



**BUNKER HILL COMMUNITY UNIT SCHOOL DISTRICT NO. 8**

**WOLF RIDGE STUDENT/PARENT HANDBOOK**

**School Year 2018-2019**

**Wolf Ridge Education Center**

**700 West Orange St.  
Bunker Hill, IL 62014  
Phone: (618) 585-4831**

Bunker Hill CUSD #8  
District Offices  
504 East Warren St.  
Bunker Hill, IL 62014  
Phone: (618) 585-3116

**<https://bhschools.org>**

The provisions in this handbook are not to be considered as irrevocable, contractual commitments between the school and the student. Rather, the provisions reflect the current status of rules, practices, and procedures as currently practiced and are subject to change without prior notification. Board policies are available to the public at the District Office.

**All parents and students must sign and return the Parent and Student Handbook Acknowledgement.**

This agenda belongs to:

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_  
Phone: \_\_\_\_\_

## 2018 – 2019 Faculty / Staff

### Main Office

Ms. Stephanie Cann, Principal scann@bhschools.org

Ms. Kathrine Gvillo, Secretary kgvillo@bhschools.org

### Teachers

| <u>Grade</u> | <u>Name and Subject Area</u>   |
|--------------|--|
| K C          | Mrs. Rita Craig-Craig@bhschools.org                                      |
| KM           | Miss. Erin McAfee - emcafee@bhschools.org                                |
| KH           | Mrs. Jessica Huebner-jheubner@bhschools.org                              |
| 1A           | Mr. Joe Manar-jmanar@bhschools.org                                       |
| 1 M          | Mrs. Elora McLaughlin-elora@bhschools.org                                |
| 2 L          | Mrs. Suzanne Rull-srull@bhschools.org                                    |
| 2 S          | Mr. Keith Steward-kSteward@bhschools.org                                 |
| 3G           | Ms. Dawn Gockel- dgockel@bhschools.org                                   |
| 3B           | Mrs. Robyn Brown –rbrown@bhschools.org                                   |
| 4P           | Mrs. Misty Perez-mperez@bhschools.org                                    |
| 4S           | Mr. Seth Shultz-sshultz@bhschools.org                                    |
| 5 B          | Mrs. Cheryl Best-best@bhschools.org                                      |
| 5 B          | Mrs. Jaime Burns-jburns@bhschools.org                                    |
| K - 3        | Ms. Lisa Allen Special Education-lallen@bhschools.org                    |
| 4 - 7        | Mrs. Stefanie Legendre- Resource-slegendre@bhschools.org                 |
| 6 - 8        | Mr. Tyrus Short-Social Studies/History-tshort@bhschools.org              |
| 6 - 8        | Mrs. Lori Schmidt – Language Arts, Literature-<br>lschmidt@bhschools.org |
| 6 - 8        | Miss Katie Sutton – Science –ksutton@bhschools.org                       |
| 6 - 8        | Ms. Megan Murphy- Middle School Math-<br>mmurphy@bhschools.org           |
| 6 - 8        | Mr. Michael Adams – Band/Music-adams@bhschools.org                       |
| K - 8        | Mrs. Anne Michalski-Art-amichalski@bhschools.org                         |
| K - 8        | Mrs. Judy Rothermich – Title 1-jrothermich@bhschools.org                 |

### Support Staff

Mrs. Christy Scott – District Nurse-cscott@bhschools.org

Mr. Doug Dey – District Director of Transportation/Maintenance-ddey@bhschools.org

Mrs. Moriah Meisenheimer – District Librarian-mmeisenheimer@bhschools.org

Mrs. Kellie Allen – District Speech Therapist-kallen@bhschools.org

Mrs. Rachelle Wuellner – Director of Food Operations-swuellner@bhschools

## MISSION STATEMENT

Within the Resources Available,

Bunker Hill Community Unit School District #8

Will Set High Expectations for  
Students, Staff, Parents,  
And the Community

To Dedicate Themselves  
To Educational Excellence

By Creating a Safe Environment  
Of Honesty, Trust, Support, and Respect

In Order to Graduate Successful Students  
Into an Ever-Changing World.

| <b>Table of Contents</b>  |   |       |
|---|---|-------|
| <b>Chapter 1 - Introductory Information &amp; General Notices</b>     |   |       |
|   | Parent Handbook Acknowledgement                     | 6     |
|   | Student Handbook Acknowledgement                    | 6     |
| 1-1   | General School Information                          | 7     |
| 1-2   | Procedures to Address a Concern                     | 7     |
| 1-3   | Lost and Found                                      | 8     |
| 1-4   | Visitors  | 8     |
| 1-5   | Tobacco & Alcohol Use Prohibited                    | 8     |
| 1-6   | Animals on School Property                          | 8     |
| 1-7   | School Volunteers                                   | 8     |
| 1-8   | Invitations and Gifts                               | 9     |
| 1-9   | Emergency School Closings                           | 9     |
| 1-10  | Video and Audio Monitoring Systems                  | 9     |
| 1-11  | Accommodating Individuals with Disabilities         | 9     |
| 1-12  | Money at School                                     | 9     |
| 1-13  | School Parties                                      | 9     |
| 1-14  | Recess  | 10    |
| 1-15  | Building Hours & Class Schedules                    | 10    |
| 1-16  | Phones and Cell Phones                              | 11    |
| 1-17  | Student Fees  | 11    |
| 1-18  | Parent/Teachers Conferences                         | 11    |
| <b>Chapter 2 - Enrollment, Attendance, Promotion &amp; Graduation</b> |   |       |
| 2-1   | Enrollment and Registration                         | 12    |
| 2-2   | Attendance  | 12    |
| 2-3   | Student Absences Truancy, Tardies                   | 12-14 |
| 2-4   | Release Time for Religious Instruction / Observance | 15    |
| 2:4-1   | Military Absence                                    | 15    |
| 2-5   | Grading, Placement and Promotion                    | 15    |
| 2-6   | Homework  | 16    |
| 2-7   | Home Instruction                                    | 17    |
| 2-8   | Grading Scale                                       | 17    |
| 2-9   | Plagiarism and Cheating                             | 17    |
| 2-10  | Honor Roll  | 17    |
| 2-11  | Incompletes   | 17    |
| <b>Chapter 3 - Student Fees &amp; Meal Costs</b>                      |   |       |
| 3-1   | School Breakfast and Lunch Program                  | 18    |
| 3-2   | Free/Reduced Meal                                   | 19    |
| <b>Chapter 4 - Transportation &amp; Parking</b>                       |   |       |
| 4-1   | Bus Transportation                                  | 19    |
| 4-2   | Parking   | 21    |
| <b>Chapter 5 - Health &amp; Safety</b>                                |   |       |
| 5-1   | Immunizations, Health, Eye, and Dental Examinations | 21    |
| 5-2   | AED   | 23    |
| 5-3   | Student Medication                                  | 23    |
| 5-4   | CPR Training Video                                  | 24    |
| 5-5   | Accidents/Illness                                   | 23    |

|  |  |    |
|--|--|----|
| 5-6  | Head Lice  | 23 |
| 5-7  | Safety Drill Procedures and Conduct                      | 24 |
| 5-8  | Accommodating Breast Feeding Students                    | 24 |
| <b>Chapter 6 - Discipline and Conduct</b>                              |  |    |
| 6-1  | General Policy on Discipline and Behavior                | 25 |
| 6-2  | Discipline Procedures                                    | 25 |
| 6-3  | Dress Code   | 28 |
| 6-4  | Cafeteria Rules  | 29 |
| 6-5  | Playground Rules   | 29 |
| <b>Chapter 7- Internet, Technology &amp; Publications</b>              |  |    |
| 7-1  | Acceptable Use of Electronic Networks                    | 29 |
| 7-2  | Power School Family Access                               | 31 |
| <b>Chapter 8 - Search &amp; Seizure</b>                                |  |    |
| 8-1  | Search and Seizure                                       | 31 |
| <b>Chapter 9 – Athletics &amp; Extra- Curricular Activities (6-12)</b> |  |    |
| 9-1  | Organization Officers                                    | 32 |
| 9-2  | Organization Eligibility                                 | 32 |
| 9-3  | Student Council  | 32 |
| 9-4  | Athletic Fees  | 32 |
| 9-5  | Parent Meetings  | 32 |
| 9-6  | Athletic/Extra-Curricular Participation                  | 33 |
| 9-7  | Eligibility to Attend After-School Activities            | 33 |
| <b>Chapter 10 - Student Records &amp; Privacy</b>                      |  |    |
| 10-1   | Student Privacy Protections                              | 33 |
| <b>Chapter 11 - Parental Right Notifications</b>                       |  |    |
| 11-1   | Standardized Testing                                     | 34 |
| 11-2   | Homeless Child's Right to Education                      | 34 |
| 11-3   | Mandated Reporters                                       | 35 |
| 11-4   | Sexual Offender Notification Law                         | 35 |
| 11-5   | Sex Offender and Violent Offender Community Notification | 35 |
| <b>Chapter 12 - Curriculum, Instruction and Assessment</b>             |  |    |
| 12-1   | Assessments  | 36 |
| 12-2   | Field Trips  | 36 |
| 12-3   | Miscellaneous  | 38 |
| 12-4   | School Pictures  | 39 |
| 12-5   | Parent Organizations                                     | 39 |

1:1

**Parent/Guardian Handbook Acknowledgement**

To: \_\_\_\_\_ School

I have reviewed the Student/Parent Handbook with my child(ren) in an effort to promote a better understanding of Bunker Hill Elementary School rules and expectations. My signature below acknowledges receipt of the Student/Parent Handbook.

I understand that this handbook may be amended during the year without notice. This handbook in the latest version is applicable to all students upon the implementation of any change. The administration will notify all parents and students in writing, where possible, of any changes to the handbook

\_\_\_\_\_  
Printed Name of Parent or Guardian

\_\_\_\_\_  
Signature of Parent or Guardian

\_\_\_\_\_  
Date

1:2

**Student Handbook Acknowledgement**

I have received a copy of the Student/Parent Handbook. I have read the handbook and understand all the rules and expectations. I agree to be responsible for following all of the rules and expectations of the school and understand the consequences for failing to follow the requirements.

I understand that this handbook may be amended during the year without notice. This handbook in the latest version is applicable to all students upon the implementation of any change. The administration will notify all parents and students in writing, where possible, of any changes to the handbook as soon as is practical.

\_\_\_\_\_  
Printed Name of Student

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

## **CHAPTER 1 – Introductory Information & General Notices**

---

### **1.1 General School Information**

This handbook is a summary of the school’s rules and expectations, and is not a comprehensive statement of school procedures. The Board’s comprehensive policy manual is available for public inspection through the District’s website ([www.bhschools.org](http://www.bhschools.org)) or at the Board Office, located at:

*Bunker Hill CUSD#8 District Offices  
504 East Warren St.  
Bunker Hill, IL 62014*

The School Board governs the school district, and is elected by the community. Current Board members are:

Dave Monetti  
Roger Owen  
Lacey Wieseman  
Whitney Mullink  
Lisa Duckworth  
John Bauer  
Julie Fulton

The School Board has hired the following administrative staff to operate the school:

#### **Bunker Hill CUSD #8**

**Dr. Victor Buehler** – Superintendent  
(618)585-3116  
[vbuehler@bhschools.org](mailto:vbuehler@bhschools.org)

#### **Wolf Ridge Education Center**

**Ms. Stephanie M. Cann - Principal**  
(618)585-4831  
[scann@bhschools.org](mailto:scann@bhschools.org)

**Katie Sutton- Jr. High - Athletic Director**  
[ksutton@bhschools.org](mailto:ksutton@bhschools.org)

**Doug Dey - Transportation**  
(618) 585-3116  
[ddey@bhschools.org](mailto:ddey@bhschools.org)

**Rachelle Wuellner - Food Service**  
(618) 585-3116  
[swuellner@bhschools.org](mailto:swuellner@bhschools.org)

### **1.2 Procedures to Address a Concern**

Bunker Hill CUSD #8 understands that from time to time parents will have a concern for actions by the school district and/or its employees. When a concern arises, the parent should speak directly with the staff member or person most directly related to the concern. Example: a parent has a concern over their child’s grade, or how the child was disciplined in a behavior situation. The first course of action is for the parent to contact the specific teacher involved in the concern. Failure to satisfactorily resolve the concern should then be referred to the building principal as the second step. If the parent is dissatisfied with the resolve at step two and wishes to appeal

the decision, contact should then be made with the district superintendent. If a satisfactory resolve is not reached at step three, the parent should contact the district superintendent requesting to be placed on the agenda to speak to the Board. It is not appropriate to bypass any step in the chain of command.

Any complaint or concern brought to the Board of Education related to a specific employee and/or student shall be heard in closed session as per the school district's responsibility to comply with the legal standards of the "Right to Privacy" act. The Board reserves the right to place reasonable (as determined by the Board) time limits upon speakers wishing to address the Board.

### **1:3 Lost and Found**

Lost and found{ XE "Lost and found" } articles are stored in the bin located directly next to the main school entrance. A student may retrieve lost articles by claiming them in the office. Please check when articles are lost; many valuable articles are left unclaimed at each school semester's end. Items unclaimed at the end of each semester will be donated to local charities.

### **1:4 Visitors**

All visitors must use the main front door in order to enter our building. All other doors will be locked during the day. You will push the call button which is located on the wall next to the double entry doors. This will trigger a camera and an intercom. Visitors should identify themselves and inform office personnel of their reason for being at school. Upon identification, the office will unlock the door. ALL VISITORS ENTERING WOLF RIDGE EDUCATION CENTER MUST REPORT IMMEDIATELY TO THE MAIN OFFICE, SIGN IN AND OBTAIN A VISITOR PASS BEFORE PROCEEDING ANYWHERE WITHIN THE BUILDING.

Visitors must sign in with their name, the date and time of arrival, and the classroom or location they are visiting. Visitors are required to proceed immediately to their location in a quiet manner. All visitors must return to the main office and sign out before leaving the school.

Visitors are expected to abide by all school rules during their time on school property. A visitor who fails to conduct him or herself in a manner that is appropriate will be asked to leave and may be subject to criminal penalties for trespass and/or disruptive behavior.

### **1:5 Tobacco & Alcohol Use Prohibited**

Public notice is hereby served that tobacco or alcohol use of any kind is prohibited on all school district property when such property is being used for any school purposes. This includes all extracurricular activities at schools & on field trips.

### **1:6 Animals on School Property**

In order to assure student health and safety, animals are not allowed on school property, except in the case of a service animal accompanying a student or other individual with a documented disability. This rule may be temporarily waived by the building principals in the case of an educational opportunity for students, provided that (a) the animal is appropriately housed, humanely cared for, and properly handled, and (b) students will not be exposed to a dangerous animal or an unhealthy environment.

### **1:7 School Volunteers**

Approved volunteers are required to check in and out at the main office and receive a visitor badge before going to their destination. For more information on volunteering at Wolf Ridge, please visit our website for further information.



## **1:8 Invitations & Gifts**

Party invitations or gifts for classmates should not be brought to school to be distributed. Items such as these are of a personal nature and should be mailed home. The office is unable to release addresses and phone numbers of students.

## **1:9 Emergency School Closings**

In cases of bad weather and other local emergencies, please listen to any local radio or television station to be advised of school closings or early dismissals. *All Call*, the district's automated calling system, will also call each student when closings occur. School closings for any reason will be announced by 6:00 a.m. If bad weather or other emergency occurs during the day, please listen to local media stations for possible early dismissal information.

For your child's safety, make certain your child knows ahead of time where to go in case of an early dismissal.

If we dismiss early for an emergency, all after-school functions are automatically cancelled.

## **1:10 Video and Audio Monitoring Systems**

A video and/or audio monitoring system may be in use on school buses and a video monitoring system may be in use in public areas of the school 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 tapes will only be viewed by administrative employees of the district.

## **1:11 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.

## **1:12 Money at School**

Whenever possible, payment should be made by check for lunch tickets, yearbooks, school pictures, etc. Money brought to the school should be in an envelope (recycled or otherwise) with the child's name, teacher's name, amount of money enclosed, and its purpose. Excessive amounts of money at school are discouraged. Neither the teacher nor the school can be responsible for lost or misplaced money. Please help children to realize the danger of leaving money or valuables in desks or at other places in the school.

## **1:13 School Parties & Assemblies**

Head Room parents are assigned at the beginning of the school year based upon availability and sign up. Other parents are invited to volunteer as a room parent or as an assistant for school parties based upon space availability. **These 2 parties are for the benefit of the students in a particular classroom and other non-Wolf Ridge students or younger siblings are not to be in attendance.** The date and times of these parties will be determined by the Principal. Only the December holiday party and the spring party are planned by the room parents. Valentine's Day and Halloween parties are conducted by the teachers with parents only dropping off party supplies, if desired, to the school office.

All treats/snacks provided for the parties need to be store bought. No home-made items will be distributed to the students.

Various all, or partial, school assembly programs will be conducted throughout the school year at the determination of the Principal.

### **1:14 Recess**

Children are provided with two or three brief outdoor recess each day, weather permitting. Children should come with outerwear appropriate for the weather. Otherwise, recesses will be held indoors with quiet games/activities provided.

Recess is a time for students to have creative and less structured “play” time. Playground rules exist to make the playground a safe and pleasant environment. Students who are referred for rule violations on the playground may lose recess for various amounts of time as a consequence and may face disciplinary measures dependent upon the severity of the violation or offense.

Notes to keep a child inside on an outdoor recess day are discouraged. In such cases, a note from parent or guardian should be brought on a DAILY basis to the child’s teacher. Any extended period of time indoors will be supported by a doctor’s note. Children with notes may be assigned to a place in the building other than the classroom during the recess period. Students that are restricted in PE by a doctor are also restricted from recess.

### **1:15 Building Hours & Class Schedule**

Building doors and School office will open at **7:30 am** and will be locked at **4:30pm**. **STUDENTS WILL NOT BE ALLOWED IN THE BUILDING PRIOR TO 7:30 am**. Students remaining in the building after 3:45 pm must have permission of a staff member and stay only in a designated area under adult supervision. Students are not allowed to leave school grounds unless signed out by a parent or guardian.

#### Arrival and Departure

- Students must leave Wolf Ridge by either car pick-up in car lane, by bus in the front of the school, or by walking home after the buses have left the school premises.
- For the safety of all students, the designated student drop-off area both prior to and after school is the south driveway entering the school grounds off of West Alton St. This allows the school to provide 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 am and 2:30-3:30pm.
- The designated Car Lane is the only area where students may be dropped off or picked up by car. Please do **NOT** pick up your child in the front of the school; it reduces the safety of all children and staff at our school.
- Students are **NOT** allowed to wait at school unsupervised for late practices or games.
- Kindergarten students **ONLY** may be escorted to their classroom **ONLY** for the first week of classes. The parent or guardian may not stay in the classroom, but may drop the student off at the classroom and exit the building.

### **Wolf Ridge Elementary**

Daily School Hours: 8:10 am – 3:10 pm

Early school dismissals include 2:00 dismissals and 12:30 dismissals.

These are listed on the District School calendar.

## **Wolf Ridge Junior High –Grades 6 &7**

Daily School hours: 8:10 am - 3:10 pm

Early school dismissals include 2:00 dismissals and 12:30 dismissals.

These are listed on the District School calendar.

### **1:16 Personal Property & Phones and Cell Phones**

Bringing in personal possessions including video games, electronic devices of any kind, expensive jewelry, sentimental items, etc. is strongly discouraged and Wolf Ridge is NOT responsible for the loss or theft of such items.

Students should not be interrupted during school hours by outside calls except in an emergency. Teachers cannot leave their classroom during class hours. Necessary messages can be taken by the school secretary and given to a student or teacher. Students are discouraged from using the school telephone unless absolutely necessary.

Cell phones: In accordance with amended law (P.A. 92-793) and in order to insure minimal disruption to the learning environment, Bunker Hill CUSD #8 establishes the following policy regarding the use and/or possession of cellular telecommunication or data connected devices such as an Apple Watch. Students are prohibited from using cell phones and data connected devices or having them “on” during the school day. Students may not wear cell phones clipped to their belts or otherwise displayed in plain sight during the school day. Wolf Ridge is NOT responsible for the loss, theft, damage, or vandalism to students’ cell phones, or other student property. Use of a cell phone in violation of this policy or in a manner deemed inappropriate by the school administration will subject the student to consequences within the scope of the district discipline practices and procedures including but not limited to verbal warning, confiscation of the cell phone or data connected device, retrieval of phone or data connected device by guardian or parent, or suspension from school.

### **1.17 Student Fees**

Wolf Ridge annual school fees:

Grades K-5      \$92.00 (Includes workbook fees)

Grades 6-8      \$90.00 (includes tech fee)

*Any textbook or other school property assessed to be damaged or in need of replacement will be the responsibility of the student and family.*

Sports Fees:      \$40.00 per activity. If a student participates in more than 2 activities annually, there are no further fees. Fees must be paid prior to student participation in practice or competition. If a student quits or is removed from the team due to academic ineligibility or disciplinary measures the fee is not returned.

### **1.18. Parent/Teachers Conferences:**

Parent/Teacher conferences are scheduled at the end of the first quarter. If a parent or guardian needs to consult with a teacher at another time in person, they should contact the Wolf Ridge Office to leave a message with the teacher to make an appointment (585-4831). Contact through school email is a more efficient way to reach a teacher during school hours. Email addresses are listed on page 2 of the handbook.

## **CHAPTER 2 – Enrollment, Attendance, & Promotion**

**2:1**

### **Enrollment and Registration**

#### **RESIDENCY**

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 the Wolf Ridge Education Center must pay tuition as mandated by law at the rate established by the Illinois State Board of Education. Proof of residency is required at time of registration. Examples of this include: utility bill, 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 585- 3116

#### **ENROLLMENT REQUIREMENTS**

An official birth certificate (not a hospital announcement) and a social security number must be presented and is recorded for all kindergarten students and new students. Kindergarten students must be five years of age on or before September 1.

#### **TEACHER REQUESTS PROHIBITED**

Due to requirements to balance class sizes, and various other criteria, we do not honor parent requests for specific classroom teachers.

**2:2**

### **Attendance**

Illinois law requires that whoever has custody or control of any child between seven and seventeen years of age (unless the child has already graduated from high school) shall assure that the child attends school in the district in which he or she resides, during the entire time school is in session. Illinois law also requires that whoever has custody or control of a child who is enrolled in the school, regardless of the child's age, shall assure that the child attends school during the entire time school is in session.

There are certain exceptions to the attendance requirement for children who: attend private school, are physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), are lawfully and necessarily employed, are between the ages of 12 and 14 while in confirmation classes, have a religious reason requiring absence, or are 16 or older and employed and enrolled in a graduation incentive program.

#### **EMERGENCY INFORMATION**

It is imperative that emergency contact information be complete and updated with the school office. This is the first source of reference used in contacting immediate help for your child in case of an emergency; therefore, we must have a current telephone number. If any of your contact information changes during the course of the school year, please update your emergency information in the office as soon as possible.

### **2:3 Student Absences/Tardies/ & Truancy**

If a student must be absent from school, for any reason, parents are required to contact the school office between 7:30 and 10:00 a.m. to inform us of the reason for the absence. In the event of an emergency, which prevents the parent from contacting the school by phone, a note of excuse must accompany the child the following school day. Failure to send a note will result in an unexcused absence.

**TO REPORT A STUDENT ABSENCE CALL 585-4831 and follow provided directions**

### **Pre-Arranged Absence:**

If a student has an anticipated absence, he or she must follow the procedures below:

1. Parents or guardians should notify the Main office at least 48 hours prior to the absence.
2. Parents or Guardians must send a hand-written note to the Principal indicating the days of anticipated absences prior to their departure.
3. Homework requests must be pre-arranged through the office a minimum of 48 hours prior to the absence(s). Failure to comply may result in no credit for missed assignments.
4. The make-up work is due on the first day the student returns from the anticipated absence, unless it was a medical situation. All assignments must also be made up on the day of return or at the teacher's discretion.

### **Excused**

Personal illness, a doctor or dentist appointment, death in the immediate family, family emergency, hospitalization, court appearance, observance of a religious holiday or prearranged absences are excusable reasons for absence. Absences longer than three consecutive days may require a doctor's note. Excused absences should not exceed 10% of the regular school days for the entire year. The Principal has the final decision on whether an absence is excused or not.

Homework assignments may be requested only after a 2-day absence. Many teachers have online access on their own website or through PowerSchool, for parents to check daily assignments. Excused absences allow that all work may be made up for full credit. Students are allowed a grace period of one school day for each day missed to turn in missed assignments.

A student who misses part of the school day due to medical appointment or school activity is responsible for obtaining missed work in all classes missed during their absence before or immediately after the absence.

### **Unexcused**

A student that misses more than eight (8) days in a school year may have an absence marked "UNEXCUSED" even if a reason is provided by the parent/guardian since this level of absenteeism is considered to be excessive. Any absence not excused by a parent or guardian within 48 hours (the end of the following school day) may be considered truant. Unexcused absences should not exceed 5% of the regular school days for the entire year.

**Bunker Hill District Schools work in accordance with the Macoupin County Regional Office of Education to keep truancy to a minimum.** The state of Illinois requires that truant letters be sent to parent or guardians of students who surpass the absences listed above.

Shopping trips, haircuts, and oversleeping, are some examples of unexcused absences.

### **Perfect Attendance**

For a student to earn perfect attendance, the student must have no absences, no tardies, and no early sign outs for the designated time period. An attendance award will be issued at the end of the school year to those students who have not been absent.

### **Tardies**

If a student is tardy to school, they must report immediately to the school office with the parent or a note explaining the tardiness. They will be issued a tardy pass to allow entrance into their class.

When students are tardy, they miss important morning messages, announcements, and instructional time. Consequences for tardies will be administered by the building principal and may include:

- Warning
- Loss of Recess
- Detention

### **Truancy**

A parent or guardian who knowingly and willfully permits a child to be truant may be convicted of a Class C misdemeanor, which carries a maximum penalty of thirty days in jail and/or a fine of up to \$1500.00.

In an effort to provide fair and consistent enforcement of attendance policies, Wolf Ridge Education Center 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 and General Attorney General’s offices, school administrators, and various county and state agencies. This program will be used throughout Macoupin County schools. Please be advised that the Illinois truancy law does NOT discriminate between excused and unexcused absences.

This policy evolved out of the shared belief that daily attendance at school is necessary and beneficial for the student to succeed in both school and society. Therefore, all students are expected to attend school regularly and to be punctual in order to fully benefit from the instruction provided.

### **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 (5<sup>th</sup>) 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 continue 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.

**2:4 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(s).

Students excused for religious reasons will be given an opportunity to make up any examination, study, or work requirement.

**2:4-1 Military Absence**

A student will be excused for up to 5 days in cases where the student's parent/guardian is an active duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat-support posting. The Board of Education, in its discretion, may excuse a student for additional days relative to such leave or deployment. A student and the student's parent/guardian are responsible for obtaining assignments from the student's teachers prior to any excused absences and for ensuring that such assignments are completed by the student prior to his or her return to school. (per school board policy 7:70)

**2:5 Grading, Placement and Promotion**

The instructional year is divided into four terms. Each term is nine weeks long. After four and one-half weeks of the first term, all students will be issued a mid-term report. Thereafter, only when a teacher deems it necessary, will a mid-term report be prepared and sent home. At the end of the first nine-week term, parent-teacher conferences are scheduled at school.

Report cards are sent home at the other nine-week intervals. Reporting to parents may also be in the form of notes, e-mails, telephone calls, and personal visits. Report cards will be sent home in January and again at the end of the school year. Students are expected to return mid-term and report cards promptly. Should there be a concern on the part of parents at any time, they are encouraged to communicate with the teachers at school. For questions regarding grades, please contact the classroom teacher.

It shall be the responsibility of the district to establish a system of grading and reporting of academic achievement to students and parents/guardians. The district system shall also determine when students meet promotion and graduation requirements. Grade promotion of students shall be based upon successful completion of several academic areas and appropriate school attendance. Included in the academic areas are the following: curriculum, student achievement according to Illinois Learning Standard Benchmarks, student performance based on various assessment instruments including but not limited to the PARCC (or tests developed by the state to succeed this

particular test), local assessment instruments including AIMS web benchmarking and probes, I-Station reports, individual interventions, classroom assessment and attendance. A student shall not be promoted based upon age or any other social reason not related to academic performance. The district will be responsible for determining remedial assistance for students at risk.

**Placement:** Assignment of students to classes shall be the responsibility of the Building Principal. Class placement shall be based upon consideration of the best interest of the individual student, the effect on the instructional setting, and the class balance. In the case of transferred students, it is within the Principal's authority to assign a student to an alternative educational setting or class than the student was previously placed in the previous school.

### Elementary Retention

Promotion and retention decisions at the Wolf Ridge Education Center are based on student achievement. The building principal, with input from the classroom teacher (s), will review the following areas of achievement when making a retention decision:

#### ***Criteria - Kindergarten***

Kindergarten is a pivotal grade level for the acquisition of skills for reading and successful achievement in school. As such, retention criteria have been identified for kindergarten to ensure that all students have the core knowledge and skills for reading success.

A *kindergarten* student may be retained if the student:

- (1) does not meet a sufficient number of items on the kindergarten benchmarks checklist which includes pre-reading, writing, mathematics, and behavioral items,
- AND
- (2) is not successful with applied classroom interventions, both behavioral and academic.

#### ***Criteria – Grades One through Eighth***

Students demonstrating skill deficits and not making adequate yearly progress will be considered for retention. The following criteria will be considered:

- student achievement according to the Common Core State Standards
- student report card- failing core classes
- classroom interventions
- standardized achievement tests
- local common assessments, AIMS Web benchmarking, and I-Station scores and intervention success
- classroom assessments
- attendance reports
- other factors: social maturity, emotional maturity, previous retentions, and physical maturity/development
- Performance on the U.S. and Illinois constitution tests

The decision to promote a student to the next grade level is based on successful completion of the curriculum, attendance, performance on standardized tests and other testing. A student will not be promoted based upon age or any other social reason not related to academic performance.

### **2:6 Homework**

Homework is used as a way for students to practice what they have learned in the classroom. The time requirements and the frequency of homework will vary depending on a student's teacher, ability and grade level.



Homework is assigned at the teacher’s discretion. Students are expected to complete all assigned work. If a child is absent, parents may request work for the child to do at home after a 2-day absence. If requested, teachers expect the work to be completed.

**2:7 Home Instruction**

A student who is absent from school for an extended period of time, or has ongoing intermittent absences because of a medical condition, may be eligible for instruction in the student’s home. This will require a medical doctor’s recommendation for this possibility.

**2:8 Grading**

Student grades will be sent home in a progress report approximately 4 to 5 weeks into the 9-week grading period. These progress reports are to be signed by the parent or guardian and returned to the teacher or home room teacher for Junior High. Grades are reported according to the following grading scale:

- S=Satisfactory
- N=Needs Improvement
- U=Unsatisfactory
- P=Pass
- F=Fail

To continue to provide high expectations for our students BHCUSD has adopted the following grading scale for Junior High and High school.

| <u>Letter Grade</u> | <u>Numerical Percentage(Regular Classes)</u> | <u>Weighted Classes</u> |
|---------------------|--|-------------------------|
| 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              | 0.00   | 0.00                    |

\*The above scale is consistent with other districts, colleges, and ISAC (Illinois Student Assistance Commission)

**2:9 Plagiarism & Cheating**

All work submitted of credit for 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%.

## 2:10 Honor Roll

- Honor Roll status is awarded to students in grades 6-8<sup>th</sup>. Students earning this honor must have a grade point average of a “B” with no grade lower than a “C”. All courses are involved in a cumulative grade point average.
- High Honor Roll will be awarded to students who have an “A” average for the quarter, semester, or end of year.
- A Principal’s Honor award will be given to students with straight “A’s”.

## 2:11 Incompletes

An incomplete (I) may be given in any course for extenuating circumstances with the Principal’s discretion. Incompletes are only allowed when the student can offer a valid and documented reason for not having the course work completed in the required grade period. Incompletes should be removed and replaced by a valid grade within 3 weeks after the close of the grading period.

## CHAPTER 3– Food Service & Meal Costs

### 3:1

### School Breakfast and Lunch Program

An excellent breakfast and lunch program is offered in the Bunker Hill School District. Monthly menus can be viewed online and are sent home with students. Breakfast is served from 7:35 am to 7:55 am daily.

The district uses a prepaid meal account for student meals and snacks. No cash or checks will be accepted at the cafeteria register. Lunch and breakfast deposits must be made prior to 10:00 am to be counted for that day’s breakfast and lunch. If you are including more than one child in a deposit, please let us know how to divide the deposit. If you are paying by check, please make the check payable to the Bunker Hill School District.

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

The Student charge limit is \$5.00 only. CHARGING IS FOR MEALS ONLY, AND CANNOT BE USED TOWARDS EXTRAS. Over the charge limit will result in an alternate meal at no charge. This meal will meet USDA requirements for student nutritional lunches.

New Prices are as follows (Prices can be subject to change):

Student Breakfast: \$1.75(reduced price breakfast is \$.30)  
Student Lunch: \$2.60 (reduced price lunch is \$.40)

Adult Breakfast: \$2.25 Adult Lunch: \$3.50

Milk, individual cartons: \$.40 each

Monthly Milk tickets for Kindergarten and first grade may be purchased for \$8.00. Milk will be distributed midway through morning or afternoon classes.

We strongly encourage you to include the following information on the deposit envelope:

**Name:** first, last and middle initial (please give us name listed on school records)

**School**

**Grade level/Teacher**

**Amount of money in envelope** (if using a check please include a check number)

**Date**

You may check the account balance online at [www.bhschools.org](http://www.bhschools.org). In addition, you should receive a balance notice from your child every 7-10 days, if the account has less than \$15.00. The cashier will also tell your child their balance.

Student accounts can be flagged “no ala carte”. We cannot set a daily or weekly spending limit for ala carte.

NOTE: Fast food is not to be brought in for students. Soda or energy drinks should not be sent in a student’s lunch either.

**3:2**

**FREE/REDUCED MEALS**

The District is part of the USDA free and reduced price meal program. Children may be eligible for free breakfast and lunch or reduced price (.30) breakfast and (.40) lunch

Applications for free/reduced price meals are available for students at any time during the school year. All cafeteria cashiers, the cafeteria office, and the school office have the applications. Please call the cafeteria office 585-4831 if you have any questions. *Please note: Even if you do not plan to use the free/reduced price meals and you feel that your family is eligible for the program--please fill out the application. The applications are used by the state to provide money to the district for other programs. These forms are available on line at the district website as well.*

Children that are on the free or reduced price meal program will be provided one breakfast and one lunch per day at the free or reduced price. New applications for free or reduced priced lunches must be on file as soon as possible. The system does not allow for “backdating” free or reduced eligibility. You will be responsible for meal charges if you do not have an approved application on file.

At the beginning of the school year the District will allow the students who were eligible for free/reduced price meals during the previous May/June to receive their meals for the first 30 days of the new school year. ***A NEW APPLICATION MUST BE ON FILE FOR EACH SCHOOL YEAR!***

**FOOD ALLERGIES**

If your child has a food allergy, such as a milk allergy, we will provide the proper food substitutions.

***A PHYSICIAN’S NOTE FOR THE FOOD ALLERGY MUST BE ON FILE.***

*One designated day per semester, there will be a Special Person’s Day at Lunch where visitors are welcome to come to have lunch at Wolf Ridge with their student(s). Notice prior to the event will be sent home and if you are buying a lunch that day, the form must be completed and returned by the designated date on the form. Please arrive at school at the pre-arranged designated times, sign in at the table, and wait in the outer office area until notified to proceed to the cafeteria. Visitors will NOT be allowed to wait for their student(s) outside of the classroom or in the instructional hallways.*

**CHAPTER 4 – Transportation & Parking**

**4:1 Bus Transportation**

If a student is at a location within the District, other than his or her residence, for child care purposes during the time for transportation to and from school, that location may be considered for purposes of determining the 1½

miles from the attended school. Unless Superintendent or designee establishes new routes, pick-up and drop-off locations for students in day care must be along the District's regular routes. The District will not discriminate among types of locations where day care is provided, which may include the premises of licensed providers, relative's home, or neighbor's home. **Students are not permitted to ride a bus home with a friend. Exceptions must be approved in advance by the building principal.**

While students are on the bus, they are under the supervision of the bus driver. In most cases, bus discipline problems can be handled by the bus driver. In the case of a written disciplinary referral, student bus problems will be investigated and handled by the building principal.

Parents will be informed of any and all inappropriate student behavior on a bus. Parents are encouraged to discuss bus safety and appropriate behavior with their children before the beginning of the school year and regularly during the year. Parents are not allowed to get on a bus to discuss issues involving their child. Parents may discuss an issue or express a concern by calling the transportation director or the building principal. This policy is in place to ensure the safety of all students on the bus.

In the interest of the student's safety and in compliance with State law, students are expected to observe the following rules:

1. Go to assigned seat and sit in it immediately upon entering the bus. Do not stand in the entrance or in the aisle.
2. Do not move from one seat to another while on the bus.
3. Keep all parts of the body and all objects inside the bus.
4. Loud conversation, singing, boisterous conduct, unnecessary noise or profanity is not allowed.
5. Enter and exit the bus only when the bus is fully stopped.
6. All school rules apply while on the bus, at a bus stop, or waiting for the bus.
7. Use emergency door only in an emergency.
8. In the event of emergency, stay on the bus and await instructions from the bus driver.
9. Good behavior and behavior that will not distract the bus driver from operating the bus safely is required. Crowding, pushing, scuffling, and other needless commotion are grounds for disciplinary action.
10. Do not open windows.
11. Keep the bus neat and clean.
12. Athletic footwear equipped with cleats or spikes is not allowed on the bus.
13. Inappropriate behavior will be reported to school authorities and failure to observe safety rules may result in suspension from bus services.
14. Be waiting at your bus stop on time.
15. Never tamper with, damage, or deface anything in or on the bus, or any of the bus or school equipment.
16. Keep book bags, books, packages, coats, and other objects out of the aisles. Keep all body parts clear of the aisles when seated.
17. Eating is not permitted on the bus.
18. Parents will be liable for any defacing or damage students do to the bus.

Students may be suspended from riding the school bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct. If a student is suspended from riding the bus for 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. The district's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus. 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.

Video and audio cameras may be active on buses to record student conduct and may be used for the purposes of investigation into misconduct or accidents on the bus.

### **Courtesy Bus:**

Students living in town may ride the school buses from one attendance to another on a space available basis. PARENTS MUST FILL OUT A REQUEST TO RIDE THE COURTESY BUS FORM and it will be granted if students are required to cross Illinois Route 159 to get home and depending on space. In order to gain riding access to the courtesy bus, students must be in possession of their assigned bus pass. Any questions or concerns may be made to the Building Principal or the Transportation Director listed below:

#### **Mr. Doug Dey – Transportation & Maintenance**

504 East Warren  
Bunker Hill, IL  
618-585- 3116

### **4:2 Parking**

Each building has locations available for school visitor parking.

Vehicles MAY NOT be parked or located in the bus lanes or fire lanes at ANY TIME. Bus lanes and fire lanes are clearly marked. Vehicles located in these locations may be ticketed and/or towed by the police.

Parking spaces for automobiles are limited. Please do NOT park in designated bus loading zones or in staff parking areas during school hours.

**ALL** student drop off and pick up before and after school must be done through the car lane off West Alton St. Students can NOT walk from the gym to ride with a parent who has parked on the front school property. They need to be picked up in the designated car lane. It is dangerous for our students to have vehicles driving in the areas where buses are located and where students walking home are present in large numbers.

## **CHAPTER 5 – Health & Safety**

### **5:1 School Health Requirements: Immunizations, Health, Eye and Dental Examinations**

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: 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 doses

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.

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 for students entering Kindergarten, sixth and ninth grade. 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

## 5:2 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 an 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.

## 5:3 Medication

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.

As per the guidelines for Medication Administration in Schools developed by the Illinois Department of Public Health and the Illinois Board of Education, a medication authorization form must be completed by a licensed prescriber and signed by the parent or guardian in order for ANY medication and over the counter medication .

You will need to make arrangements with the school in advance if your child requires medication and/or treatments on a daily basis for chronic condition (long-term medication or treatment). Prescription medication must carry the appropriate prescription label, with the student's name, drug identity, dosage instruction and doctor's name. Non-prescription medication must be in the original container and must be clearly labeled. All medication must be delivered to the office by the parents or guardian and is limited to one dose per day. Do not send the medication to school with the student. This policy, although it may create some inconvenience, has been adopted with the safety and security of our students and faculty in mind. If you have any questions, please call the nurse.

All students utilizing inhalers and epinephrine auto-injectors must be provided by the student's parents and have a medication authorization form completed by the student's health care provider.

### **Asthma Action Plans**

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

### **5:4 CPR Training Video**

In August 2013, Public Act 098-0305 took effect. This act requires that IHSA 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](http://www.ihsa.org/Resources/SportsMedicine/CPRTraining.aspx)

### **5:5 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.

### **5:6 Head Lice**

The school will observe recommendations of the Illinois Department of Public Health regarding head lice.

1. Parents are required to notify the school nurse if they suspect their child has head lice.
2. Infested students may be sent home following notification of the parent or guardian.
3. The school will provide written instructions to parent or guardian regarding appropriate treatment for the infestation.

### **5:7 Safety Drill Procedures and Conduct**

Safety drills will occur at times established by the school board. Students are required to be silent and shall comply with the directives of school officials during emergency drills. There will be a minimum of three (3) evacuation drills, a minimum of one (1) severe weather (shelter-in-place) drill, a minimum of one (1) law enforcement drill, and a minimum of one (1) bus evacuation drill each school year. There may be other drills at the direction of the administration. Drills will not be preceded by a warning to the students. Detailed response plans can be obtained by contacting the building principal.

### **5:8 Accommodating Breast Feeding Students**

Please refer to School Board Policy 7:10-AP for additional information.



(Per Public Act 100-29, this new procedure delineates the rights of the students who are nursing mothers. This new law goes into effect on January 1, 2018.)

## **CHAPTER 6 – Discipline and Conduct**

### **6:1 General Policy on Discipline and Behavior**

**{ XE "Behavior" }**

The Board of Education requires that orderly discipline be maintained in each classroom and in the halls, lunchrooms, libraries, and grounds of all schools. The principals and superintendent shall provide adequate personnel to assist in this process of maintaining order at each after school activity in elementary and secondary schools. Teachers are responsible for enforcing all rules prescribed by the principals and superintendent.

The following procedures serve as a general pattern for dealing with disciplinary problems:

### **6:2 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***

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

*Bullying on the basis of actual or perceived race, color, national origin, 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:*

*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.*

See School

Board

policy 7:180 for more information on bullying procedures; this complies with Public Act 100-137.

### **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 for district administration.

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

### **Disciplinary Measures**

School officials shall limit the number and duration of expulsions and out-of-school suspensions to the greatest extent practical, and, where practical 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. 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 detentio.
6. Return of property or restitution for lost, stolen or damaged property.
7. In-school suspension.
8. After-school 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**

Discipline may range from minimum one day out-of-school or in-school suspension up to ten days’ out-of-school suspension depending upon the severity of the offense.

*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 assessment taken during ISS time.

### **Out of School Suspension (OSS)**

The purpose of an OSS is to remove a student who is a threat to the safety of the school and students or himself, 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 upon their return to school.

### **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, at 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.

### **6:3 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 concern, or decency aspect of school operations. Any student, whose appearance and dress is considered to be disruptive to the educational process or dangerous to him/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 bare midriffs, see-through garments, undergarments worn outside, bare backs, halter tops, low cut blouses and 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.
- ALL shorts and skirts must extend beyond a student's fingertips when the student stands with their arms at their sides (no short shorts, spandex shorts).
- 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**
- 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-5<sup>th</sup> 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) are prohibited for safety reasons. Body piercings must be removed or covered by a Band-Aid.
- Jeans with holes/rips/tears cannot show bare 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.
- Cold shoulder shirts and sleeveless garments are to be 3 of the student's fingers in width: NO undergarments are to be visible.
- **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, a parent or guardian will be contacted and 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.

### **6:4**

#### **Cafeteria Rules**

- Students shall not save seats for other students.
- Students shall walk to lunch and shall be orderly and quiet during lunch.
- Students shall properly dispose of all trash. No food shall leave the cafeteria.
- Loud talking, yelling, screaming, and other disruptions are prohibited.
- Students shall not throw food, milk cartons or other items.
- Students shall not trade food.
- Students shall follow the instructions of the lunchroom aides and show proper respect toward all cafeteria personnel.
- Students shall remain seated while in the cafeteria except to return to the lunch line or return trays.
- Students shall immediately become silent when staff or presenters make announcements in the cafeteria.
- Students shall report spills and broken containers to cafeteria staff immediately.
- Students shall be dismissed from the cafeteria by the lunch room supervisor.

**Misbehavior will result in disciplinary action in accordance to the school's disciplinary procedures.**

### **6:5**

#### **Playground Rules**

1. Use the equipment properly.  
For Example- go up the ladder and down the slide.  
Do not – climb up the slide, go down the edge of the slide, do not clog or jam the slide.
2. Do not bring food onto the playground.
3. Do not climb trees.
4. Monitors will bring playground balls onto the playground.
5. Students should be QUIET in the lines at the end of recess. Do not push or shove in line.
6. Leave all toys, electronic devices, games, and CDs at home.
7. Do not throw rocks or dirt.
8. Foul language is not permitted.
9. If you are hurt, see the monitor.
10. Treat other students as you would like to be treated. If you have a problem, see the monitor.

**Misbehavior will result in disciplinary action in accordance to the school's disciplinary procedures.**

## **CHAPTER 7 – Internet, Technology & Publications**

### **7:1 Acceptable Use of Electronic Networks**

To gain access to the Internet, all students under the age of 18 must obtain parental permission. By signing the Handbook Acknowledgement, the parent indicates that the signature is legally binding and indicates the party who signs has read the terms and conditions carefully and understands their significance.

All use of electronic networks shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These procedures do not attempt to state all required or prescribed behavior by users; however, some specific examples are provided. **The failure of any user to follow these procedures will result in the loss of privileges, disciplinary action, and/or appropriate legal action.**

### **Terms and Conditions**

**Acceptable Use** – Access to the District's electronic network must be: (a) for the purpose of education or research, and be consistent with the District's educational objectives, or (b) for legitimate business use.

**Privileges** – The use of the District's electronic network is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrator will make all decisions regarding whether or not a user has violated these procedures and may deny, revoke, or suspend access at any time. His or her decision is final.

**Unacceptable Use** – The user is responsible for his or her actions and activities involving the network. Some examples of unacceptable uses are:

- a. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of an State or federal law;
- b. Unauthorized downloading of software, regardless of whether it is copyrighted or de-virused;
- c. Downloading copyrighted material for other than personal use;
- d. Using the network for private financial or commercial gain;
- e. Wastefully using resources, such as file space;
- f. Hacking or gaining unauthorized access to files, resources, or entities;
- g. Invading the privacy of individuals, that includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature including a photograph;
- h. Using another user's account or password;
- i. Posting material authored or created by another without his/her consent;
- j. Posting anonymous messages;
- k. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material;
- l. Using the network while access privileges are suspended or revoked;
- m. Using the network for political lobbying, political campaigning, chat rooms, instant messaging, video streaming, and audio streaming;
- n. Physical or electronic tampering with computer resources (computers, computer systems, or computer networks); and
- o. Using personal equipment on the school network without written permission from the administration.

**Network Etiquette** – The user is expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

- a. Be polite. Do not become abusive in messages to others.
- b. Use appropriate language. Do not swear or use vulgarities or any other inappropriate language.
- c. Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.
- d. Recognize that electronic mail (e-mail) is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
- e. Do not use the network in any way that would disrupt its use by other users.
- f. Consider all communications and information accessible via the network to be private property.

### **Internet Safety**

Internet access is limited to only those “acceptable uses” as detailed in these procedures. Internet safety is almost assured if users will not engage in “unacceptable uses,” as detailed in these procedures, and otherwise follow these procedures.

Staff members shall supervise students while students are using District internet access to ensure that the students abide by the Terms and Conditions for Internet Access contained in these procedures.

Each District computer with Internet Access has a filtering device that blocks entry to visual depictions that are: (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by the Children’s Internet Protection Act and as determined by the Superintendent or designee. However, on a global network it is impossible to control all materials, and an industrious user may discover controversial information either by accident or deliberately.

## **7:2 Power School Family Access**

The Bunker Hill School District’s Power School Student Management software allows access via the internet to student information including grades, attendance, and cafeteria balances. (Please note that up to a 5 school day lag time may exist between collection of assignments and grade posting). Login and password information will be distributed each year during registration or can be acquired by contacting the school office.

## **CHAPTER 8 – Search & Seizure**

### **8:1 Search and Seizure**

In order to maintain order, safety 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” includes school liaison police officers.

#### **School Property and Equipment as well as Personal Effects Left There by Students**

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 the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there.

The building principal may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

#### **Students**

School authorities may search a student and/or the student’s personal effects in the student’s possession (such as, purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the school or district’s student rules and policies. The search will be conducted in a manner that is reasonably related to its objective of the search and not excessively intrusive in light of the student’s age and sex, and the nature of the infraction.

#### **Seizure of Property**

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

**CHAPTER 9 – Student Records & Privacy**  
**EXTRA CURRICULAR ACTIVITIES/ORGANIZATIONS**

**9:1 Organization Officers**

Each organization shall elect a:

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

Accurate minutes and bookkeeping records will be kept.

**9:2 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.

**9:3 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.

**9:4 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.

**9:5 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.



## **9:6 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 6<sup>th</sup> grade will be acceptable for 6<sup>th</sup> 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. It is based upon the semester grade.
- 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 for which they cheer.
- 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 medically 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 or guardian 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).

## **9:7 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

## **CHAPTER 10 – Student Records & Privacy**

### **10:1**

### **Student Privacy Protections**

### Surveys by Third Parties

Before a school official or staff member administers or distributes a survey or evaluation created by a third party to a student, the student's parent/guardian may inspect the survey or evaluation, upon their request and within a reasonable time of their request. This applies to every survey: (1) that is created by a person or entity other than a district official, staff member, or student, (2) regardless of whether the student answering the questions can be identified, and (3) regardless of the subject matter of the questions.

Parents who object to disclosure of information concerning their child to a third party may do so in writing to the building principal.

## **CHAPTER 11 – Parental Rights Notification**

### **11:1**

#### **Standardized Testing**

All students in grades 3 through 12 take standardized tests in the fall or spring. The standardized testing sequence is as follows:

3 – 8: PARCC (spring)

Parents are encouraged to cooperate in preparing students for the standardized testing, because the quality of the education the school can provide is partially dependent upon the school's ability to continue to prove its success in the state's standardized tests. Parents can assist their students achieve their best performance by doing the following:

1. Encourage students to work hard and study throughout the year;
2. Ensure students get a good night's sleep the night before exams;
3. Ensure students eat well the morning of the exam, particularly ensuring they eat sufficient protein;
4. Remind and emphasize for students the importance of good performance on standardized testing;
5. Ensure students are on time and prepared for tests, with appropriate materials, including number 2 pencils;
6. Teach students the importance of honesty and ethics during the performance of these and other tests;
7. Encourage students to relax on testing day.

### **11:2 Homeless Child's Right to Education**

When a child loses permanent housing and becomes a homeless person as defined by law, or when a homeless child changes his or her temporary living arrangements, the parent or guardian of the homeless child has the option of either:

1. Continuing the child's education in the school of origin for as long as the child remains homeless or, if the child becomes permanently housed, until the end of the academic year during which the housing is acquired; or
2. Enrolling the child in any school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.
- 3.

For assistance and support for homeless families, contact the district's homeless liaison:

**Melisa Booten-Wright**  
504 East Warren St.

Bunker Hill, IL 62014

618-585-3116

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 12th. 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 presentations by *Call for Help*. For more information about Erin's Law, go to: <http://www.erinslawillinois.org/>

### **11:3 Mandated Reporters**

All school personnel, including teachers and administrators, are required by law to immediately report any and all suspected cases of child abuse or neglect to the Illinois Department of Children and Family Services. The toll free number is 800-252-2873.

The Department of Children and Family Services (DCFS) has a legal right to interview children at school. School personnel have no obligation to notify parents.

### **11:4 Sex Offender Notification Law**

State law prohibits a convicted child sex offender from being present on school property when children under the age of 18 are present, except for in the following circumstances as they relate to the individual's child(ren):

1. To attend a conference at the school with school personnel to discuss the progress of their child.
2. To participate in a conference in which evaluation and placement decisions may be made with respect to their child's special education services.
3. To attend conferences to discuss issues concerning their child such as retention or promotion.

In all other cases, convicted child sex offenders are prohibited from being present on school property unless they obtain written permission from the superintendent or school board.

Anytime that a convicted child sex offender is present on school property – including the three reasons above - he/she is responsible for notifying the principal's office upon arrival on school property and upon departure from school property. It is the responsibility of the convicted child sex offender to remain under the direct supervision of a school official at all times he/she is in the presence or vicinity of children.

A violation of this law is a Class 4 felony.

### **11:5 Sex Offender & Violent Offender Community Notification Laws**

State law requires that all school districts provide parents/guardians with information about sex offenders and violent offenders against youth.

You may find the Illinois Sex Offender Registry on the Illinois State Police's website at:

<http://www.isp.state.il.us/sor/>

You may find the Illinois Statewide Child Murderer and Violent Offender Against Youth Registry on the Illinois State Police's website at:

<http://www.isp.state.il.us/cmvo/>

## **CHAPTER 12 – Curriculum, Instruction and Assessment**

### **12:1 Assessment**

The district assesses student progress in many ways.

1. **I-Station** - Wolf Ridge administers the I-Station assessment to all students. It consists of monthly benchmarks for all students kindergarten through 8<sup>th</sup> grade.
2. **AIMSWeb** - The district administers the AIMS Web assessment to all 1-5 students. It consists of 3 annual benchmarks for all students 1 – 5 in fluency only.

After each benchmarking, students are assigned to a tier. Tier I is the universal tier and includes all students. This tier is where all students are and it includes problem-solving strategies used by the classroom teacher within the general education classroom using the core curriculum.

**STRATEGIC MONITORING** - Tier II is more intensive than Tier I and involves only students in the 10<sup>th</sup> to 25<sup>th</sup> percentile. Intervention time is increased in areas of highest need. Resource and Title I support teachers offer specialized interventions and strategically monitored once per month to see if progress is being made. Tier II interventions are supplemental to the core curriculum and can constitute approximately 15-20 minutes of additional time 3 times per week.

**PROGRESS MONITORING** – Tier III is intensive use of Tier II interventions or additional interventions delivered to students falling below the 10<sup>th</sup> percentile. Interventions are administered by classroom, Resource, Title I, or special education teachers to provide the most intensive reading instruction and can constitute up to 60 additional minutes per day. Students are progress monitored every other week to see if progress is being made.

3. **PARCC** - The PARCC assessments will include a rich set of performance-based tasks that address a long standing concern among educators about large scale, pencil and paper assessments – they have been unable to capture some of the most important skills that we strive to develop in students. The PARCC assessments are being carefully crafted to accomplish this important goal. They will enable teachers, schools, students and their parents to gain important insights into how well critical knowledge, skills and abilities essential for young people to thrive in college and careers are being mastered in ways that only computer-based assessments can.

Guidance is also available for schools and districts with more information about the design of the PARCC assessments in English language arts/literacy and mathematics, as well as the number of testing sessions and the approximate time it will take students to complete the assessments.

Unlike current state assessments, the PARCC assessments will provide information on the full range of knowledge and skills needed to be career and college ready or on track toward that goal. And, they will measure the skills and knowledge of students working significantly beyond or behind their grade level. These improvements from current tests will help teachers guide instruction and give more information to students and their parents.

4. **Local Assessments** - Teachers from each grade level have designed local assessments for reading, writing, mathematics, science, social science, physical education and fine arts. These assessments are used for evaluation of student achievement with the local instructional program.

### **12:2 Field Trips**

Field trips are a privilege for students. Students must abide by all school policies during transportation and during field-trip activities, and shall treat all field trip locations as though they are school grounds. Failure to abide by school rules and/or location rules during a field trip may subject the student to discipline.

All students who wish to attend a field trip must receive written permission from a parent or guardian with authority to give permission. Students may be prohibited from attending field trips for any of the following reasons:

- Failure to receive appropriate permission from parent/guardian or teacher;
- Failure to complete appropriate coursework;
- Behavioral or safety concerns;
- Denial of permission from administration;
- Other reasons as determined by the school.

Chaperones are prohibited from using any tobacco product or consuming any alcoholic beverages on a field trip. They are also prohibited from using inappropriate language.

Parents may be required to accompany a student if there is a student behavioral concern.

### **Eighth Grade Trip**

*The 8<sup>th</sup> grade end-of-year field trip is based upon the following factors:*

1. *Student safety*
2. *Available teachers/sponsors to chaperone*
3. *Scheduling*
4. *Associated costs to be paid by students/parents, this includes tickets, transportation, food, etc.*

*The 8<sup>th</sup> grade field trip is an earned privilege. Students may participate only if:*

1. *Student has not served an in-school suspension, Saturday detention, an out-of-school suspension, or completed community service hours instead of serving the out-of-school suspension during 8<sup>th</sup> grade year.*
2. *Student has not been tardy to class more than seven (7) times during 8<sup>th</sup> grade year.*
3. *Student has not missed more than ten (10) full or partial school days during 8<sup>th</sup> grade year.*
4. *Student has not been suspended from riding the bus for the remainder of the term.*
5. *Student is passing all courses for the semester.*
6. *All school fees are paid in full by the end of the third quarter.*

## **12:3 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.

## **12:4 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.

## **12:5 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 Bunker Hill District website for meeting times and dates.