

***K - 8***  
***STUDENT/PARENT***  
***HANDBOOK***

***WOLF RIDGE***  
***EDUCATION***  
***CENTER***

***2009 – 2010***

## 2009 – 2010 Faculty / Staff

### Offices

Mr. M. Brad Skertich, Principal  
Mrs. Carla Finn, Secretary  
Mrs. Rhonda Whitworth, Secretary

### Teachers

<u>Grade</u>	<u>Name and Subject Area</u>
Pre-K Teacher	Mrs. Stephanie Heiens
Pre-K Aide	Mrs. Kathy Mansholt
KA	Mrs. Lana Piotrowski
KB	Mrs. Amy Stapleton
1 A	Mrs. Rita Craig
1 B	Mrs. Elora McLaughlin
2 A	Mrs. Suzanne Landreth
2 B	Mr. Keith Steward
3 A	Mrs. Dawn Gockel-Jones
3 B	Mrs. Cindy Pirok
4 A	Mrs. Joan Wood
4 B	Mrs. Marissa Law
5 A	Mrs. Cheryl Best – English, Reading, Writing
5 B	Mrs. Denise Hainaut – Math, Science, Social Studies
6 - 8	Mrs. Rachel Maupin – Math
6 - 8	Mrs. Diana Perdun – Literature, Elective, Social Studies
6 - 8	Mrs. Lori Schmidt – Language Arts, Literature
6 - 8	Miss Katie Sutton – Science
6 - 8	Mr. Stan Piotrowski – Social Studies, Elective
6 - 8	Mrs. Tana Strohmeier – Language Arts, Literature
K – 8	Mr. Michael Adams – Band/Music
K – 8	Mr. Jonathan Baumberger – Physical Education
K – 8	Mrs. Kayellen Brooks – Title 1
K – 8	Mrs. Robyn Brown – Title 1/Reading Improvement
K – 8	Mrs. Stephanie Dey – Title 1/Reading Aide
K – 5	Mrs. Stefanie Legendre – L.D. Resource
6 – 8	Mrs. Ashley Masinelli – L.D. Resource
6 – 8	Mrs. Michelle Mueller – Elective, Math
K – 8	Mr. Dave Pitts – Physical Education, Junior High Athletic Director
K – 8	Mrs. Rebecca Tuchalski - Music
K – 8	Mrs. Judy Winsel – Title 1

### Support Staff

Mrs. Rachel Bouillon – District Nurse  
Mr. Doug Dey – District Director of Maintenance/Transportation  
Mrs. Moriah Meisenheimer – District Librarian

Mrs. Tammy Oertel – Speech Therapist  
Miss Katherine Still – Social Worker  
Mrs. Rachelle Wuellner – District Head Cook

## Contents

Academic .....	5
Student Fees .....	5
Placement .....	5
Building Hours .....	5
Arrival/Departure .....	5
Band/Chorus/Music .....	5
Classroom Rules .....	6
Closed Campus .....	6
Computers .....	6
Conflicting School Events .....	6
Field Trips .....	6
Volunteers .....	7
Grades .....	7
Retentions and Promotions .....	7
Honor Roll .....	8
Incomplete Work .....	8
Parent/Teacher Conferences .....	8
Physical Education .....	8
Parties .....	8
Birthday Treats .....	9
Recess .....	9
Passes .....	9
Personal Property .....	9
Telephone .....	9
Assemblies .....	9
Change of Address or Phone Number .....	9
Library .....	10
Lockers and Locks .....	10
Lost and Found .....	10
Breakfast/Lunch .....	10
Lunch Accounts .....	10
Food, Soda, Gum, Etc. ....	11
Attendance .....	11
Absence, Pre-Arranged .....	11
Absence, Excused .....	11
Absence, Unexcused .....	12
Absences/Tardiness .....	13
Truancy .....	13
Discipline Procedures .....	13
Care of School Property .....	13
Cell Phones/Pagers/IPOD's/MP3 Players .....	14
Discipline Actions .....	14
Discipline Offenses .....	14
Discipline Procedure .....	15
Dress Code .....	15
Inappropriate Behavior .....	16

Sexual Harassment.....	16
Health .....	16
Dental Examination .....	16
Vision and Hearing Screening .....	16
Vision Exam.....	16
Physical Examinations .....	16
Medication .....	17
Accidents/Illness .....	17
Extra Curricular Activities/Organizations .....	17
Organization Officers.....	17
Organizations Eligibility .....	17
Student Council.....	17
Athletic Fees. ....	18
Parent Meetings .....	18
Athletic/Extra Curricular Participation .....	18
Eligibility to Attend After-School Activities.....	19
Miscellaneous .....	19
Bicycles, Roller Blade, Skateboard, and Motor Vehicles.....	19
Bulletin Board.....	19
Child Abuse and Neglect .....	19
Problem Solving Procedure .....	19
Bus .....	20
Courtesy Riders.....	20
Riding a Different Bus .....	20
Extra Curricular Activity Bus Riding .....	20
Parent Organizations.....	20
Parents For Kids.....	20
Activities Boosters .....	20

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

## ACADEMIC

### Student Fees

See District handbook.

### Placement

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

### Building Hours

The doors of the school building will open at 8:00 a.m. and will close at 3:30 p.m. Students will not be allowed in the building before 8:00 a.m. unless they are eating breakfast or have the permission of a staff member. Students in the building after 3:30 p.m. must have the permission of a staff member.

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

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

### Arrival and Departure

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

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

Students should be picked up and dropped off in the designated areas at Wolf Ridge.

If there is a change in transportation arrangements, make a phone call or send a note to the office as early in the school day as possible.

Only Kindergarten students may be escorted to their classroom for the 1<sup>st</sup> week of school. The parent/guardian must leave the building once their child has entered the classroom.

## **Band/Chorus/Music**

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

## **Classroom Rules**

All teachers will determine the rules of their classroom.

## **Closed Campus**

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

## **Computers**

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

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

Cyber-Bullying: Student behavior that hurts, frightens, threatens, or tyrannizes students; aggressive behavior or intentional harm, carried out repeatedly and over time in an electronic format. Cyber-Bullying may include, but is not limited to web pages, instant messenger, text messages, and e-mails. If it is determined that these actions are disruptive to the educational environment, the district may take disciplinary action.

## **Conflicting School Events**

The Girls Basketball/Cheerleading seasons and the Volleyball/Scholastic Bowl seasons are scheduled simultaneously. Therefore students can only participate in one of these extracurricular activities at a time. They will not be allowed to do both (i.e. they must choose between Girls Basketball and Cheerleading).

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

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

## **Field Trips**

Field trips are for educational purposes. They will be designed to enlarge the students’ understanding

of what has been studied in the classrooms. Any student who has a history of major discipline problems may be excluded from attending the field trip.

All students and chaperones must ride to and from a field trip on the school bus.

**Parents/Guardians interested in helping chaperone field trips need to complete the “Chaperone Form” located in the back of the handbook. All completed forms are due in the Wolf Ridge office by the end of September. After all the forms have been organized, they will be distributed to the appropriate grade levels. At this time each grade level will select between 0 - 12 potential chaperones (determined by the class size and field trip destination) and 4 alternates (if necessary). *The parents/guardians selected as chaperones will be the only non-school personnel attending each field trip.* The individuals selected at each grade level will be required to get finger printed by the end of December. All appointments must be made with the Superintendent’s office. The Principal may make exceptions if needed. Parents that are selected and those who need to be finger printed will be notified by the Superintendent’s office.**

## **Volunteers**

The Principal must approve all individuals wishing to volunteer.

## **Grades**

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

### **Kindergarten**

S – Satisfactory

N – Needs Improvement

### **Grades 1<sup>st</sup> – 8<sup>th</sup>**

100 – 93      A

92 – 85      B

84 – 77      C

76 – 70      D

69 – below    F

## **Retentions and Promotions**

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

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

1. An expectation that by taking this action the child will benefit by acquiring needed skills and knowledge.
2. Failure in course work based upon grades.
3. Attendance records - students who have more than 10 % absences during one school year shall be reviewed.

4. Testing and/or interview data.
5. Maturation level.
6. Students failing the Illinois and/or the U.S. Constitution tests will be retained until they retake and pass the test(s) during the summer (**8<sup>th</sup> Grade Only**).

## **Honor Roll**

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

A high honor roll will be reported for students who have an “A” average for the quarter.

A Principal’s list will be prepared for students with Straight “A’s.”

Students with all “A’s” will be rewarded after each quarter in grades 5, 6, 7, and 8.

## **Incomplete Work**

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

## **Parent/Teacher Conferences**

Parent/Teacher conferences are scheduled at the end of the first quarter. If a parent needs to consult with a teacher at any other time, the parent should call the Wolf Ridge office for an appointment @ 585 – 4831 ext 0 or contact them through school email.

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

## **Physical Education**

Students may be excused from class as follows:

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

Grades for P.E. are as follows:

K – 5 (S) Satisfactory or (N) Needs Improvement  
6 – 8 Letter Grades

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

## Parties

K – 5 will have a room party during the winter and spring, organized by room mothers/fathers. The parties will begin at 1:00 P.M. The teachers will conduct a Valentines Day party. Room mothers/fathers will simply drop things off in the office on this occasion.

## Birthday Treats

**In order to avoid disruptions to regular class days, birthday treats are not allowed at any grade level. The principal will recognize all birthdays throughout the school year.**

## Recess

Students will go outside for recess on a regular basis unless the principal decides otherwise.

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

## Passes

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

No student may be outside of any classroom during school hours unless he/she has a pass from a teacher or the office. An orange cone will be used as a hall pass at Wolf Ridge.

## Personal Property

Students should bring to school only those things that are necessary for academic learning. They must not bring objects to school that might endanger the health and welfare of other students or which interfere in some way with school procedures. **These objects include, but are not limited to: knives or other sharp objects, matches, lighters, fireworks, firearms, chemicals, radios, cell phones, MP3 players, IPod's, baseballs, water guns, dart guns, sling shots, toy cars, electronic games, tape recorders, cameras, toys, collectible cards, and other non academic items.**

The only exception to this rule is if a coach, sponsor, or teacher allows them on a field trip or extra-curricular event. The school is not responsible for any stolen items that are not allowed at school.

## Telephone

If it is necessary for a parent to call a teacher, please call the school office, leaving your name and telephone number so the teacher can return the call during preparation time. Only emergency calls will take a teacher from the classroom during the school day. All teachers are available through school email.

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

## Assemblies



The student charge limit is \$5.00 ONLY. If a student is at the limit an alternate meal will be served. The alternate meal will be as follows:

4 Ounces of Peanut Butter	3 Ounces of Fresh Carrots
1 Slice of Wheat Bread	1 Carton of Milk
1 Cup of Applesauce	

The student will be charged the going price for a lunch for the alternate meal.

You are welcome to eat lunch with your child at any time. If you plan to buy your lunch, please call the office by 9:00 a.m. so that we can add you to our lunch count. **Arrive at school a few minutes before your child has lunch and sign in at the office, then proceed directly to the cafeteria. Visitors will not be allowed to wait for students outside of their classrooms.**

### **Food, Soda, Gum, Etc.**

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

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

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

## **ATTENDANCE**

### **Absence, Pre-Arranged**

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

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

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

### **Absence, Excused**

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

**Homework assignments will be available daily online at**

**<https://bunkerhill.powerschool.com>**

**If Internet access is unavailable, homework assignments may be picked up at school after 3:10 P.M. All homework requests must be made by 9:00 A.M. so the teachers have time to get your**

### **child's materials together.**

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

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

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

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

### **Head Lice**

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

### **Absence, Unexcused**

Examples of absences that cannot be excused are listed below:

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

sign-out procedure.

Out of School suspension is an unexcused absence. Students will not be allowed on school property or at school activities during the suspension period. Students will be allowed to make-up missed work. All work **MUST** be turned in on the day the student returns to school. Work turned in may be assessed a late penalty.

### **Absences/Tardiness**

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

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

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

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

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

### **Truancy**

A student is considered truant if he/she is absent from school all day or any part of the day without prior knowledge and consent of either parent/guardian or the school. This may include being absent from a class or other assigned area anytime during the school day, including before school and lunch.

**A chronic truant is a student who is absent without valid cause for 10% or more of the regular school attendance days, as stated in Section 26-2a of the Illinois School Code.**

When the student reaches ten (10) absences, the principal will send notification to the parent/guardian identifying the problem and offering an "intervention meeting" held by the principal and social worker. At this meeting, the principal and social services liaison will aid the family to develop an attendance improvement contract, as well as gather information about the reasons for the truancy. The social services liaison will offer referrals and other resources as deemed appropriate. The principal and social services liaison will continue to monitor the student's attendance.

If and when a child meets or exceeds 15 excused absences during the school year, at the principal's discretion, the parent/guardian will be required to meet with the Regional Truancy Review Board.

## **DISCIPLINE PROCEDURES**

### **Care of School Property**

Anyone who destroys school property through vandalism, stealing, arson, or larceny, or creates a hazard to the safety of other students will be referred to the proper law enforcement agency and be subject to school disciplinary action. Persons responsible for damaging school property shall be responsible for the replacement or repair of such property. It is the student's responsibility to respect school property,

maintain neat lockers, and maintain proper care of books.

### **Cell Phones/Pagers/IPOD's/MP3 Players**

Cell phones, pagers, IPOD's, and MP3 players need to be OFF and out of sight from the time a student enters the building until leaving the building. Any violation of this policy will result in the cell phone, pager, IPOD, or MP3 player being confiscated and held until a parent comes to pick up the device or the last day of school for that week. A second violation will result in a one day In-School suspension. Each additional violation will result in a one day Out of School suspension.

### **Discipline Actions**

Students are expected to respect the rights and property of others. The school has established a discipline system for acts of misconduct. Below is a list of offenses not accepted in the school environment and may result in one of the following discipline actions listed below. The Principal may add additional consequences depending on severity of the act. In addition a record of misconduct will be kept and used to evaluate chronic misconduct.

*Detentions will be served after school until 3:30 P.M. or 4:00 P.M.*

*Various discipline offenses may result in an In-School or Out-of-School Suspension.*

*Once a student has accumulated 5 detentions he/she will be assigned an in-school or out-of-school suspension.*

*If further acts of misconduct continue a more severe consequence will result.*

### **Discipline Offenses**

1. Use of a Cell phone, PDA, IPOD, or MP3 Player during school hours, possession of a pager (beepers), Laser pointers
2. Cheating
3. Engaged in or furtherance of gang related activity
4. Fighting
5. Forgery
6. General misconduct
7. Harassment/Bullying
8. Insubordination
9. Skipping classes and/or violation of closed campus
10. Smoking on school property or possession of tobacco products  
One-day out-of-school or in-school suspension (principal's discretion)
11. Tardies (morning or passing time)
12. Inappropriate language or gestures
13. GROSS MISCONDUCT
  - \* Alcohol - Consumption of, use of, possession of, or under the influence of alcoholic beverage on school property or during school sponsored activities.
  - \* Bomb threat or tampering with fire alarm equipment.
  - \* Drugs - Consumption of, use of, sale of, possession of, or under the influence of controlled

substances, or cannabis (as defined by Illinois Controlled Substances Act and Cannabis Control Act) or look-alike substances, on school property or at school sponsored events.

\* Fireworks and explosive devices.

\* Improper use or display of any dangerous items such as a knife, lighter, chemical spray, any form of small weapons, such as a pocketknife.

\* Physical assault

\* Possession of a real or look-alike, firearm or dangerous weapon

\* Vandalism, theft

\* Threats or any act that endangers the well-being of another person.

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

The principal will determine consequences for discipline offenses not listed.

Students who commit what might be considered minor infractions, but because of their frequency accumulate excessive numbers of discipline reports will be reviewed by the building principal and appropriate action taken.

## Discipline Procedure

- 1. A discipline report for each discipline action taken will be given to the student for the parent/guardian to sign and a phone call will be placed to the parent/guardian. It is the responsibility of the student to see that the signed report form is returned to school.**
2. Parents/guardians will be advised of any action involving suspensions (in-school or out-of-school) either by phone or letter. In cases of fights and/or other severe infractions where there is possible danger to the student or others, the student will be sent home or released immediately to the parent/guardian or person designated by the parent/guardian.
3. Detentions not served may result in a suspension.

## Dress Code

Students are expected to be neat, clean, and fully dressed in good taste at all times. Appearance should not disrupt the educational program or violate a health safety, or decency aspect of school operations. Any student, whose appearance and dress is considered to be disruptive to the educational process or dangerous to himself/herself or others, will be sent home to make the necessary adjustment. If a student is sent home to change his/her clothes, the time spent away from school shall be made up and disciplinary action shall be taken.

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

- No midriff showing.
- No see-through garments, bare backs, halter tops, low-cut shirts, or tube tops.
- Under garments may not be showing at any time.
- Sleeveless garments need to be 3 fingers in width.
- No mini skirts.
- No muscle shirts without a t-shirt on underneath.

- No hats, bandanas, or head coverings of any kind.
- No short shorts, inseams must be at least 3 inches in length.
- All boys must wear belts if jeans and/or shorts are too big to stay up.
- 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.
- Any other garments the faculty determines to be inappropriate but not listed above.

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

### **Inappropriate Behavior**

Public display of affection will not be tolerated. Students are expected to keep their hands and feet to themselves at all times.

### **Sexual Harassment**

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

## **HEALTH**

### **Dental Examination**

All Illinois children in Kindergarten, 2<sup>nd</sup> grade, and 6<sup>th</sup> grade are required to have a dental examination performed by a licensed dentist. Proof of this examination must be presented to the school on the statewide uniform report form prior to May 15<sup>th</sup> of the Kindergarten, 2<sup>nd</sup> grade, and 6<sup>th</sup> grade year.

### **Vision and Hearing Screening**

All students in K-8 will undergo vision and hearing screenings. Your child is not required to undergo these screenings if he/she currently sees a specialist and has had an examination within the past 12 months. A signed report from the specialist is required in order for your child to be exempt from screenings.

### **Vision Exam**

**All students entering Kindergarten in Illinois are now required to have a comprehensive eye exam by a licensed optometrist or ophthalmologist. This exam is required by October 15<sup>th</sup> of the school year.**

### **Physical Examinations**

All new enrolling students and those entering kindergarten and sixth grades are required to have a

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

### **Medication**

The school nurse is not available to administer medication to students on a daily basis; a medication policy is in effect. Only long-term medication and treatments that a student must take to remain in school will be administered. Short-term over-the-counter and/or prescription medications will not be given at school.

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

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

### **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 card.

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.

## **EXTRA CURRICULAR ACTIVITIES/ORGANIZATIONS**

### **Organization Officers**

Each organization shall elect a:

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

Accurate minutes and bookkeeping records will be kept.

### **Organizations Eligibility**

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

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

### **Student Council**

The Student Council includes those student representatives elected each year from the sixth, seventh,

and eighth grades and the Executive Council, which is elected by the Student Council members and consists of a President, Vice President, Secretary, and Treasurer.

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

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

### **Athletic Fees**

\$10.00 per extra-curricular activity/sport.

### **Parent Meetings**

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

### **Athletic/Extra-Curricular Participation**

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

- A birth certificate or hospital record must be on file in the principal's office.
- A licensed physician's certificate of physical fitness to participate must be on file in the Principal's office.
- Proof of Insurance must be on file in the office.
- Academic eligibility starts the second week of each quarter and continues, week by week, until the end of the quarter.
- Academic eligibility starts with the first day of practice for each particular sport, event or competing group and ends with the last competitive event. Eligibility for cheerleaders will follow the same dates as the sport they cheer for.
- Students who are serving an out-of-school or in-house suspension will not be eligible to participate in athletic or extracurricular practices, games, meetings, etc. on that day or days of suspension.
- Students who are academically ineligible for any three weeks during the season, will be dropped from the athletic team or cheerleading squad.
- Students participating in clubs or organizations that are academically ineligible for any three weeks per semester will be dropped from the activity.
- During the week a student is ineligible he/she will not attend any practices or games during that period.
- Eligibility goes from Monday through Saturday.

## **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.

## **MISCELLANEOUS**

### **Bicycles, Roller Blades, Skateboards, and Motor Vehicles**

Bicycles must be parked in the racks provided and remain in the rack until that student goes home. The loan of a bicycle by one student to another cannot be allowed. Students are not to play around the bicycle rack or around the automobiles in front of the building.

Roller blades are not allowed at school.

Students must walk bikes and skateboards on school grounds during school hours and all scheduled events. Skateboards must be kept in the office during the school day.

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

### **Bulletin Board**

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

### **Child Abuse and Neglect**

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

### **Problem Solving Procedure**

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

1. Teacher
2. Principal
3. Superintendent
4. Board of Education

Any matter that involves a teacher should begin with the teacher. If it is a matter that involves the

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

## **BUS**

### **Courtesy Riders**

Students living in town may ride school buses from one attendance center to another on a space available basis. These students must abide by the same rules as the regular riders.

### **Riding A Different Bus**

Because of concern for the safety of the students, bus drivers will require a written note from a parent/guardian BEFORE they will allow any student who does not normally ride their bus to board. A note to the teacher AND the bus driver is required for these transportation changes.

### **Extra Curricular Activity Bus Riding**

Students will be required to ride the school bus to the activity and return to the loading area except as listed below:

A student may be allowed to ride home with his/her parent if that parent/guardian has made a written request to the coach, sponsor, or person in charge on the day of the event. The school form needs to be in to the principal before the team's departure on the day of the event. The parent's/guardian's written request or signature constitutes the parent accepting responsibility for the child from the time permission is granted and relieves the school from that responsibility.

The only other exceptions will be dire emergencies, injury, accidents, illness, death in the family, or urgent necessity in which arrangement by a parent or guardian has been made with the principal, coach or sponsor.

## **PARENT ORGANIZATIONS**

### **Parents For Kids**

Please support our PFK organization whenever possible. Membership is automatic when you enroll a child in school. Meetings are held on the 1<sup>st</sup> Monday of every month at 7:00 P.M. in the Wolf Ridge cafeteria. Our PFK organization has been a major contributor and supporter of all functions.

### **Activities Boosters**

The Bunker Hill Schools' Activities Boosters is a parent driven organization formed to help fund all the schools' activities when they are in need of extra items that are not budgeted for or come up unexpectedly. Everyone is welcome to attend the meetings every third Monday of the month at 7:00 P.M. in the Bunker Hill High School Library.