

K – 8
STUDENT/PARENT
HANDBOOK

WOLF RIDGE
ELEMENTARY
And
JUNIOR HIGH SCHOOL

2016 – 2017

Please note that the District Handbook is not included and is available online @ bhschools.org. If you do not have internet access, you may request a paper copy be sent to you.

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Contents

Academic	5
Student Fees	5
Placement	5
Building Hours	5
Arrival/Departure	5
Band/Chorus/Music	6
Classroom Rules	6
Closed Campus	6
Computers	6
Conflicting School Events	7
Grades	7
Cheating and Plagiarizing	7
Retentions and Promotions	7
Honor Roll	8
Incomplete Work	8
Parent/Teacher Conferences	8
Physical Education	8
Parties	9
Birthday Treats	9
Recess	9
Invitations & Gifts	9
Video & Audio Monitoring System	10
Passes	10
Personal Property	10
Search & Seizure	10
Telephone	11
Assemblies	11
Change of Address or Phone Number	11
Library	11
Lockers and Locks	11
Lost and Found	11
Breakfast/Lunch	12
Lunch Accounts	12
Food, Soda, Gum, Etc.	12
Attendance	13
Absence, Pre-Arranged	13
Absence, Excused	13
Absence, Unexcused	14
Absences/Tardiness	14
Truancy	14
Discipline Procedures	16
Care of School Property	16
Cell Phones/Pagers/IPOD's/MP3 Players	16
Bullying	17
Discipline Actions	18
Disciplinary Measures	18
In School Suspension	20

Out of School Suspension.....	20
Expulsion.....	20
Dress Code.....	20
Inappropriate Behavior	21
Sexual Harassment.....	21
Health	21
Heath Requirements.....	21
Local Resources for Heath Requirements.....	23
AED	23
Medication	23
CPR Training Video	24
Accidents/Illness	24
Extra Curricular Activities/Organizations	24
Organization Officers.....	24
Organizations Eligibility.....	25
Student Council.....	25
Athletic Fees.	25
Parent Meetings	25
Athletic/Extra Curricular Participation.....	25
Eligibility to Attend After-School Activities.....	26
Miscellaneous	26
Bicycles, Roller Blade, Skateboard, and Motor Vehicles.....	27
Bulletin Board.....	27
Child Abuse and Neglect	27
Problem Solving Procedure	27
School Pictures.....	28
Picture Publication.....	28
Student Teacher Video.....	28
Video & Audio Monitoring System.....	28
Bus.....	28
Courtesy Riders.....	28
Riding a Different Bus.....	29
Extra Curricular Activity Bus Riding.....	29
Parent Organizations.....	29
Parents for Kids.....	29
Activities Boosters	29
Pets	30

This handbook may not contain all the rules that students may be expected to follow. The athletic department, band, chorus, and other extracurricular groups may have additional rules and expectations.

ACADEMIC

Student Fees

Instructional Materials Fees per school year:

Grades K through 5	–	\$92.00 (includes Workbook Fees)
Grades 6 through 8	–	\$90.00 (includes Tech/Lab Fee)
Activity Fee	–	\$40.00

Maximum Activity Fee is \$80. If a student participates in more than 2 activities, there will be no additional fees incurred.

Textbooks

A rental fee for textbooks is assessed each year. At the end of the year, any damaged books will result in a fine up to the cost of replacement for the student returning the damaged book.

Placement

Assignment of students to classes shall be the responsibility of the Principal. Placement in classes shall be based upon consideration of the best interest of the individual student, the effect on the instructional setting, and class balance. In the case of transferred students, it is within the Principal's authority to assign a student to a learning setting other than that recommended by the transferring school.

Building Hours

The doors of the school building will open at 7:30 a.m. and will be locked at 4:30 p.m. **Students will not be allowed into the building before 7:30.** Students in the building after 3:30 p.m. must have the permission of a staff member and stay in a designated area.

Students should arrive at school shortly before 8:00 A.M. Students report to their homeroom or 1st hour prior to the 8:05 A.M. bell for attendance and lunch count. Daily announcements and 1st hour begin after the 8:10 A.M. bell. Students that arrive after 8:10 A.M. will be counted tardy.

Students may be in the school building after the buses leave only for adult supervised activities. When those activities end, the students must leave the building immediately. Students who are waiting for transportation must do so outside the main entrance of the school building. Students who do not comply with these restrictions will be subject to disciplinary action.

Arrival and Departure

For the safety of all students, the designated area for dropping off students prior to school beginning or after school is the driveway off of West Alton Street. This allows for adequate supervision of students. The circle drive in the front of the building is restricted to bus and staff traffic only between 7:30-8:30 a.m. and 2:30-3:30 p.m. Please do NOT pick your drop your student off or pick them up in the front of the school. The car lane is specified for this purpose.

All visitors entering Wolf Ridge must report immediately to the office, sign in, and get a pass before proceeding anywhere within the building.

Any individual that picks a student up early from school will be required to show photo identification.

Students should be picked up and dropped off in the designated areas at Wolf Ridge. No cars shall be left unattended in the designated pick up and drop off areas. Parents/Guardians who are waiting to pick up or drop off a student must do so outside the main entrance of the school building.

If there is a change in transportation arrangements, make a phone call or send a note to the office by 2:45.

Students will not be allowed to wait at school for late practices and/or games.

Only Kindergarten students may be escorted to their classroom for the 1st week of school. The parent/guardian may not stay in the classroom and must leave the building once their child has entered the classroom.

Band/Chorus/Music

Scheduled performances are a requirement of the course for a grade.

Classroom Rules

All teachers will determine the detailed rules of their classroom.

Closed Campus

Wolf Ridge has a “closed campus.” All students are to remain on campus during school hours.

Computers

Students who are found to be misusing computer equipment by entering inappropriate sites, sending inappropriate messages, hacking into programs or systems that are unauthorized or otherwise tampering with disks and/or stored information, or by tampering with hardware by removing or unplugging components will lose their privilege to utilize computers at school, may be removed from any computer classes in which they are enrolled, and may face additional disciplinary action and compensation responsibilities.

Students are prohibited from the use of email, chat rooms, social media, and messenger services (ex. MSN or AOL Instant Messenger).

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.

Conflicting School Events

If students are scheduled to participate in two school activities whose times overlap or conflict, the following guidelines will determine the event in which the student should participate.

1. A class related activity (e.g. field trip, science project fair, chorus or band performance) would take precedence over an extracurricular practice or performance.
2. A performance, contest, or game takes precedence over a practice or rehearsal.
3. The coaches will determine which activity the student attends if a game or contest has a schedule conflict. Any conflict should be discussed with the coach 48 hours prior to event.
4. If there are continual schedule conflicts between two activities, sponsor, teacher, or coach may ask for the student to choose between the activities with the advice and consent of the Principal.

Grades

About midway in each nine-week grading period, progress reports/midterms are sent to parents of all students. These progress reports are signed by the parent and returned to the teacher. Parents who wish to confer with a teacher should make an appointment through the office.

S – Satisfactory
N – Needs Improvement
U – Unsatisfactory
P – Pass
F – Fail

100 – 93	A
92 – 85	B
84 – 77	C
76 – 70	D
69 – below	F

Cheating and Plagiarizing

All work submitted for credit in any class is expected to be the original work of the student submitting it. If said work is not the original effort of the student, that student may be judged guilty of cheating or plagiarism. “Cheating” occurs; also for example, when a student allows his/her paper to be copied by another. “Plagiarism” occurs when a student borrows or restates another’s words or ideas and claims them as his/her own. Cheating and plagiarism constitute deliberate acts of deception. A student judged guilty of cheating or plagiarism on an assignment, test, quiz or project will receive a “0” for the assignment. Make up privileges will not be granted. A student caught cheating or plagiarizing will be assigned appropriate disciplinary action based on the office (homework, quiz, term paper, and test). Teachers have discretion on whether they will allow any points for a plagiarized assignment, although it will be only up to a 50%.

Retentions and Promotions

Students who are having difficulty with academic progress shall be monitored as early in the school year as possible.

Criteria to be considered, as a basis for retention or promotion shall include:

1. An expectation that by taking this action the child will benefit by acquiring needed skills or mastering State learning standards and knowledge.
2. Failure in course work based upon grades. Failure of two or more semester core courses, due to unlearned material or non-mastery of core standards, may result in retention.
3. Attendance records - students who have more than 10 % absences during one school year shall be reviewed for academic progress and potential interventions.
4. Testing and/or interview data of the student in question.
5. Maturation level of the student based upon research from our Special Education Cooperative.
6. Students failing the Illinois and/or the U.S. Constitution tests will be retained until they retake and pass the test(s) during the summer (**8th Grade Only**).

Honor Roll

An honor roll is provided for grades six, seven, and eight. Students earning this honor must have a grade average of “B” with no grade lower than a “C” (3.0 – 3.74 GPA). All subjects are involved when figuring the honor roll.

A high honor roll will be reported for students who have an “A” average (3.75 – 3.99 GPA) for the quarter.

A Principal’s list will be prepared for students with Straight “A’s” (4.0 GPA).

Incomplete Work

An incomplete (I) in any course must be removed within three weeks after the close of a quarter or the student will receive a failing grade in that course. The Principal may extend this time period for unusual circumstances. Incomplete is only allowed when the student can offer a valid and documented reason for not having completed course work in the required time.

Parent/Teacher Conferences

Parent/Teacher conferences are scheduled at the end of the first quarter. If a parent needs to consult with a teacher at any other time, the parent should call the Wolf Ridge office for an appointment @ 585 –4831 ext 0 or contact them directly through school email. The fastest and best way to contact a teacher is through their email. Addresses are listed on page 2 of this handbook.

No parent/teacher meetings will be allowed while the teacher has students in his/her class. Meetings may be set up during the school day if pre-arranged.

Physical Education

Students may be excused from class as follows:

- A. Temporarily: One or two days at a time, at the discretion of the P.E. teacher, based on a note from the parent or an obvious physical difficulty. Under these circumstances, a student will not participate in P.E. or recess, or any extracurricular sporting event.
- B. Extended Period: If the student needs to be absent for 3 or more days, weeks, etc., a doctor’s signed statement must be presented to the teacher, nurse, or office. **The student will not be able**

to participate at recess or extracurricular sports for the duration of time they are out of P.E.

No coats or hoodies allowed in gym. These items are to be left in the coat hooks prior to entering the gym.

Grades for P.E. are as follows:

K – 8 (P) Pass or (F) Fail

Remember, P.E. is a class and as such is required by law for all students with the exceptions of health problems, physical injury, or specific verified reasons.

***** TENNIS SHOES MUST BE WORN FOR P.E. CLASS OR NO PARTICIAPATION POINTS WILL BE AWARDED FOR THE DAY*****

Parties

K – 5 will have a room party during the winter and spring, organized by room mothers/fathers. The date and time of the parties will be determined by the Principal. Head room parents will be responsible for completing the paperwork requested by the school office.

All treats/snacks, for parties or snack day, need to be store bought items. Homemade goods cannot be passed out to students.

Head room mothers are responsible for Christmas and Easter parties.

The teachers will conduct the Valentine and Halloween parties. Room parents will simply drop off supplies in the office for this occasion.

Recess

Students will go outside for recess on a regular basis unless the Principal decides otherwise. Students are expected to bring their coat to lunch on cooler days. State guidelines encourage students to go out in temperatures 25 and above. Students will not be allowed to return to their classroom until after the noon recess is over. Continued failure to bring a coat to lunch will result in disciplinary action.

If a child cannot go outside for recess due to illness, a note should be sent to the teacher stating the reason the child should be kept inside. Those students who stay in during recess may do so for a maximum of two (2) days with a note from the parent(s). If they are required to stay in three (3) or more days, they must have a current doctor's excuse stating the period of time. **If a student cannot participate in P.E. on a parent or doctor's note, they will not be allowed to participate in recess.**

Recess is considered a privilege and not a right. Playground rules exist to make the playground a safe and pleasant environment. Students that are referred for incidents/rule violations on the playground may as a consequence lose recess for various amounts of time or face disciplinary measures depending upon the severity of the offense.

Invitations and Gifts

Party invitations or gifts for classmates are not to be brought to school to be distributed. These items are

of a personal nature and should be mailed home. The office is unable to release addresses and phone numbers of students for these purposes.

Video and Audio Monitoring Systems

A video and/or audio monitoring system may be in use on school busses and a video monitoring system may be in use in public areas of the building. These systems have been put in place to protect students, staff, visitors, and school property. If a discipline problem is captured on audiotape or videotape, these recordings may be used as the basis for imposing student discipline. If criminal actions are recorded, a copy of the tape may be provided to law enforcement personnel. Video and/or audio tape will only be viewed by administrative employees of the district.

Passes

Students arriving after the 8:10 A.M. bell need to report to the office to receive a tardy slip. For every five tardies a student accumulates, he/she will be written a 3:30 P.M. detention by the building Principal.

No student may be outside of any classroom during school hours unless he/she has a pass from a teacher or the office.

Personal Property

Improper use or display of any dangerous item such as a knife, laser pointer, lighter, chemical spray, any form of small weapon (such as a pocketknife), or minor explosive device (such as gun ammunition, firecracker, stink bomb, smoke bomb, etc). Any student in possession of or the detonation of dangerous items will not be tolerated. Disciplinary action may include Saturday detention, suspension, or expulsion and possible report to legal authorities.

Search & Seizure

To maintain order and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. School authorities may inspect and search school property and equipment owned or controlled by the school (such as lockers, desks, and parking lots), as well as personal effects left there by a student, without notice to or consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there.

School authorities may search a student and/or student's personal effects in the student's possession (such as purses, wallets, knapsacks, book bags, lunch boxes, etc) when there is a reasonable grounds for suspecting that the search will produce evidence the particular student has violated or is violating either the law or student conduct rules set forth in this handbook or district policy.

If a search produces evidence that the student has violated or is violating the law or the student conduct rules, such evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, such evidence may be transferred to law enforcement authorities.

Telephone

If it is necessary for a parent to call a teacher, please call the school office, leaving your name and telephone 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. All teachers are available through school email. Please do not contact your child on their cell phone. They are to be turned off during the school day.

Students may use the office phone if they are ill, if the team practice schedules change, or in case of emergency. The phone will not be available if assignments are forgotten, to arrange to have a friend over, lunches or other personal reasons. Exceptions may be made at the discretion of the teacher or office.

Assemblies

All school assembly programs will be offered at various times throughout the year.

Change of Address or Phone Number

It is the responsibility of the parents to inform the school office when there is a change of address or telephone number for any contact on your child's school information.

Library

Students may be admitted to the library for reference work or to check out a book if a pass is issued by their teacher. Failure to maintain a studious attitude and behavior in the library may cause a student to lose this privilege. Library books should be returned by the deadline dated. Students will be charged for the cost of a book that is lost or damaged beyond repair.

Lockers and Locks

5th - 8th grade students are assigned a locker for the school year. All lockers are the property of the school district and are subject to search at any time by school personnel or law enforcement. Students should have no expectation of privacy in regard to lockers. No student is to change or use another locker without being assigned by the office. Students are responsible for cleanliness, order and the contents of their locker.

5th – 8th grade students must keep their purses, winter/heavy coats, and book-bags in their lockers throughout the school day. No stickers are allowed on the inside or outside of the lockers.

Lost and Found

Student's possessions that are found about the building grounds, on buses, and other places, are to be turned into the office. Please be prompt in claiming lost articles. They will be held for **1 month** and will then be disposed of if not claimed within that time.

Breakfast/Lunch

Breakfast is served from 7:35 A.M. through 7:55 A.M. daily. *Breakfast and lunch deposits must be made before 10:00 A.M otherwise it will be counted on the NEXT day's transactions. The cafeteria will no longer accept cash or checks at the register and no change will be given at the register. Money for breakfast and lunch should be given to the homeroom/1st hour teacher or office.*

Milk tickets for kindergarten and first grade may be purchased for \$8.00. This ticket provides your student with 20 milks for their afternoon milk breaks. Milk will be distributed midway through the morning or afternoon.

Lunch Accounts

Breakfast prices at Wolf Ridge: Grades K – 8 is \$1.50 paid/\$0.30 reduced

Lunch prices at Wolf Ridge: Grades K – 8 is \$2.40 paid/\$0.40 reduced

Milk, individual carton: Grades K – 8 is \$0.40 each

The National School Lunch Program covers one full meal only. Any individual items or incomplete meals are not covered and are charged accordingly.

The student charge limit is \$5.00 ONLY. Over the charge limit will result in an alternate meal at no charge. The meal will consist of milk and peanut butter crackers or peanut butter sandwich. **CHARGING IS FOR MEALS ONLY, NOT FOR EXTRAS.** No Charging will be allowed during December or May. All accounts need to be current. Negative balances over 10 school days will result in loss of charging privileges for the remainder of the school year.

Prices will be adjusted to reflect accurate charges.

One designated day per quarter, (Special Person's Day) lunch visitors are welcome to attend lunch with students. If you plan to buy your lunch that day, please complete the visitors order form sent home with your child and it must be submitted before the listed deadline. Arrive at school before your child has lunch, sign in at the office and wait in the outer office until notified to proceed directly to the cafeteria. Visitors will not be allowed to wait for students outside of the classrooms.

Food, Soda, Gum, Etc.

Consumption of gum, candy, suckers, food and soda in the classroom, hallways, playground, and gymnasium is not allowed. On special occasions, however, students may have food and/or soda in their classrooms if monitored by the classroom teacher.

Energy drinks are not to be consumed during the school day or at any extra curricular activity.

Soda should not be sent in a child's lunch. On special occasions, when a parent or relative comes to eat with their child or as a reward, soda will be allowed.

ATTENDANCE

Absence, Pre-Arranged

If a student has an anticipated absence planned, he or she should follow these procedures:

1. Parents should notify the Principal's office at least **48 hours** prior to the absence. Parents must send a **written note** to the Principal's office indicating the days of absence prior to the absence.
2. All homework requests for pre-arranged absences need to be made through the office.
3. **THE MAKE-UP WORK IS DUE ON THE FIRST DAY THE STUDENT RETURNS FROM THE ANTICIPATED ABSENCE. ALL QUIZZES AND/OR TESTS MUST ALSO BE MADE UP ON THE DAY OF RETURN OR AT THE TEACHER'S DISCRETION.**

It is the responsibility of the parents to see that their children are in school regularly. To accomplish the educational objectives and accommodate special family needs, the preceding attendance policy was developed.

Absence, Excused

Students should understand that the Principal is the only person who can excuse absences. Parents/guardians must provide reasons for absences to the Principal.

Homework assignments may be picked up at school after 3:10 P.M. Homework requests will not be filled unless the student is missing 2 days or more in order to give teachers sufficient time to get student material together. If the absence (s) is excused, all work can be made up for full credit.

A student who misses part of the school day for a medical appointment/school activity is responsible for checking with his/her teachers for missed work. This should be done before he/she leaves or upon return from the appointment/activity.

It is the student's responsibility, not the teacher's, to see that make-up work is obtained from the teacher and handed in on time. **STUDENTS ARE ALLOWED A GRACE PERIOD OF ONE SCHOOL DAY FOR EACH DAY MISSED.** Valid cause for absence shall be:

1. Personal Illness
 - Upset Stomach
 - Diarrhea
 - Acute Conjunctivitis (red or pink eye, watery, sensitive to light, "matted")
 - Acute Cold
 - Sore Throat
 - Temperature of 100 degrees or higher
 - Headache
 - Skin rash of unknown origin
 - Sores that are open and draining
2. Severe illness or death in the family
3. Religious observances
4. Required court appearance
5. Medical, dental, or legal appointments
6. Family related emergency

Students should be fever free for 24 hours before returning to school. If you are in doubt, please check with the school nurse or your physician **before** sending your child to school. With your cooperation, we will be able to prevent the spread of illness and infection, thereby helping all children in our schools.

Head Lice

The school nurse will determine an active case of head lice based on the presence of live lice in the hair. Students will be excluded from school until the first pediculicide treatment is applied. Children in the classroom of the active case will be checked for live lice. Siblings of those with an active case will also be checked for live lice. The school nurse or administrative designee will examine those students that have had an active case of head lice upon return to school and 7-10 days after the initial finding. We encourage parents to check their children weekly at home throughout the school year.

Absence, Unexcused

Examples of absences that cannot be excused are listed below:

1. Shopping trips
2. Haircut appointments
3. Errands that could be scheduled when a student is not required to be in school.
4. Oversleeping
5. Family related absences that are not emergencies
6. Dental or legal appointments that have not been verified by a doctor or legal authority.
7. Ditch Days
8. Students who leave the building due to illness without seeing the nurse or following proper sign-out procedure.
9. Weather related absences when school is in session.

Absences/Tardiness

The school code for the State of Illinois requires that we contact the parents of absent students by telephone. To help facilitate this procedure, parents should notify the school office the morning of the absence by 9:00 a.m. If we have not received a phone call by 9:00 a.m. the school office will attempt to contact you concerning your child's absence and it will remain unexcused until it is verified.

To report a student absent call 585-4831 ext. 1

When students return to school after being absent, they must present to the office a note from their parents stating the reason they were absent.

An attendance award will be given at the end of the school year to those students who have not been absent for any part of a day.

If students are tardy to school, they should report to the office with a note explaining the tardiness. The classroom teacher will handle tardiness to other classes.

Truancy

In an effort to provide fair and consistent enforcement of attendance policies, Wolf Ridge has adopted the attendance policies recommended by the Macoupin County Truancy Review Board Coalition established as the Right Track Truancy Program. This group was comprised of representatives from the Regional Office of Education, the State's Attorney Office, the Attorney General's Office, school administrators and various county

and state agencies. This Right Track Truancy will be used throughout Macoupin County schools in the Regional Office of Education #40. Please be advised the truancy law does not discriminate between excused and unexcused absences.

This policy evolved out of the shared belief that daily attendance at school is beneficial for both the individual student and society as a whole. Therefore, all students are expected to attend school regularly and to be on time for classes in order to fully benefit from the instructional program and to develop habits of punctuality, self-discipline, and responsibility.

Initial Interventions – School Level – Excused Absences

After five (5) excused absences, the school will contact the parent/guardian and attempt early intervention. The first letter from school will be mailed to offer assistance to the family. This letter is a standard letter highlighting the number of days missed as well as the Illinois Statue requiring attendance

Immediate Interventions – Regional Office of Education – Excused Absences

When the student reaches eight (8) excused absences, the principal will send a second letter to the parent/guardian identifying the problem and offering an “intervention meeting” to be held by the principal and social services liaison (school nurse or social worker). At this meeting the principal and social liaison will assist the family in developing an attendance improvement contract, as well as gather information about the reasons for truancy. Referrals and other resources may be offered as deemed necessary. The student’s attendance will continue to be monitored.

Initial Interventions – School Level – Unexcused Absences

After the first four (4) unexcused absences, the school will utilize local interventions as deemed necessary by the principal. These interventions will include contact with the parent/guardian and interventions with the child. After the fifth (5th) unexcused absence, the first notification will be mailed to the parent/guardian by the school principal. This letter will notify the parent of the truancy and offer assistance to the family.

Immediate Interventions – Regional Office of Education

When the student reaches eight (8) unexcused absences, the principal will then send the second notification to the parent/guardian with a request to attend an “intervention meeting” at the school. Referrals and other services may be offered as deemed necessary. The student’s attendance and academics will continued to be monitored. If the student reaches ten (10) unexcused absences, the school will send a referral to the Regional Office of Education. The ROE will send the third notification to the parent/guardian informing them that this case is now being forwarded to the Macoupin County Truancy Prevention Board.

Intensive Interventions – Truancy Review Board

With notification from the ROE, the Truancy Review Board will schedule a time for a hearing with the student and the parent/guardian. The notification of the Macoupin Truancy Review Board hearing will be delivered by a police officer. This hearing will examine the pattern of truancy, assess the need for additional services, make appropriate linkages or referrals, and determine a course of action. Recommendations will be made to the family and consequences will be given to the student as appropriate. The Principal and the Truancy Review Board Chairperson will determine the consequences. The family will be advised of the truancy laws as well as potential future consequences.

Final Intervention – State’s Attorney’s Office

If the student has one unexcused absence after the Truancy Review Board meeting, or the family fails to appear for that meeting, the case will be forwarded to the State’s Attorney’s Office. The State’s Attorney’s will send a letter to the parent/guardian in terms of prosecution. If the student does reach nine (9) unexcused absences, a petition will be filed with the courts.

Definitions:

Chronic or Habitual Truant

A child who is subject to compulsory school attendance and who is absent without valid cause for ten percent or more of the previous 180 attendance days.

Truant Minor

A child to whom support services (prevention, diagnostic intervention, remedial services, alternate programs, and other school and community resources) have been provided, yet been unsuccessful, or have been offered and refused.

Tardy

Students that arrive late for school or class will be considered tardy unless a parent calls in advance or a note is sent for an excusable cause. A late student disrupts lesson plans or other activities which causes a delay in the education of all students. After three tardies in a semester for any class period, students will be issued lunch, recess, or after school detentions by the teacher totaling up to 30 minutes for each occurrence. After five tardies, the teacher will write a detention equal to 1 hour of time. After eight tardies, students will be assigned to Saturday detention. **Ten tardies will result in in-school suspension.**

DISCIPLINE PROCEDURES

Care of School Property

Anyone who destroys school property through vandalism, stealing, arson, or larceny, or creates a hazard to the safety of other students will be referred to the proper law enforcement agency and be subject to school disciplinary action. Persons responsible for damaging school property shall be responsible for the replacement or repair of such property. It is the student's responsibility to respect school property, maintain neat lockers, and maintain proper care of books. If damaged items cannot be repaired, your student will be charged for the damage.

Cell Phones/Pagers/IPOD's/MP3 Players /Electronic devices

Cell phones, IPOD's, and MP3 players need to be OFF and out of sight from the time a student enters the building until leaving the building. In 5-8, items must be kept in locked locker. Any violation of this policy will result in the cell phone, pager, IPOD, or MP3 player being confiscated and held until a parent comes to pick up the device or the last day of school for that week. A second violation will result in a one day In-School suspension. Each additional violation will result in a one day Out of School suspension. **Taking unauthorized pictures or sending hateful or threatening messages via cell phone will be treated more seriously than mere possession and the conduct will be addressed through the student discipline policy.**

Bullying

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.

No student should be subject in school to bullying, aggression or violence. Accordingly, aggressive student behavior including bullying in all forms is prohibited in each of the following situations:

1. During any school-sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, 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 nonschool-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 nonschool-related activity, function, or program.

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 are 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 similar behaviors.***
- ***Visual Bullying: may include wearing or possessing items depicting or implying hatred or prejudice.***

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. Victims of bullying will be provided with information regarding services, such as counseling, support services, and other programs, offered within the school and community.

Any student who is determined, after investigation, to have engaged in bullying will be subject to disciplinary consequences outlined in this handbook, including but not limited to:

1. Conference with parent/guardian
2. Referred to counseling services
3. Suspension or removal from extra-curricular activities
4. Suspension for up to 10 days
5. Expulsion

Any student making a knowingly false accusation regarding bullying/hazing may be subject to disciplinary consequences.

Disciplinary Actions

Our goals at Wolf Ridge are to promote positive social behaviors, establish and maintain behavioral and academic expectations for all students, provide a safe learning environment, and protect the rights of all students to an education that is as free as possible from disruption. The Discipline Code is provided as a guide for student behavior; there are times when the principal must deviate from these procedures to meet the needs of the situation. This right is reserved.

Wolf Ridge School has in place the following disciplinary actions, which may be used for acts of misconduct.

Disciplinary actions may include:

1. Disciplinary conference
2. Parent/guardian notification
3. Seizure of contraband
4. Withholding of privileges (recesses)
5. Lunch detention
6. After-school detention
7. In-school suspension
9. Out-of-school suspension
10. Recommendation for expulsion from school for a definite time period not to exceed 2 calendar years.
11. Notification of law enforcement officials for Zero Tolerance

Disciplinary Measures

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 the behavior, check-in/check-out, functional behavioral analysis (FBA), behavioral improvement plan (BIP), behavioral contract, counseling, and/or other interventions and resources. School personnel shall not advise or encourage students to drop out of school voluntarily due to behavioral or academic difficulties.

Potential disciplinary measures include, without limitation, any of the following measures:

1. Notifying parents/guardians.

2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal from the classroom.
5. Lunch detention
6. Return of property or restitution for lost, stolen or damaged property.
7. In-school suspension.
8. After-school study or Saturday detention provided the student's parent/guardian has been notified. (If transportation arrangements cannot be made in advance, an alternative disciplinary measure will be assigned to the student.)
9. Community service.
10. Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules.
11. Suspension of bus riding privileges.
12. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds or attending school sponsored activities on campus. .
13. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years. An expelled student is prohibited from being on school grounds.
14. Transfer to an alternative program if the student is expelled or otherwise qualifies for transfer under State law.
15. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, such as, illegal drugs (controlled substances), "look-alikes," alcohol or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

The above list of disciplinary measures is a range of options that will not always be applicable in every case. In some circumstances, it may not be possible to avoid suspending or expelling a student because behavioral interventions, other than a suspension or expulsion, will not be appropriate and available, and the only reasonable and practical way to resolve the threat and/or address the disruption is a suspension or expulsion.

Assault, Physical on Another Student

Major: kicking, punching, slapping, or other striking blow

1st offense: Up to three (3) days out-of-school suspension

2nd offense: Three to ten (3-10) days' out-of-school suspension

3rd offense: Recommendation for expulsion

Minor: shoving, pushing, tripping, etc.

1st offense: Minimum one (1) day out-of-school suspension

2nd offense: Two (2) days out-of-school suspension

3rd offense: Four to ten (4-10) days' out-of-school suspension

A student may also be subject to additional behavioral and disciplinary interventions based on administrator discretion.

Re-Engagement of Returning Students:

The building principal or designee shall meet with a student returning to school from an out-of-school

suspension, expulsion or alternative school setting. The goal of this meeting shall be to support the student's ability to be successful in school following a period of exclusion and shall include an opportunity for students who have been suspended to complete or make-up missed work for equivalent academic credit. Other interventions used for re-engagement could include counseling sessions or check-in/check out procedures.

In-School Suspension (ISS)

The purpose of this alternative setting is to isolate a student with a behavior problem from the rest of the student body in order to encourage proper behavior. Students will work on class assignments that are given in the regular classroom. Work assigned during ISS will be due immediately upon the student's return to the regular classroom and will be given 100% of the credit earned for completion of the daily assignments. Full credit will be given for any test taken during ISS time.

Out of School Suspension (OSS):

The purpose of an OSS is to discourage students from committing severe rule infractions and to allow a cooling off period for students before returning to the student body. It is meant to deter a student from a particular inappropriate behavior that disrupts the learning environment or puts the safety of other students in question. Students are not allowed on school property during OSS. All assignments, tests, projects, and/or quizzes are required to be made up for 100% credit if all work is completed.

Expulsion

The Board of Education may expel students guilty of gross disobedience or misconduct. Severe infractions of the student disciplinary code may warrant an expulsion, not to exceed 2 years, from school by the Board of Education. Expulsion shall take place only after the parents have been requested to appear at a meeting of the Board, or with a hearing officer appointed by it, to discuss their child's misbehavior. Such request shall be made by registered or certified mail and shall state the time, place and purpose of the meeting. The board, or a hearing officer appointed by it, as such meeting shall state the reasons for dismissal and the date on which the expulsion is to become effective. If a hearing officer is appointed by the board he or she shall report to the board a written summary of the evidence heard at the meeting and the board may take such action as it finds appropriate.

Dress Code

Students are expected to be neat, clean, and fully dressed appropriately at all times. Student appearance should not disrupt the educational program or violate a health safety, or decency aspect of school operations. Any student, whose appearance and dress is considered to be disruptive to the educational process or dangerous to himself/herself or others will be sent home to make the necessary adjustment. If unable to reach a parent, an oversized t-shirt will be provided and required to be worn. If a student is sent home to change his/her clothes, the time spent away from school shall be made up and disciplinary action shall be taken.

These dress rules apply at all school functions, activities or sporting events, whether at Bunker Hill Schools or any away school function, activities, or sporting events.

- No midriff showing.
- No see-through garments, bare backs, halter tops, low-cut shirts, or tube tops.
- Under garments may not be showing at any time including boxer shorts.
- **Sleeveless garments need to be 3 of the student's fingers in width.**
- No miniskirts or dresses. Clothing length must reach where the longest finger touches the

thigh while standing.

- No muscle shirts or cut out shirts without a t-shirt on underneath.
- No hats, bandanas, or head coverings of any kind.
- All students must wear belts if jeans and/or shorts are too big to stay up- **No Sagging**
- **No short shorts, inseams must be school appropriate in length.** Clothing length must reach where the longest finger touches the thigh while standing.
- All boys must wear belts if jeans and/or shorts are too big to stay up.
- No flip flops or open-toed shoes for Pre-K-5th grade. Junior High students may wear sandals that have secure ankle straps. Tennis shoes are still required for PE.
- No bare feet.
- No shoes that contain wheels in the sole of the shoe (Heelys).
- No sunglasses unless a medical authorization is on file in the office.
- No articles of clothing or jewelry displaying profanity, offensive remarks, sexual remarks or slogans, racial or ethnic slurs, advertisements promoting illegal drugs, alcohol, tobacco products or gang-secret society identification.
- *TENNIS SHOES ARE REQUIRED FOR P.E. CLASS.*
- Body piercings (not including ears) is prohibited for safety reasons. Body piercings must be removed or covered by a Band-Aid.
- Jeans with holes/rips/tears cannot show bear skin above the knee.
- Leggings and yoga pants are not allowed unless they are covered by shorts, skirts, tunics, or shorts that extend beyond a student's fingertips when a student stands with their arms at their sides.
- **Any garments the faculty determines to be inappropriate listed and not listed above.**

A teacher will be allowed to restrict the manner of dress or length of hair when it pertains to the health and/or safety of the students in the teacher's specific area.

Inappropriate Affectionate Behavior

Public display of affection will not be tolerated. If behavior continues, disciplinary actions will be taken.

Sexual Harassment

Any student who believes he/she has been subjected to sexual advances, request for sexual favors, and other verbal or physical conduct or communications constituting sexual harassment as defined and otherwise prohibited by state and federal law may file a complaint with a school staff member who shall promptly refer the matter to the superintendent for investigation. It is recommended that concerned individuals refer to the Bunker Hill CUSD #8 parent/student handbook for more details.

HEALTH

School Health Requirements for 2016-2017 School Year

Pre-K: New Physical

DTP: 4 doses

Polio: 3 doses of same type of vaccine or 4 doses of the combination.

Hepatitis B: 3 doses
Haemophilus influenzae type b (Hib): 1 dose
Pneumococcal (PCV): 1 dose
MMR: 1 dose
Varicella: 1 dose

Kindergarten: New Physical, Eye Exam, Dental Exam

DTP: 4 doses
Polio: 3 or more doses of same type of vaccine or 4 doses of the combination.
Measles, Mumps, Rubella (MMR): 2 doses
Hepatitis B (Hep B): 3 doses
Varicella: 2 doses

All students entering Kindergarten or entering the Illinois public school system for the first time are now required to have a comprehensive eye exam by a licensed optometrist or ophthalmologist. This exam is required by October 15th of the school year or within 30 days of enrollment.

Second Grade: Dental Exam

Sixth Grade: New Physical and Dental Exam

Immunizations up to date plus;
*Meningococcal Conjugate (MCV4): 1 dose
Tdap: 1 dose
Varicella: 2 doses⁷

All participants in **Sports** must have a new physical every calendar year.

New Students to the district from **out of state** must have Illinois physical and up to date immunizations within 30 days of school entry and a comprehensive eye exam.

*new requirement for 2015-2016 school year

The Macoupin County Health Department offers immunization clinics or appointments throughout the county or by calling 217-854-3223, ext 227.

*****The Macoupin County Health Department also offers free transportation with pre-arranged appointments.**

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 examination 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.

LOCAL RESOURCES FOR SCHOOL PHYSICALS:

Maple Street Clinic in Gillespie	217-839-1526
Southern Illinois Healthcare Foundation in Bunker Hill	618-585-6290
Dr. T. Polo, office in Gillespie	217-839-3900
Dr. L. Cruz, office in Carlinville	217-854-2623

DENTAL RESOURCES

The following are local dental resources that take IPA or offer a sliding scale.

Maple Street Dental Clinic-217-839-4110
SIHF-618-258-8460
SIU Dental School- 618-474-7000

EYE EXAMS

Dr. D. Bachman, Southwestern Eye Care, Brighton 618-372-7000
Dr. S. Heddinghaus, Fireside Eye Care, Benld 217-835-7724
Rose Optical, Godfrey 618-466-8778
Bethalto Family Vision Center 618-377-5221

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 fields 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 AED's at Bunker Hill High School is located in the southeast corner of the gymnasium. There is and AED 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 coaches to the community park during baseball season.

Medication

Bunker Hill Community School District #8 allows self-administration of medication by a student with asthma or the use of epinephrine auto-injector by a pupil at risk of anaphylaxis. All inhalers and epinephrine auto-injectors must be provided by the student's parents and have a medication authorization form completed by 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 and EpiPen to any student that he/she, in good faith, professionally believes is having an anaphylactic reaction and who does not have and Emergency Action Plan in place.

The school nurse is not available to administer medication to students on a daily basis; a medication policy is in effect. Only long-term medication and treatments that a student must take to remain in

school will be administered. Short-term over-the-counter and/or prescription medications will not be given at school.

A medication authorization form must be completed by a physician in order for any medicine to be distributed.

If your child requires medication for a short-term illness, ask your doctor to schedule dosage times around school hours. Administering the medication yourself to your child during his/her lunch period or recess time is another option.

If your child requires medication and/or treatment on a daily basis for a chronic condition (long-term medication or treatment), arrangements will need to be made with the school in advance. If you have any questions, please call.

CPR Training Video

In August 2013, Public Act 098-0305 took effect. This act requires that IHEA to post 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:
www.ihsa.org/Resources/SportsMedicine/CPRTraining.aspx

Accidents/Illness

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 form.

Every accident in the school building, during school sponsored activity, at practice sessions, or at any event sponsored by the school must be reported immediately to the person in charge and to the Principal's office. The faculty member supervising the injured student must complete an accident form with the necessary information concerning the circumstances related to the accident.

Classroom Snacks

Wolf Ridge Elementary has adopted state nutritional guidelines for classroom snacks. The list of approved snacks is attached at the end of this handbook.

Birthday Celebrations

Continuing with the idea of a healthy school and students, Wolf Ridge is eliminating high sugar birthday treats in the classroom. Students will be recognized on the daily announcements for their birthday and will be allowed to bring items from the approved snack list in for classmates to celebrate their special day. Other Items could include: pencils, erasers, books, stickers, and other appropriate items.

EXTRA CURRICULAR ACTIVITIES/ORGANIZATIONS

Organization Officers

Each organization shall elect a:

- | | |
|-------------------|--------------|
| a. President | c. Secretary |
| b. Vice President | d. Treasurer |

Accurate minutes and bookkeeping records will be kept.

Organizations Eligibility

Eligibility for athletics is governed by the I.E.S.A. and requires participants to be passing in all subjects. Some school organizations have eligibility requirements and are on a cumulative basis... They are as follows:

Computer Club "C"	Scholastic Bowl "C"	Jazz Band "D"
Student Council "C"	Yearbook "D"	Science Club "C"

In order for a student to try out for a sport, they cannot have more than one failing grade in the quarter prior to the tryouts for the sport.

Student Council

The Student Council includes those student representatives elected each year from the sixth, seventh, and eighth grades and the Executive Council, which is elected by the Student Council members and consists of a President, Vice President, Secretary, and Treasurer.

A constitution governs meetings and programs of the Student Council. The objectives of this organization are:

1. To develop trust, cooperation, respect, responsibility, and honesty among students.
2. To promote and support student participation in all activities.
3. To promote student government.
4. To maintain a good relationship between students and faculty.
5. To develop and maintain good school spirit and loyalty.
6. To develop good social and community citizenship.
7. To officially represent the student body when requested.

Athletic Fees

\$40.00 per extra-curricular activity/sport.

Maximum of \$80 per student will be assessed for these fees. If a student participates in more than two activities, there will be no additional fees incurred.

Parent Meetings

Coaches and Sponsors will hold a parent meeting prior to the beginning of each after school activities season. It is important that all parents attend.

Athletic/Extra-Curricular Participation

Athletic teams, both boys and girls, are part of the Illinois Elementary Schools Association (I.E.S.A.) and, as such, are bound by that organization's rules as well as district, coach, and sponsor requirements. The more important rules are listed below:

- A birth certificate or hospital record must be on file in the principal's office.

- A licensed physician's IHSA/IESA Pre-Participation Examination certificate of physical fitness (Illinois DHS Child Health Examination form required to enter 6th grade will be acceptable for 6th grade students) to participate must be on file in the Principal's office.
- Proof of Health Insurance must be on file in the office.
- Academic eligibility starts the second week of each quarter and continues, week by week, until the end of the quarter.
- Academic eligibility starts with the first day of practice for each particular sport, event or competing group and ends with the last competitive event. Eligibility for cheerleaders will follow the same dates as the sport they cheer for.
- Students who are serving an out-of-school or in-house suspension will not be eligible to participate in athletic or extracurricular practices, games, meetings, etc. on that day or days of suspension.
- Students who are academically ineligible for any three weeks during the season, will be dropped from the athletic team or cheerleading squad.
- Students participating in clubs or organizations that are academically ineligible for any three weeks per semester will be dropped from the activity.
- During the week a student is ineligible he/she will not attend any practices or games during that period.
- Eligibility goes from Monday through Sunday.
- If a student is excused from participation in P.E., they will not be allowed to participate in any practice or game on the same day.

Practice schedules are handed out at least a week in advance for that the proper arrangements can be made to pick students up when practice ends. If a parent is more than 15 minutes late to pick up their student, the first time will result in a warning. A second time being late will result in the loss of ability to play in one game. If it occurs a third time, the player may be removed from the team.

As participation in an athletic or extra-curricular event is a privilege and since these are the students who represent our district when traveling to other schools, any Level 2 or Level 3 disciplinary actions will make you ineligible from any extra-curricular activities for 1 week (including but not limited to clubs, organizations, sports team, dances, etc).

Eligibility to Attend After-School Activities

1. In order for a student to attend an after school activity the student must be present for at least half of the school day (i.e. 4 academic class periods). Exceptions may be made at the discretion of the Principal.
2. Attendance to after-school activities may be at the discretion of the building Principal. . If a student is ejected from any extra-curricular activity, they may not be allowed to attend any extra-curricular event for the remainder of the school year.
3. All school rules apply to any after-school, school-related function

MISCELLANEOUS

Bicycles, Roller Blades, Skateboards, and Motor Vehicles

Bicycles must be parked in the racks provided and remain in the rack until that student goes home. The

loan of a bicycle by one student to another cannot be allowed. Students are not to play around the bicycle rack or around the automobiles in front of the building.

Roller blades are not allowed at school.

Students must walk bikes and skateboards on school grounds (all the way to and from the stop sign in front of Wolf Ridge) during school hours and all scheduled events. Skateboards must be kept in the office during the school day.

Students are not permitted to drive motor-driven vehicles to school.

Bulletin Board

The Principal must approve any non-school material put on the office bulletin board before it can be posted.

Child Abuse and Neglect

State Law requires all school personnel, as mandated reporters, must contact the Department of Children and Family Services when they have reasonable cause to believe that a child who is seventeen years of age or younger and known to them in their professional capacity has been harmed or is in danger of being harmed – physically, sexually or through neglect – and that a caregiver either committed the harm or should have taken steps to protect the child from harm. The call must be made immediately and no one in the workplace is permitted to restrain from the call. It is insufficient to make the report only to a superior or school nurse – the mandated reporter must be certain that the call has been made.

Problem Solving Procedure

The procedure for student/parent to register a concern and/or discuss issues is as follows:

1. Teacher
2. Principal
3. Superintendent

Step 1 Discuss the problem with the person most directly involved or closest to the situation. For classroom or individual academic class situation, discuss the matter with the teacher of the classroom. For student's schedules, problems with several classes, personal problem, 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 Step 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.

Any matter that involves a teacher should begin with the teacher. If it is a matter that involves the Principal it should begin with the principal, etc. Starting at a higher level in the chain of command will result in the matter being sent back to the area where the discussion needs to begin. If satisfaction is not achieved at that level, then the matter should be taken to the next step in the chain of command. 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 of matters pertaining to the local school district.

SCHOOL PICTURES

School Pictures

Each year the school district hires a photographer to take pictures of all students. Information regarding the date and cost will be sent home in advance. Pictures are normally taken once each semester.

Picture Publication

Throughout the school year, staff members and local event sponsors will be taking pictures of students involved in school activities. Some of these photos may be submitted to newspapers for publication or posted on the school website. If you do not want your children included in local publications or on the school website, please submit your request in writing to the office of the building principal.

Student Teacher Video

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. **Parents, who do not want their children recorded or their children's work samples scanned, should contact the principal in writing annually stating so.**

Video and Audio Monitoring Systems

A video and/or audio monitoring system may be in use on school busses and a video monitoring system may be in use in public areas of the building. These systems have been put in place to protect students, staff, visitors, and school property. If a discipline problem is captured on audiotape or videotape, these recordings may be used as the basis for imposing student discipline. If criminal actions are recorded, a copy of the tape may be provided to law enforcement personnel. Video and/or audio tape will only be viewed by administrative employees of the district.

BUS

Riding the school bus is a privilege extended to students and can be taken away for disruptive or unsatisfactory conduct. All students being transported are under the authority of the school bus driver and must obey his/her requests. The school bus is an extension of the school and is thought

of as a classroom

Courtesy Riders

Students living in town may ride school buses from one attendance center to another on a space available basis. These students must abide by the same rules as the regular riders. **Parents must fill out a request to ride the courtesy bus and it will be granted if students have to cross Rt. 159 to reach their home. Only approved riders are allowed to ride the courtesy bus. They cannot bring friends onto the bus. In order to gain riding privileges on the courtesy bus to either the Meissner campus or to an after-school daycare facility, students must be in possession of their bus pass. No exceptions will be made.**

Riding A Different Bus

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.

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.

Extra Curricular Activity Bus Riding

Students are required to ride district transportation with their class, team, club, or group to an event, unless prior approval has been granted by the Principal. Failure to ride district transportation to an event, without Principal approval, will make student ineligible to participate in the event. **A student must ride the bus home unless their parent signs them out OR they leave with someone approved by their parent at the beginning of the season.**

PARENT ORGANIZATIONS

Parents For Kids

Please support our PFK organization whenever possible. Membership is automatic when you enroll a child in school. Please refer to the monthly calendar for meeting times and dates at Wolf Ridge. Our PFK organization has been a major contributor and supporter of all functions.

Activities Boosters

The Bunker Hill Schools' Activities Boosters is a parent driven organization formed to help fund all the schools' activities when they are in need of extra items that are not budgeted for or come up unexpectedly. Everyone is welcome to attend the meetings. Please refer to the district website for meeting times and dates.

PETS

No pets are allowed. Students are not allowed to bring in pets for show-n-tell. This does not include trained professionals bringing in an animal at the teacher's request.