES CODE**

This **Athletic/Extracurricular Activities Code** applies to students in all grade levels. This policy is in addition to other school policies concerning student conduct. It is intended to promote the health and safety of students, to encourage the development of self-discipline and self-control in student athletic/extracurricular activities participants. Participation in athletics/extracurricular contests/activities is a privilege which is extended to students who make the effort to meet the high standards of the school and the community.

The elements of this policy apply from the first day of the student's participation through the last day of that student's participation in a school year. They apply on and off campus, at a school or school-sponsored activity or at a non-school or non-school-sponsored activity during the season of the activity in which the student is participating.

#### **I. Definitions**

- A. **Student Athletics/Extracurricular Activities Participant** is a boy or girl who participates in any interscholastic activity, including all practices.
- B. **Athletics/Extracurricular Activities** are activities outside of the normal academic/curricular part of the school function. They include interscholastic activities including but not limited to sports, scholastic, and fine arts. They also include school organizations, clubs, and groups. They include those school activities which take place during the summer such as cheerleading, any class activities, etc.
- C. **Attendance** - For IHSA or IESA sponsored activities, the rules of those organizations will apply.
- D. **Violations** - A violation must have direct evidence of wrongdoing.
  - 1) Direct evidence means incident verified by law enforcement officials or self-admission by the student.
  - 2) It is the act itself and not a determination of criminal guilt.
  - 3) Rumors, accusations, hearsay, and mere arrest or charges are insufficient, in and of themselves, to show that there has been a violation.
- E. **Suspension** - loss of the privilege to direct participation in an activity. During suspension, the participant will be expected to practice and travel with the group but shall not be permitted to dress in uniform and/or perform.
- F. **Exclusion** - loss of the privilege to participate in practice, team/group travel, or in any related activity.

#### **II. Eligibility Requirements for Participation**

- A. **Illinois High School Association (IHSA), Illinois Elementary School Association Activities** - Requirements for eligibility in accordance with respective IHSA, IESA, and school handbook policies.

**B. Other Athletic/Extracurricular Activities** - Rules, guidelines, requirements which pertain to those activities and approved by the school.

**C. Physicals or other requirements:**

- (1) All students participating in sports must have on file in the office, a new sports physical signed by a physician each year. Sports physicals are valid for one calendar year and must be current for the entire sports season. (The physicals required by the State for entry into a grade level meets the sports requirement as long as the entire sports season is covered by that physical.)
- (2) Every student must have met the initial requirements of the group, including payment of fees if required, prior to beginning participation.
- (3) Each participant must have on file in the office a signed current sports physical prior to beginning participation (this includes practice).
- (4) Each participant must acknowledge that the school offers group insurance for all students and he/she will take the necessary steps to acquire school insurance or that he/she will waive school insurance.
- (5) Eligibility Requirements for Participation: Eligibility on a weekly basis (Monday to Saturday) will be determined at the start of each week. Students who are failing two classes according to semester grade averages, will be ineligible for the week.

**III. Infractions covered by this policy.**

- A.** Participants **shall not use tobacco or smoking devices** in any form.
- B.** Participants **shall not possess**, use, deliver, sell, transport or transmit any alcoholic beverage, any non-prescribed or illegal drug, or any substance which the student believes or represents to be any of the foregoing, including, but not necessarily limited to look-a-likes.
- C.** Participants **shall not violate** any criminal law of any jurisdiction, or violate the Motor Vehicle Code of the State of Illinois, or other jurisdiction. Offenses such as speeding, stop and signal light violations, and the like are not covered under this policy.
- D.** The Head Coach/Sponsor of each sport/extracurricular activity, subject to the approval of the Athletic Director and Principal, shall have the authority to specify additional training rules/participation requirements relating to health, safety, conduct, attitude, language use, and the like and may discipline for such violations.
- E.** All school equipment/uniforms will be returned to the proper coach/sponsor at the conclusion of the participant's season.

**IV. Consequences of Violations**

- A.** Tobacco, alcohol, drug or criminal offenses
  - 1) First offense—After guilt has been established, suspended for 25% of the current season in which the student is participating. If less than 25% of the scheduled contests remain in a season or if the student is not currently participating in an activity, the 25% suspension will be applied to the next season in which the student participates. Participation for the entire season is required for the 25% suspension to count.
  - 2) Second offense—Exclusion from participation in all sports/activities for one calendar year from the date of the suspension.

- 3) Third offense—Exclusion from participation in all sports/activities for the remainder of the student's high school career.
- 4) If a student admits to a violation of the student extracurricular policy (first offense only) prior to being questioned by certified school personnel, the penalty will be reduced by 50%. This admission will not apply if the violation was previously witnessed and/or verified by law enforcement officials.

**B. School equipment/uniform violations**

- 1) A student who does not turn in all school equipment/uniform will not be allowed to participate in any future extracurricular activities, including summer programs, until all equipment is returned or restitution is made.

**C. Other Disciplinary Offenses**

As participation in an athletic or extra-curricular event is a privilege, students who earn an in-school suspension, Saturday detention, or out-of-school suspension will be ineligible for the next activity (including but not limited to clubs, organizations, sports teams, dances, etc.).

**V. Procedure and Authority for Decisions**

- A. Any and all accusations or allegations received by school personnel, Board members, parents, or students are to be reported immediately to the Activity Coach/Sponsor or the Principal of the school to which the activity is responsible.
- B. All accusations or allegations of violations will be investigated as thoroughly and reasonably as possible. No suspension or exclusion will be imposed without investigation and the concurrence of the Athletic Director and/or the Principal.
- C. The Coach/Sponsor, Staff Member, Athletic Director, and the Principal, but not less than three persons, shall be responsible for decisions relative to the violation of participation rules. Penalties will be imposed based upon the collective judgment of the three persons. The decision shall be within the scope of this and other school policies in the overall best interest of the participant, the sport/activity, the team/organization, and the school.
- D. The participant and his/her parents/guardians may be required to meet with the Coach/Sponsor, Athletic Director, and the Principal to review the circumstances of the violation and the disciplinary action.

**VI. Rights and Review Procedures**

- A. The student and parents/guardians shall have the right to due process.
  1. A meeting with the Coach/Sponsor of the activity, Athletic Director, and/or the Principal may be requested.
  2. If the issue is not resolved in 1 above, a meeting before the Superintendent may be requested. This meeting shall include the Principal, and if necessary, the Coach/Sponsor, Athletic
  3. If the issue is not resolved in 2 above, a hearing may be requested before the Board of Education, or a hearing officer that the Board may appoint. The Coach/Sponsor and/or Principal shall present information regarding the violation(s) on which suspension or exclusion was based. The student and parents may present relevant information concerning the alleged

violations(s) or the penalty that should be imposed. Should the student and parent elect to have their attorney present, sufficient advance notice must be given to the district so that the district may also have an attorney present.

4. The School Board shall be the final school authority for action taken by the school.

### **UNSPORTSMANLIKE CONDUCT**

The IHSA has implemented a policy on unsportsmanlike conduct for coaches and athletes. In keeping with this policy it is imperative that fans adhere to the same level of sportsmanship. The policy is to suspend fans from attending athletic contests for which they are removed for unsportsmanlike behavior. The suspension time is left up to the building Principal.

Unsportsmanlike conduct includes but is not limited to:

1. Fighting
2. Verbal abuse/dissent directed toward the cheerleaders, officials or opponents
3. Racial or ethnic slurs
4. Profanity/obscene gestures
5. Taunting, trash talking, baiting
6. Throwing anything in the direction of the floor or at a player/coach
7. Abuse of an official or opponent either verbally or physically