



**Bunker Hill Community Unit School District 8
WOLF RIDGE EDUCATION CENTER
STUDENT/PARENT HANDBOOK
School Year: 2022-2023**

Wolf Ridge Education Center

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Bunker Hill, IL 62014
Phone: (618) 585-4831

Bunker Hill CUSD#8 District Office

504 East Warren St.
Bunker Hill, IL 62014
Phone: (618) 585-3116

District Website: www.bhcsd.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.

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CHAPTER 1 – INTRODUCTORY INFORMATION

1.1 General School Information

This handbook is a summary of the school's rules and expectations. It is not a comprehensive statement of school procedures. The Board's comprehensive policy manual is available for public inspection through the district's website or office.

Administrative Staff for Wolf Ridge Hired by the Bunker Hill CUSD8 School Board:

Mr. Todd Dugan – Superintendent

(618) 585-3116

tdugan@bhcsd.org

Mrs. Shonda Ronen – Wolf Ridge Principal

(618) 585-4831

sronen@bhcsd.org

Ms. Katie Sutton- Jr. High Athletic Director

ksutton@bhcsd.org

Mr. Doug Dey – Transportation/Maintenance Director

(618) 585-3116

ddey@bhcsd.org

Mrs. Rachelle Wuellner - Food Service Director

(618) 585-3116

swuellner@bhcsd.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. 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 Building Hours and Class Schedule

Building doors and School office will open at 7:30 am and will be locked at 4:00pm. Students will not be allowed to enter the building prior to 7:30 am. Students remaining in the building after 3:15 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, walking home after the buses have left the school premises, or proceeding to PAC (Patriot Advantage Club) after-school care.
- 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 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.
- Students are not allowed to wait at school unsupervised for practices or games.
- Kindergarten students may be escorted to their classroom 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 – Grades K-5 / 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.

1.4 Enrollment and Registration

The school establishes fees and charges to fund certain school activities. Some students may be unable to pay these fees. Students will not be denied educational services or academic credit due to the inability of their parent or guardian to pay fees or certain charges. Students whose parent or guardian is unable to afford student fees may receive a fee waiver. A fee waiver does not exempt a student from charges for lost and damaged books, locks, materials, supplies, and/or equipment.

Applications for fee waivers may be submitted by a parent or guardian of a student who has been assessed a fee. A student is eligible for a fee waiver if at least one of the following prerequisites is met:

1. The student currently lives in a household that meets the free lunch or breakfast eligibility guidelines established by the federal government pursuant to the National School Lunch Act; or
2. The student or the student's family is currently receiving aid under Article IV of the Illinois Public Aid Code (Aid to Families of Dependent Children).

The building principal will give additional consideration where one or more of the following factors are present:

- An illness in the family;
- Unusual expenses such as fire, flood, storm damage, etc.;
- Unemployment;
- Emergency situations; or
- When one or more of the parents/guardians are involved in a work stoppage.

The building principal will notify the parent/guardian promptly as to whether the fee waiver request has been granted or denied. Questions regarding the fee waiver application process should be addressed to the building principal.

Wolf Ridge Student Fees

Grades K-5 \$100 (includes workbooks and tech fees)

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

Athletic Fees: \$40.00 (per activity)

If a student participates in more than 2 activities annually, there are no further fees. Therefore, a maximum of \$80 per student will be assessed for these 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.

Enrollment Requirements

An official birth certificate (not a hospital announcement) 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.

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.

Teacher Requests Prohibited

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

CHAPTER 2 – Food Service and Meal Costs

2.1 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. Breakfast is served from 7:35 am to 8:00 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. Charging can only be applied for meals, not extras.

New Prices (subject to change):

Student Breakfast:	\$1.75(reduced price breakfast is \$.30)
Student Lunch:	\$3.00 (reduced price lunch is \$.40)

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

Please 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: (if using a check please include a check number)

Date:

You may check the account balance online at www.teacherease.com. In addition, you should receive a balance notice each week if the account has a negative balance. The cashier will also tell your child their balance, if requested.

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.

2.2 USDA Free/Reduced Lunch Program

Pursuant to the Hunger-Free Student's Bill of Rights Act, the school is required to provide a federally reimbursable meal or snack to a student who requests one, regardless of whether the student can pay for the meal or snack or owes money for earlier meals or snacks. Students may not be provided with an alternative meal or snack and the school is prohibited from publicly identifying or stigmatizing a student who cannot pay for or owes money for a meal or snack.

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.

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 at 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 on 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.

2.3 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.

CHAPTER 3 – Attendance

3.1 Student Absences, Tardies and Truancy

In the event of any absence, the student's parent/guardian is required to call the school at 618-585-4831 before 8:00 a.m. to explain the reason for the absence. If a call has not been made to the school by 10:00 a.m. on the day of a student's absence, a school official will call the home to inquire why the student is not at school. If the parent/guardian cannot be contacted, the student will be required to submit a signed note from the parent/guardian explaining the reason for the absence. Failure to do so shall result in an unexcused absence. Upon request of the parent/guardian, the reason for an absence will be kept confidential.

To report a student absence, call 618-585-4831 and follow the directions.

Pre-Arranged Absence:

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

1. Parents/guardians should notify the office at least 48 hours prior via a phone call or hand-written note.
2. The student is responsible for getting assignments for the days missed and discuss a plan to make-up any work or instruction missed with his/her teacher.
3. 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 and Unexcused Absences

Excused absences include: illness, medical or dentist appointment, hospitalization, observance of a religious holiday or event, death in the immediate family, family emergency, situations beyond the control of the student, circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical health or safety, attending a military honors funeral to sound TAPS, or other reason as approved by the building principal. Excused absence also includes an absence due to "the mental or behavioral health of the student" according to Public Act 102-321. Schools must excuse students for up to 5 days before a medical note is required. All other absences are unexcused.

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 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.

Truancy Notices

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. Parents/Guardians will be sent letters at the following thresholds for absenteeism:

- 5 Days Absent (excused or unexcused)
- 8 Days Absent (unexcused)
- 10 Days Absent (excused or unexcused)

Students are considered chronically truant after they have missed more than 5% of the school year (9 or more days) without a valid excuse. Please be advised that the Illinois truancy law does NOT discriminate between excused and unexcused absences. These

students will be referred to the ROE Truancy Review Board. A parent or guardian who knowingly and willfully permits a child to be truant is in violation of State law.

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 can be administered by the principal.

3.2 Military Absences and Religious Instruction/Observance

Military Absences

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 postings. 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.

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 48 hours prior to 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.

CHAPTER 4 – Report Cards, Promotion and Grading

4.1 Report Cards and Parent-Teacher Conferences

The instructional year is divided into four terms. Each term is nine weeks long. Parents/Guardians are encouraged to check student grades using the TeacherEase website or app often. Parents will be notified at or about the midpoint of each quarter as a reminder to check grades for student progress. Report cards will be available for viewing and/or printing on TeacherEase at the other nine-week intervals. Reporting to parents may also be in the form of notes, e-mails, telephone calls, and personal visits. Please contact the classroom teacher if there are any questions or concerns regarding a student's grades or progress at any time.

Parent-teacher conferences will be scheduled during the first semester. The exact dates can be found on the district calendar. 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. Contact through school

email is a more efficient way to reach a teacher during school hours. Email addresses are listed on the district website. Please keep in mind that teachers may not be able to respond to an email until the following day depending on their plan time.

4.2 Promotion and Retention

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 Illinois Assessment of Readiness, Illinois Science Assessment, local assessment instruments, classroom assessments, 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. Retention of students at Wolf Ridge Education Center will be based on the results of the above indicated student achievement and input from the teacher.

4.3 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.

4.4 Grading and Homework

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 homeroom teacher for Junior High. Grades are reported according to the following grading scale:

<u>Letter Grade</u>	<u>Numerical Percentage</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.

The below grade codes, as well as other non-traditional grades, may be utilized in certain courses/grade levels.

S=Satisfactory
 N=Needs Improvement
 U=Unsatisfactory
 B=1=Beginning
 D=2=Developing
 S=3=Secure
 P=Pass
 F=Fail
 Cr = Credit
 NC = No Credit
 I = Incomplete

Honor Roll

Honor Roll status is awarded to students in grades 6-8. 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 “As”.

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.

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; 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 may 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. Teachers have discretion on whether they will allow any points for a plagiarized assignment.

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 upon completion of the work as determined by the teacher.

4.5 Home Instruction and Exemptions

Home Instruction

A student who is absent from school, or whose physician, physician assistant or advance practice registered nurse anticipates his or her absence from school, because of a medical condition may be eligible for instruction in the student's home or hospital. A student who is unable to attend school because of pregnancy will be provided home instruction, correspondence courses, or other courses of instruction before (1) the birth of the child when the student's physician indicates, in writing, that she is medically unable to attend regular classroom instruction, and (2) for up to 3 months after the child's birth or a miscarriage.

For information on home or hospital instruction, contact the building principal.

P.E. Exemptions

In order to be excused from participation in physical education, a student must present an appropriate excuse from his or her parent/guardian or from a person licensed under the Medical Practice Act. The excuse may be based on medical or religious prohibitions. An excuse because of medical reasons must include a signed statement from a person licensed under the Medical Practice Act that corroborates the medical reason for the request. An excuse based on religious reasons must include a signed statement from a member of the clergy that corroborates the religious reason for the request.

A student in grades 7-8 may submit a written request to the building principal requesting to be excused from physical education courses because of the student's ongoing participation in an interscholastic or extracurricular athletic program. The building principal will evaluate requests on a case-by-case basis.

Students with an Individualized Education Program may also be excused from physical education courses for certain reasons. Special activities in physical education will be provided for a student whose physical or emotional condition, as determined by a person licensed under the Medical Practices Act, prevents his or her participation in the physical education course.

State law prohibits the School District from honoring parental excuses based upon a student's participation in athletic training, activities, or competitions conducted outside the auspices of the School District.

Students who have been excused from physical education shall return to the course as soon as practical. The time of year when a student's participation ceases, and the student's class schedule will be used to determine when a student shall return to a physical education course.

CHAPTER 5 – Transportation and Parking

5.1 Bus Transportation

The district provides bus transportation to and from school for all students living 1.5 miles or more from the school. A list of bus stops will be published at the beginning of the school year before student registration. Parents must, at the beginning of the school year, select one bus stop at which a student is to be picked up, and one stop at which a student is to be dropped off. Students are not permitted to ride a bus other than the bus to which they are assigned. Students are not allowed to ride the 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.

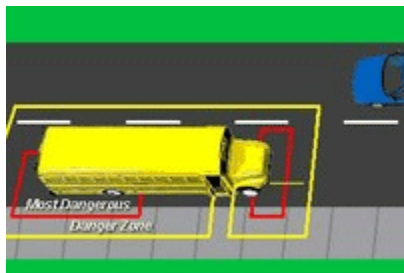
Students are expected to follow all school rules while on the bus. Students may be suspended from riding the school bus for up to 10 consecutive school days for violating school rules or for engaging in other gross disobedience or misconduct. The school board may suspend the student from riding the school 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 who is suspended from riding the school bus and who does not have alternative transportation to school shall be allowed the opportunity to make up all missed work for equivalent academic credit. It is the responsibility of the student's parent or guardian to notify the school that the student does not have alternative transportation to school.

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

1. Dress properly for the weather. Make sure all drawstrings, ties, straps, etc. on all clothing, backpacks and other items, are shortened or removed to lessen the likelihood of them getting caught in bus doors, railings or aisles.
2. Arrive on time at the bus stop and stay away from the street while waiting.
3. Stay away from the bus until it stops completely and the driver signals you to board. Enter in single file without pushing. Always use the handrail.
4. Take a seat right away and remain seated facing forward. Keep your hands, arms, and head inside the bus.
5. Talk quietly on the bus. No shouting or creating loud noises that may distract the driver.
6. Help keep the bus neat and clean. Keep belongings out of the aisle and away from emergency exits. Eating and drinking are not allowed on the bus.
7. Always listen to the driver's instructions. Be courteous to the driver and other students. Sit with your hands to yourself and avoid making noises that would distract the driver or bother other passengers. Remain seated, keeping your hands, arms, and head inside the bus always.
8. Wait until the bus pulls to a complete stop before standing up. Use the handrail when exiting the bus.

9. Stay out of the danger zone next to the bus where the driver may have difficulty seeing you. Take five giant steps away from the bus and out of the danger zone, until you can see the driver and the driver sees you. Never crawl under a bus.
10. If you must cross the street after you get off the bus, wait for the driver's signal and then cross in front of the bus. Cross the street only after checking both ways for traffic.
11. Never run back to the bus, even if you dropped or forgot something.



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

For questions regarding school transportation issues, contact Mr. Doug Dey.

Courtesy Bus

Students living in town may ride the school buses from one district building to another on a space available basis. Parents must fill out a request form to ride the courtesy bus. Students that are required to cross Illinois Route 159 to get home will be granted this courtesy, as well as other students 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. The transportation office phone number is 618-585-3116.

5.2 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.

5.3 Student Drop Off and Pick Up

All student drop off and pick up before and after school must be done through the car lane off West Alton Street. Students cannot walk from the gym to ride with a parent who has parked on the front school property.

We will notify parents/guardians of student(s) that have not been picked up from school. Students not picked up by 3:30 will attend Patriot Advantage Club (PAC), our after-school care program. Fees for after-school care will be applied.

CHAPTER 6 – Health and Safety

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 school year, please update your emergency information in the office as soon as possible.

6.1 Health Requirements

School health requirements, including immunizations, health, eye and dental examinations, for each grade level will be posted on the district website. Currently, PreK, kindergarten, second and sixth grade students have certain requirements that must be met. Contact the school office or school nurse for more information about the exact requirements needed.

Failure to comply with presenting the school with the proper health requirements may result in the student's exclusion from school. 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.

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

6.3 Medication

Taking medication during school hours or during school-related activities is prohibited unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child by completing a "School Medication Authorization Form."

No school or district employee is allowed to administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed School Medication Authorization Form is submitted by the student's parent/guardian. No student is allowed to possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this procedure.

You will need to make arrangements with the school in advance if your child requires medication and/or treatments on a daily basis for a 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. 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.

Self-Administration of Medication

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

Students who are diabetic may also self-carry and self-administer diabetic testing supplies and insulin. Students who are diabetic must also have a Diabetes Care Plan on file with the school.

Designated Caregiver Administration of Medical Cannabis

The Compassionate Use of Medical Cannabis Pilot Program Act allows a parent/guardian of a student who is a minor to register with the Ill. Dept. of Public Health (IDPH) as a designated caregiver to administer medical cannabis to their child. A designated caregiver may also be another individual other than the student's parent/guardian. Any designated caregiver must be at least 21 years old and is

allowed to administer a medical cannabis infused product to a child who is a student on the premises of his or her school or on his or her school bus if:

1. Both the student and the designated caregiver possess valid registry identification cards issued by IDPH;
2. Copies of the registry identification cards are provided to the District; and
3. That student's parent/guardian completed, signed, and submitted a *School Medication Authorization Form – Medical Cannabis*,

Medical cannabis infused product (Product) includes oils, ointments, foods, and other products that contain usable cannabis but are not smoked or vaped. Smoking and/or vaping medical cannabis is prohibited.

After administering the product to the student, the designated caregiver shall immediately remove it from school premises or the school bus. The product may not be administered in a manner that, in the opinion of the District or school, would create a disruption to the educational environment or cause exposure of the product to other students. A school employee shall not be required to administer the product.

Discipline of a student for being administered a product by a designated caregiver pursuant to this procedure is prohibited. The District may not deny a student attendance at a school solely because he or she required administration of the product during school hours.

6.4 Asthma, Allergy and Diabetic 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 student's Asthma Action Plan for use by schools and parents.

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. Parents should provide an asthma action plan, allergy action plan and/or diabetes care plan to the school.

6.5 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/CPRTTraining.aspx.

6.6 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.

6.7 Head Lice

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

6.8 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.

CHAPTER 7 – Discipline and Conduct

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.

7.1 Disciplinary Procedures

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.

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 detention
6. Return of property or restitution for lost, stolen or damaged property
7. In-school suspension
8. After-school or morning 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.

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.

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.

Playground Rules

- Use the equipment properly.
- Do not bring food onto the playground.
- Do not climb trees.
- Monitors will bring playground balls onto the playground.
- Students should be QUIET in the lines at the end of recess. Do not push or shove in line.
- Leave all toys, electronic devices, games, and CDs at home.
- Do not throw rocks or dirt.
- Foul language is not permitted.
- If you are hurt, see the monitor.
- Treat other students as you would like to be treated. If you have a problem, see the monitor.

Misbehavior will result in disciplinary action.

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.

7.2 Suspension 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.

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/checkout procedures.

7.3 School and Personal Property

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.

Personal Property: Electronic Devices and Other

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.

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. Cell phones and other electronic devices must be powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's individualized education program (IEP); or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals. Any violation of this policy will result in the item being confiscated and held until the end of the day by the building principal. Multiple violations of this policy could result in a disciplinary referral. 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.

Personal Property: 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.

7.4 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.

7.5 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 and school goals.

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

1. During any school-sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.

3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a non-school-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school.

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

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

Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Students are encouraged to immediately report bullying. A report may be made orally or in writing to the building principal, district complaint manager or any staff member with whom the student is comfortable speaking. All school staff members are available for help with a bully or to make a report about bullying. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the district complaint manager or any staff member. Anonymous reports are also accepted by phone call or in writing.

Complaint Manager: Shonda Ronen, Wolf Ridge Principal

700 West Orange St. Bunker Hill, IL 62014 / 618-585-4831 / sronen@bhcsd.org

Complaint Manager: Matthew Smith, High School Principal

314 South Meissner St. Bunker Hill, IL 62014 / 618-585-3232 / msmith@bhcsd.org

A reprisal or retaliation against any person who reports an act of bullying is prohibited. A student's act of reprisal or retaliation will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.

A student will not be punished for reporting bullying or supplying information, even if the school's investigation concludes that no bullying occurred. However, knowingly making a false accusation or providing knowingly false information will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.

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 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.

7.6 Dress Code

Students are expected to be neat, clean, and always dressed appropriately. 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 or bandanas
- No flip flops or open-toed shoes for Pre-K-5th grade. Junior High students may wear sandals. Tennis shoes are still required for P.E. at all grade levels.
- 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.
- 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.

Any garments the faculty determines to be inappropriate listed and not listed above.

8.1 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 a 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.

School officials may conduct an investigation or require a student to cooperate in an 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 allow school officials to make a factual determination.

8.2 Family Access

The Bunker Hill School District’s Teacher Ease 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 9 – Student Records/Privacy and Parent Rights Notifications

9.1 Surveys by Third Parties and Privacy

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.

The District has adopted and uses several policies and procedures regarding student privacy, parental access to information and administration of certain physical examinations to students. Copies of these policies are available upon request.

9.2 Standardized Testing and Assessments

Students and parents/guardians should be aware that the State and District require students to take certain standardized tests and other assessments, including the following:

- **Illinois Assessment of Readiness (IAR):** taken in the spring each year and administered to students in 3rd-8th grade as required by the state
- **Illinois Science Assessment (ISA):** taken in the spring by students in both 5th and 8th grade as required by the state
- **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.
- **Benchmark Assessments:** students in all grade levels will be administered benchmark assessments at least three times each year in the areas of reading and math. 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. Tier II is more intensive than Tier I and involves only students in the 10th to 25th 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. Tier III is intensive use of Tier II interventions or additional interventions delivered to students falling below the 10th 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.

Parents/Guardians 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 enough 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;
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.

9.3 Homeless Child's Right to Education

The McKinney-Vento Education for Homeless Children and Youth Act defines homeless children and youth to be those who lack a fixed, regular, and adequate nighttime residence. The law also provides several examples of situations that meet the definition including the following:

- Sharing housing due to a loss of housing, economic hardship, or a similar reason
- Living in hotels, motels, trailer parks, or camping grounds
- Living in emergency or transitional shelters
- Abandoned in hospitals
- Living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar places
- Living in one of the above circumstances and who are migratory according to the definition in Section 1309 of the Elementary and Secondary Education Act of 1965 [42 U.S.C. 11434a(2)].

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.

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

Bethany Spickerman
504 East Warren St.
Bunker Hill, IL 62014
618-585-3116

9.4 Mandated Reporters, Sex Offender Notification and Erin's Law

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.

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.

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/>

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 1st through 12th grades using presentations by *Call for Help*. For more information about Erin's Law, go to: <http://www.erinslawillinois.org>.

9.5 Family Life and Sex Education Courses

Students will not be required to take or participate in any class or courses in comprehensive sex education; family life instruction; instruction on diseases; recognizing and avoiding sexual abuse; or instruction on donor programs for organ/tissue, blood donor, and transplantation, if his or her parent or guardian submits a written objection. The parent or guardian's decision will not be the reason for any student discipline, including suspension or expulsion. Nothing in this Section prohibits instruction in sanitation, hygiene or traditional courses in biology.

Parents or guardians may examine the instructional materials to be used in any district sex education class or course.

9.6 English Language Learners

The school offers opportunities for resident English Learners to achieve at high levels in academic subjects and to meet the same challenging State standards that all children are expected to meet. Parents/Guardians of English Learners will be informed how they can: (1) be involved in the education of their children, and (2) be active participants in assisting their children to attain English proficiency, achieve at high levels within a well-rounded education, and meet the challenging State academic standards expected of all students.

For questions related to this program or to express input in the school's English Learners program, contact the building principal.

9.7 Education of Children with Disabilities

It is the intent of the district to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 or the Individuals with Disabilities Education Act are identified, evaluated and provided with appropriate educational services.

The School provides a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the school. The term "children with disabilities" means children between ages 3 and the day before their 22nd birthday for whom it is determined that special education services are needed. It is the intent of the school to ensure that students with disabilities are identified, evaluated, and provided with appropriate educational services.

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.

A copy of the publication "Explanation of Procedural Safeguards Available to Parents of Students with Disabilities" may be obtained from the school district office. In

addition, parents/guardians may request related service logs that record the type of related services administered under the child's IEP and the minutes of related services at any time.

Parents/Guardians will receive a draft of their child's Individualized Education Plan (IEP) at least 3 days prior to the IEP meeting via email. The email provided to the district during school registration will be used unless another email address is provided. Please contact your child's principal or special education teacher if you would rather information be mailed to your physical address.

9.8 Teacher Qualifications

Parents/guardians may request information about the qualifications of their student's teachers and paraprofessionals, including:

- Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
- Whether the teacher is teaching under an emergency or other provisional status through which State qualification and licensing criteria have been waived;
- Whether the teacher is teaching in a field of discipline of the teacher's certification; and
- Whether any instructional aides or paraprofessionals provide services to your student and, if so, their qualifications.

If you would like to receive any of this information, please contact the school office.

CHAPTER 10 – Extra Curricular Activities and Organizations

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 cumulative basis. They are as follows: Computer Club – C / Scholastic Bowl – C / Jazz Band – D / Student Council – C / Science Club – C / Yearbook – D

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.

10.1 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.

10.2 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.

10.3 Athletic/Extra-Curricular Participation

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

- A birth certificate or hospital record must be on file in the principal's office.
- A licensed physician's IHSA/IESA Pre-Participation Examination certificate of physical fitness (Illinois DHS Child Health Examination form required to enter 6th grade will be acceptable for 6th grade students) to participate must be on file in the Principal's office.
- Proof of Health Insurance must be on file in the office.
- Academic eligibility starts the second week of each quarter and continues, week by week, until the end of the quarter. It is based upon the semester grade.
- Academic eligibility starts with the first day of practice for each 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).

10.4 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 11 – Miscellaneous Information

11.1 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.

(For information on the 8th Grade Field Trip, see the high school student handbook.)

11.2 Lost and Found

Lost and found articles are stored in a designated bin. 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.

11.3 Visitors and School Volunteers

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.

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.

11.4 Tobacco and Alcohol Use Prohibited

Public notice is hereby served that tobacco including cigarettes, e-cigarettes and vaping, as well as 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.

11.5 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.

11.6 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.

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

11.8 School Parties and 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 parties are for the benefit of the students in a 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.

11.9 Recess

Children are provided with one to three brief outdoor recesses 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 consequently 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 daily 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.

11.10 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.

11.11 Bulletin Board and Distributed Materials

The Principal must approve any non-school material put on the office bulletin board before it can be posted. The Principal must also approve any materials distributed to students or made available.

11.12 School Pictures and Publications

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 or other social media accounts. If you do not want your children included in local publications, the school website or on social media, 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.

11.13 Parents For Kids (PFK)

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.

11.14 Remote/E-Learning Plan

The BHCUSD#8 Remote/E-Learning Plan is posted on the district's website at bhcusd.org. This plan is subject to change pending guidance from ISBE and the Illinois Department of Public Health. The most recent revised version of the plan will be posted on the website and followed in the event of a school closure.

11.15 Patriot Advantage Club (PAC)

Bunker Hill CUSD8 Patriot Advantage Club (PAC) is a safe and nurturing before and after school child care program of the highest quality for K-7 school-aged children enrolled within the district. Patriot Advantage Club staff will work to connect the educational day with before and after school hours, offering a balance of homework support, recreational activities, and time to play and engage with peers in a developmentally appropriate learning environment. Patriot Advantage Club is a license exempt school-aged child care program operated by Bunker Hill CUSD#8, and the faculty and program are not licensed or regulated by DCFS.

The PAC Handbook contains information about how to register, pricing, hours of operation, and more. The handbook can be accessed on our district website at bhcusd.org or at our school office. If you have any questions about PAC, please contact the PAC Coordinator, Jessica Bassett, at jbassett1@bhcusd.org.

Parent/Guardian Handbook Acknowledgement

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

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