

MISSION STATEMENT

Within the Resource Available,
Bunker Hill Community Unit School District #8
Will Set High Expectations for
Students, Staff, Parents,
And the Community.

To Dedicate Themselves
To Educational Excellence

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

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

Loyalty

*We're loyal to you, BH High
We're the red and the white, BH High
We'll back you to stand
Against the best in the land
For we know you can stand,
BH High
Rah! Rah!
So on to your goal, BH High
We're backing you all, BH High
Our team is our fame protector
On team for we expect a
Victory, from you, BH High*

Table of Contents

Academic Rules

Schedule.....	6
Cheating and Plagiarizing	7
Class Standing	7
Community Service Credit.....	7
Cooperative Work Program	7
Course Change Request Rules.....	7
Credit for Outside Courses	8
Dual Credit Opportunity	8
Second Semester Senior Program	8
Fees, Book/Lab	8
Field Trips.....	9
Grading Scale.....	9
Graduation, Early.....	9
Graduation Requirements	10
Honor Roll	10
Labs, Science	11
Library	11
Lunch	11
Lockers	12
Physical Education.....	12
Physical Education Exemption Policy	13
Semester Exams.....	14

Activities

Activity Fund	14
Activity Sales	14
Class and Activity Meetings	14
Participation in after-school activities.....	14
Putting Activities on the School Calendar	14
Travel to and from activities and events	15

Attendance

Truancy.....	15
Absence	16
Absence, Anticipated	17
Procedure for Unexcused Absences.....	17
Procedure for Excused Absences	18
College Visitation Day.....	18
Release of Students during School Hours.....	18
Sign Out	19
Tardies	19

Miscellaneous Information

Accidents	19
Bulletin Board.....	19

Computer Lab	20
Driver Education	20
Emergency Action Form	21
Health Matters.....	20
Incomplete Work	22
Lost and Found	22
Lunch Hour	22
Media Release.....	23
Parking.....	23
Senior Trip	24
Student Information/Demographics	25
Telephone	26
Textbooks/Workbooks	25
Valuables	26
Visitors.....	26

Organization

Cheerleaders and Dance Team.....	26
Class Organizations	26
Drama	27
FFA	27
Interscholastic Sports	27
National Honor Society.....	28
Student Council	29

Student Athletic/Extracurricular

Policy	29
--------------	----

Student Conduct & Disciplinary Procedures

Articles Prohibited in School.....	34
Attire, Student.....	34
Book bags	35
Bullying	35
Care of School Property.....	37
Cell Phones/Pagers	36
Chain of Command.....	36
Classroom Rules	38
Detention	38
Discipline.....	39
Discipline Review Committee	46
Due Process	46
Search and Seizure.....	46
Sexting/Porn Statement.....	47
Suspension	47
Suspension, In-School	48
Suspension, Out-of-School.....	48
Expulsion	49

Administration

Matthew Smith	msmith@bhschools.org	Principal
---------------	----------------------	-----------

Faculty

Michael Adams	madams@bhschools.org	Band
Cynthia Albrecht	calbrecht@bhschools.org	Math
Chandra Bristol	cbristol@bhschools.org	Computer Technology
Kevin Derezotes	kderezotes@bhschools.org	Industrial Technology
Theresa Dissen	tdissen@bhschools.org	Guidance
Ursula Gay	ursulagay@bhschools.org	Art
Jay Goltz	jgoltz@bhschools.org	Science
Nathan Gray	ngray@bhschools.org	PE/Athletic Director
Thomas Haynes	thaynes@bhschools.org	Health/PE
Carla Johnson	cjohnson@bhschools.org	Math
Craig Marshall	cmarshall@bhschools.org	Social Studies/Dr. Ed
Kay McElroy	kmcclroy@bhschools.org	Spanish/ English
Sue Morris	smorris@bhschools.org	English/Social Studies
Robert Ostendorf	rostendorf@bhschools.org	Social Studies
Megan Ramseier	mramseier@bhschools.org	English/Speech
Ryan Slover	rslover@bhschools.org	Science
Suzanne Spickerman	sspickerman@bhschools.org	Learning Resource
Rebecca Wilkinson	rwillkinson@bhschools.org	Business/Coop
Brian Young	byoung@bhschools.org	Agriculture

Staff

Tammy Orban	torban@bhschools.org	Cook
Roger Hayes, Barb Gill-Bailey		Custodians
Jennifer Sonnenberg	jsonnenberg@bhschools.org	Secretary
Moriah Meisenheimer	mmeisenheimer@bhschools.org	Librarian

Room Listings

001 Workroom	019 English/Spanish	
002 Office	020 English	
003 MPR / Storage	021 Weight Room	
004 Counselor	022 Health/Drivers Ed	
005 Lounge	023 Computer Lab	
006 Coaches Room	024 Speech/English	
007 Resource	025 Social Studies	
008 Mathematics	026	
009 Social Studies/DE	027 Business Education	
010 Special Education	028 Mathematics	
011 Science Lab	029 Industrial Technology	
012 Biology	030 Art	
013 Boiler Room	031 Gymnasium	
014 Kitchen	032 Band Room	
015 Storage	033 Shop	
016 Custodian	034 Boys Dressing Room	
017 Library	035 Girls Dressing Room	

Introduction

The 2015-2016 Student/Parent Handbook is presented by the Board of Education of Community Unit School District No. 8 in an effort to inform all parents and students of their rights and responsibilities as patrons of the schools of Bunker Hill. The handbook has been adopted by the Board of Education to clarify the procedures followed in the local district and implement provisions of the School Code of Illinois and the Rules and Regulations of the State Board of Education.

Bunker Hill Community Unit District #8 insures equal educational opportunities are offered to students regardless of race, color, national origin, age, gender, religion or disability. Board of Education Policies 2:260 and 7:10 are in place, designed to eliminate the existence of any barriers regarding accessibility and /or participation in any programs, including Career and Technical Education (vocational) programs. Questions regarding educational opportunities may be directed to Dr. Victor C. Buehler, Superintendent, 504 E. Warren Street, Bunker Hill, IL 62014 (618-585-3116).

Questions about any of the items included herein may be directed to the building principal or the administrative staff.

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

It is the primary purpose of the Bunker Hill High School to provide a program that will challenge the students and promote acquisition of knowledge, experience, social poise, confidence, sense of purpose, and realization of self, fostering an individual who will become a productive member of society.

- A. Students are to be encouraged to realize the greatest possible growth within the limits of their abilities, interest and needs.
- B. Students and teachers are to be encouraged toward participation in determining the life of the school unit.

Education is a cooperative effort between school, student and parents. It is a must that these work closely together so that the student will have the greatest opportunity to develop to their highest potential. Several factors are very important.

1. Attendance: A student must attend class regularly in order to get the greatest benefit from the teaching. When a student is absent from school, the parent is asked to call the high school office from 8:00 - 9:30 to report the reason for the absence.
2. Study: A student will get out of class work what he/she puts into it. We expect each student to make an effort to learn.
3. Participation: Students will be encouraged to participate in class work, activities, and every part of high school life.
4. Behavior: Developing self-discipline is an important part of school and requires the close cooperation of school, student, and parents.

Parents are encouraged to contact the school if there are any questions or concerns. They are invited to visit their school and observe its operation. Please call in advance and make arrangements with the office to visit teachers and/or classrooms.

Proclamation of Understanding

Each student (or parent of the student) shall receive and sign for receiving a copy of this Student-Parent handbook when registering for school. This information shall be used when a dispute occurs on the part of the student and/or parent. Amendments may be added periodically to this handbook by the administrative team with School Board approval.

Academic Rules

Schedule

1 st Bell	8:10
1 st Hour	8:15 – 8:59
2 nd Hour	9:03 – 9:47
3 rd Hour	9:51 – 10:35
4 th Hour	10:39 – 11:23
5 th /6 th Hour	11:23 – 12:37
7 th Hour	12:41 – 1:25
8 th Hour	1:29 – 2:13
9 th Hour	2:17 – 3:01

Cheating and Plagiarizing

All work submitted for credit in any class is expected to be the original work of the student submitting it. If said work is not the original effort of the student, that student may be judged guilty of cheating or plagiarism. "Cheating" occurs; for example, when a student allows his/her paper to be copied by another. "Plagiarizing" occurs when a student borrows or restates another's words or ideas and claims them as his/her own.

Cheating and plagiarism constitute deliberate acts of deception. A student judged guilty of cheating or plagiarism on an assignment, test, quiz, or project will receive a "0" for the assignment. Make up privileges will not be granted. A student caught cheating or plagiarizing will be assigned appropriate disciplinary action based on the offense (homework, quiz, term paper, and test).

Class Standing

Determination of class standing is made on the basis of earned academic credits. The following scale of credits earned will be used to determine classification:

Freshman	0-6.5 credits
Sophomore	7-13.5 credits
Junior	14-20.5 credits
Senior	21-28 credits

- **Class standing will be determined in August. There will be no reclassification during the school year.**

Community Service Credit

Students are encouraged to perform community service projects **in and around Bunker Hill**. Students performing a minimum of 80 hours during their high school years will be recognized during the graduation ceremony. These hours should be submitted each year but all hours need to be submitted by April 1st of their senior year to be recognized.

Cooperative Work Program

The student on the cooperative work program must follow the guidelines established between the coordinator and the building principal. To be considered for the cooperative work program, students must be junior or senior status and on track to graduate.

Course Change Request Rules

A student may request a schedule change within the first 5 days of a semester-long class. Any schedule change for a year-long class must come from the teacher at the beginning of the second semester. Students are expected to complete any missed work. Changes must be approved by the school principal and will be made only in cases: where a student needs a class to graduate,

where a student needs a class for college entrance, or where a student does not have the skills required to complete a class.

Credit for Outside Courses

Up to two (2) credits may be counted toward high school graduation for outside-of-school courses. Credit recovery courses at an accredited secondary institution do not count as outside-of-school courses. Courses must be approved in advance by the principal. Outside-of-school courses that will not be approved include those considered as core classes, such as courses in English, Math, Science, or Social Studies. No classes taken outside of the high school will be counted towards the GPA. This includes correspondence courses, credit recovery courses, college credit, or second semester senior (LCCC) classes.

Dual Credit Opportunity

Students may have the opportunity to take classes, which offer dual credit enrollment status. Classes are determined by articulation agreements with local colleges. Students are encouraged to meet with the guidance counselor to discuss opportunities. Students will earn credit at both BHHS and LCCC.

Second Semester Senior Program

Students may also participate in the second semester senior program with Lewis and Clark Community College. In order to participate in this program, a senior must have a minimum 2.5 cumulative grade point average and must enroll in two classes at LCCC. Students are responsible for all college fees, must apply with the guidance office, and abide by the policies of both the high school and college.

Fees, Book/Lab

The following fee schedule will be followed. Arrangements and/or waivers are available for hardship cases as per district policy.

1. \$50.00 Athletic participation fee each sport with a maximum of \$100 per student for the school year. (Payment must be made prior to the first official contest and is non-refundable after the first official contest. Athletic participation fees pertaining to the cooperative agreement with Southwestern High School will be collected and dispersed accordingly.)
2. \$110.00 School fee- \$85 Textbook
 Technology fee- \$25 (collected at time of registration)

- | | | |
|----|-----------|---|
| 3. | \$220.00 | Drivers Education fee
Classroom/Driving requirement - \$200
Permit – Secretary of State- \$20 |
| 4. | \$20/\$40 | Art Fee (\$20 per semester; \$40 for the school year) |
| 5. | \$15.00 | P.E. uniforms (\$7.50 per shirt & shorts) |
| 6. | \$2.00 | PE Lock Fee (A \$5.00 fee will be charged if the lock is not returned at the end of the year) |
| 7. | \$40.00 | Parking fee per vehicle |

* Students may incur other nominal charges for supplies used for personal projects in vocational classes such as: construction, welding, etc.

Field trips

A few field trips are scheduled each year. Students may be permitted to attend in accordance with rules and regulations established based on the nature of the trip and numbers of students allowed. Students may not be allowed to attend if they:

1. Are serving an in-school or out-of-school suspension
2. Are currently earning failing grades in any class
3. Have an unacceptable attendance record (10 days absence or 10 tardies per school year.)
4. Have an unacceptable discipline record.
5. Have not received permission of parents

Grading Scale

A= 93-100 B= 85-92 C= 77-84 D= 70-76 F= 0-69

Graduation, Early

It is recommended that students complete the normal four-year course of instruction. In some cases, a student may be able to complete graduation requirements in less than four years and be eligible for early graduation. Students seeking early graduation must notify the school administration by April 1st of the year preceding their graduation date. Students must complete all work and provide documentation explaining their desire to graduate early. Students who are approved by the school administration may need to meet with the Board of Education and receive final approval for early graduation.

Graduation Requirements

Twenty-Eight (28) credits will be required for each student. Required courses and number of credits needed are as follows:

<u>Required courses:</u>	Eighteen and one-half (18 1/2 credits)
Computers	One (1) credit—Computer Concepts is required.
Consumer Education	One-half (1/2) credit—Business Tech is required
Drivers Education	One-half (1/2) credit
English	Four (4) credits—1/2 must be Speech
Health	One (1) semester
Math	Three (3) credits—Required: Algebra and a Geometry course
Physical Education	Four (4) years
Science	Three (3) credits
Social Studies	Two (2) credits—one must be U.S. History. The U.S. and Illinois Constitution must be taken and passed during this class.
Electives	Nine and one-half (9 1/2) credits—One (1) year of music, foreign language or vocational education is required.

1. Valedictorian, Salutatorian, and Top 10 are based on eight semesters of successfully completed high school work. For these awards, a student must complete a minimum of two (2) years at Bunker Hill High School.
2. No student may go through the graduation ceremony unless all education requirements have been completed, all disciplines served, and all fees, fines, etc. are paid in full. These fees must be paid 48 hours prior to graduation.
3. All correspondence course material is turned into the counselor's office before the beginning of the fourth quarter and final exam taken before April 15.
4. Any student with an Incomplete (I) on their report card will not have a Grade Point Average (GPA) until such time as the Incomplete (I) is removed.

Honor Roll

To be named to the Principal's List, students must receive a letter grade of A in all classes. To be named to High Honor Roll, students must achieve a grade point average between 3.75 – 3.99 with no grade of D or below. To be named to the Honor Roll, students must achieve a grade point average between 3.0 – 3.74 with no grade of D or below. Only classes taken at BHHS will count toward honor roll.

Labs, Science

Students who have moral objections to dissecting animals will be excused from classroom attendance during times when such activities are taking place without penalty. The classroom teacher, with the Building Principal's approval, shall arrange alternative instructional programs and classroom attendance for the students.

Library

The Library is only open when the librarian is in the building or a teacher takes their class to the library.

There will be a five (5) cent fine per school day for over due books/magazines until the material is returned, up to the maximum of the replacement price of the book. A detention may be assigned after the final notice is given. Any unauthorized removal of books from the library may result in the student being suspended from the use of the library for the remainder of the semester and possible disciplinary action taken.

Student use of chat lines, instant messages, etc. will not be allowed at any time. E-mails may be sent or received under the direct instruction and supervision of a staff member for educational purposes only.

All students must use their own log in name. Any inappropriate usage of the computer will result in a disciplinary referral.

Lunch

The cost of lunch at the High School is \$2.40 or \$.40 for those on reduced lunch. The National School Lunch Program covers one full meal only. Individual items or incomplete meals are not covered and are charged accordingly.

The limit for charging is \$5.00. Over the charge limit will result in an alternate meal at no charge. The meal will consist of milk and peanut butter crackers or peanut butter sandwich.

Charging is for meals only and not for extras.

No charging will be allowed during November, December, April or May. All accounts need to be current.

ALL MONEY is to be turned in BEFORE 10a.m.; otherwise, it will be counted on the NEXT day's transactions.

No change will be given at the register.

Negative balances over 10 school days will result in loss of charging privileges for the remainder of the school year.

Visitors are not allowed to eat lunch with the students.

Food may only be brought in for the individual student, not for a group of students. Outside food can only be brought in by parents, siblings, grandparent or guardian.

Lockers

1. Each student is assigned a hall locker and lock for books and clothing storage. The office must approve changing lockers.
2. Money and valuables should never be left in lockers. They may be brought to the P.E. or principal's office for safe keeping.
3. Security of personal property is the individual responsibility of each student.
4. The school cannot be responsible for stolen and/or lost articles.
5. Lockers are school property and school authorities may make reasonable regulations regarding their use. Abuse of lockers may result in forfeiture of locker privileges.
6. School authorities may inspect lockers when there is reasonable cause to believe that the contents may threaten the safety, health, or welfare of students, or include stolen property or contraband.
7. No food or beverage is allowed in the lockers.
8. Do not under any circumstances reveal your combination to anyone, and do not allow anyone to learn it by watching you open your locker. Do not use lockers other than your own.

Physical Education

1. All students will dress and participate daily in P.E., unless excused temporarily (one or two days) by the P.E. instructor or the principal, based on a note from the parent or an obvious physical difficulty.
2. For extended periods (3 or more days), students will be excused when done so by doctor's order.
3. Except in the cases of extended exclusion from physical education due to medical reasons, students will report to class and be given writing assignments by the instructor.
4. The required dress for P.E. consists of a designated school uniform and tennis shoes. The P.E. uniforms will be available for purchase at registration. In the case of cold temperatures, students will be allowed to use sweat shirts or sweat pants over the P.E. uniform. Students will also be allowed to use leggings or yoga pants that are covered by P.E. shorts.

5. Student's refusal to dress or lack of the P.E. dress uniform constitutes an act of direct disobedience and/or insubordination and may result in disciplinary action.
6. P.E. uniforms are to be taken home over the weekends to be washed.
7. Students are required to rent a lock (for \$2.00) to be used on their PE locker at all times. There will be a \$5.00 charge to replace a lost or damaged lock.

Physical Education Exemption Policy

It shall be the policy of Bunker Hill Unit District # 8 that students in grades eleven and twelve may request exemption from physical education for the following reasons with the understanding that the student will take a class in lieu of P.E.

1. The student is determined to be participating in interscholastic athletics as certified by the appropriate district personnel.
2. The student provides written evidence from an institution of higher education that a specific course not included in existing state or local school minimum graduation standards is required for admission and this course conflicts with P.E. School counselor should verify that the student's present and proposed schedule will not permit completion of the needed course.
3. The student lacks sufficient course credit in one or more courses required by state statute or local school board policies for graduation. Students who have failed required courses, transferred into the district with deficient credits or who lacks credits due to other causes will be eligible to apply for this exemption.

Each request for exemption from physical education instruction is to be verified and eligibility determined on a case-by-case basis by school district staff. Approval of exemptions will be for one semester only, but may be renewed for additional semesters if circumstances warrant.

Semester Exams

Semester exams will be given each semester. Semester exams shall count for 15% of the semester grade. Students may be exempt from first (1st) semester exams ONLY by the Principal. Students may be exempt from second (2nd) semester exams if:

1. Student has four (4) or fewer absences for a year long course or two (2) or fewer absences for a semester course AND
2. Student has letter grade of A, B, or C for the course AND
3. Student has served two (2) or fewer after-school detentions.

4. A student has not served an in-school suspension, Saturday detention, an out-of-school suspension, or completed community service hours instead of serving the out-of-school suspension
5. A student has four (4) or fewer tardies for a year long course or two (2) or fewer tardies for a semester course

Activities

Activity Fund

The student activity fund is maintained by the school district for the deposit and distribution of monies collected by various student organizations and clubs. This fund is supervised by the building principal. In general, funds are expended to benefit those students who have contributed to the accumulation of the funds. Leaders of all student organizations will be informed of the details on deposits and withdrawals from their account.

Activity Sales

All group activities must be approved in advance by advisors/sponsors and the principal. Every class and organization will have only one major (door-to-door) fundraiser a year. No student or organization may advertise events or sell items for the benefit of outside-of-school activities. Only school sponsored or school approved activities are permitted. The school name may not be used by anyone unless the principal gives advance permission.

Class and Activity Meetings

At the beginning of each school year, every class will explain requirements for their senior trip. Example: required points, fees, activities, etc.

Participation in After-School Activities

1. Students must attend school for one half day immediately preceding the activity unless excused for doctor or dental appointments or funerals.
2. Any ineligible student who attends an after school activity will not be allowed to attend the next performance.

Putting Activities on School Calendar

1. Any person or organization must follow a set procedure for placing money-making activities on the school calendar.
2. Final approval is made by the principal who then puts the activity on the school calendar.

Travel to and from Fieldtrips, Extra-curricular, and Co-curricular Events

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

Attendance

Truancy

In an effort to provide fair and consistent enforcement of attendance policies, Bunker Hill High School has adopted the attendance policies recommended by the Macoupin County Truancy Review Board Coalition established as the Right Track Truancy Program. This group was comprised of representatives from the Regional Office of Education, the State's Attorney Office, the Attorney General's Office, school administrators and various county and state agencies. This Right Track Truancy will be used throughout Macoupin County schools in the Regional Office of Education #40. Please be advised the truancy law does not discriminate between excused and unexcused absences.

Absence

Students are expected to develop self-responsibility for regular attendance. The high school will work closely with students and their parents to encourage regular attendance. Parents are asked to call the high school office from 8:00 a.m. - 9:30 a.m. any day the student is absent. When a student is absent, the office will call the home unless the reason for the absence is known.

1. The following **may** constitute **excused absences**. Students with an excused absence are expected to obtain their assignments and to have their work made up with the awarding of full credit according to the policy stated in No. 5 below. **The building principal reserves the right to make final determination of an excused absence.**
 - a. Illness (parent must call the day of or the following day for child to be excused)
 - b. Hospitalization
 - c. Verification from doctor, dentist or other health professional that the student was seen in their office during the school day **and the time of the visit**. Verification must be submitted to

- the office within three (3) school days to be excused.
 - d. Out of the classroom with teacher/office permission.
 - e. Death in the immediate family.
 - f. College days: 2 per year for juniors; 2 per year for seniors.
 - g. Observance of religious holiday (anticipated absence form required) **and approved by principal in advance.**
 - h. Family trips or vacations (anticipated absence form required) **and approved by principal in advance.**
 - i. Other extremely unusual verified circumstance.
2. The following will be considered **unexcused absences**. A zero will be assessed for each day a student is absent and unexcused. Work should be made up so the student may keep up with the rest of the class.
 - a. Any student missing 10 or more minutes at the beginning of any period, without permission from the office or another teacher, will be counted as absent for that period..
 - b. Out of classroom without teacher/office permission for more than five (5) minutes.
 - c. Removed from class for misconduct.
 - d. Absent from school without proper documentation as stated in (1) above.
 - e. Any absence due to court appearance caused by student's misconduct.
 - f. Weather related absences when school is in session.
 3. Any student who accumulates ten (10) absences in a class or combination of classes shall be required to submit a written doctor's note or provide notice of death or serious illness in the immediate family for all subsequent absences for the remainder of the school year if they wish to have those absences classified as excused. Without the proper documentation, the days missed past the tenth (10th) will be counted as unexcused. Decisions regarding special situations will be determined by the building principal.
 4. It is our practice that any student who is absent for ten (10) consecutive days without sufficient reason will be dropped from the attendance register.
 5. Students who have an excused absence shall have the opportunity to make up homework and tests. Unless special arrangements are made to extend time limits, students have a number of days to make up work that is equal to the number of days of the absence.
 6. For students who have an excused absence, participation points will be earned and/or deducted according to teacher policy. Participation points will be adjusted only in major medical situations

(hospitalization). The building principal reserves the right to make a final determination of major medical situations.

7. Students who are expected to be absent for more than two weeks with a doctor's excuse should be referred for homebound instruction through the guidance office.

Absence, Anticipated

If a student has an anticipated absence planned, they should follow these procedures:

1. Parents should notify the principal's office at least 24 hours prior to the absence, indicating the days of absence.
2. Students should pick up the proper form for the teachers to complete. All absences of more than one day require an anticipated absence form.
3. The make-up work is to be completed while the student is gone and is due the first day the student returns unless alternate arrangements are made with the teachers.
4. An anticipated absence is not necessarily an excused absence and is subject to approval by the building principal.

Procedure for Unexcused Absences

With the fifth (5th) unexcused absence the first legal notification will be mailed to the parent/guardian by the school principal. This letter will notify the parent of the truancy and offer assistance to the family.

With the eighth (8th) unexcused absence, the principal will send the second (2nd) legal notification to the parent/guardian with a request to attend an intervention meeting at the school. At this meeting, the principal and a social service liaison will aid the family to develop an attendance improvement contract as well as gather information regarding the truancy. The social service liaison will offer resources as appropriate.

With the ninth (9th) unexcused absence the principal will send a referral to the R.O.E. The R.O.E. will then send the third (3rd) legal notification to the parent/guardian and inform them the case is being forwarded to the Truancy Prevention Board. With this notification, the Truancy Review Board will schedule a hearing and take appropriate action. Failure to attend this hearing or additional days of unexcused absence will result in the case being turned over to the State's Attorney.

Any student with nine (9) unexcused absences will be considered a chronic truant and a petition will be filed with the courts.

Procedure for Excused Absences

With the fifth (5th) excused absence the first legal notification will be mailed to the parent/guardian by the school principal. This letter will notify the parent of the truancy and offer assistance to the family.

With the tenth (10th) excused absence, the principal will send the second (2nd) legal notification to the parent/guardian with a request to attend an intervention meeting at the school. At this meeting, the principal and a social service liaison will aid the family to develop an attendance improvement contract as well as gather information regarding the truancy. The social service liaison will offer resources as appropriate.

With the fifteenth (15th) excused absence the principal will send a referral to the R.O.E. and the student and parent will be required to meet with the Truancy Review Board and take appropriate action.

College Visitation Day

Students may apply for a college/school/military visitation day **two times** during the junior year and two times during the senior year. Application must be made in advance to the counselor and approved by the principal. In order for the visit to be an approved college visitation, which will not be counted as an absence, the student must complete the appropriate paperwork. This includes the college visitation confirmation form, which must be signed by an admissions counselor from the college, and returned to school the next day.

All trips will require a parent to accompany the student in order for it to be an excused absence. It must be for the purpose of investigating, or preparing for further education or training after high school.

No more than five students may go any one day unless a school initiated visitation day is planned-- which must be approved in advance by the principal. Selection is based on day and time written application is submitted. No college visitation days may be taken during the last 10 days of the school year.

Visitations to immediate area destinations such as SIUE, Blackburn or Lewis and Clark will be scheduled for one-half day unless there is a specific need for more time as determined by the counselor and approved by the principal.

Release of Students during School Hours

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

1. Call the building and state the reason for early release.
2. Give the time the student is to be picked up.

3. Tell by whom the student will be picked up, since students will be released only to their parents or a person they designate. If the student is to be released to a person other than parents, the person should be prepared to provide identification if not known to the school.
4. We encourage parents to schedule appointments after 3:00 p.m.

Sign Out

BHHS observes a closed campus rule. Once a student arrives on campus, he/she is not allowed to leave campus until he/she is dismissed, unless permission is granted to leave by the building principal. If a student must leave school for any reason they must sign out in the office prior to leaving. The student must have a written note from the parent or a phone call to the parent will be made before the student is allowed to leave. Failure to follow these rules may result in disciplinary action.

Tardies

A student arriving to class late, but within 10 minutes of the beginning of the hour, without a valid reason (from school personnel) will be counted tardy. **Every tardy will result in a lunch detention.** For every five (5) tardies a student will receive an after-school detention. Failure to serve a lunch detention will result in two (2) lunch detentions being assigned.

Miscellaneous Information

Accidents

Every accident in the school building, during a 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 school 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.

Bulletin Board

The building principal must approve all material before it can be posted on the bulletin board or anywhere in the school building.

Bus Riding

Students are only allowed to ride their assigned bus. Due to space and safety concerns, no additional bus riders (going home with friends) will be allowed.

For child care purposes, any student may ride a bus as long as a written note (no email) is provided in advance to the school with the Principal's approval.

The stop must be on the established bus route. Any abuse of this privilege will result in the loss of this service.

Computer Lab

The following rules apply to the use of the computer lab:

- Recreational games are not to be used in the lab or any place where computers are located.
- Users must have a signed cyberlicense on file in order to access the Internet.
- Malicious damage to and/or tampering with computer equipment are considered gross misconduct.
- Soda, food and/or gum are not allowed in the lab at any time.
- Other as specified by the classroom teacher or as listed in the room.

Driver Education

Students are enrolled in driver education based on the following criterion:

1. The student must have passed eight (8) classes in the last two (2) semesters
2. Students will be assigned by date of birth AND availability.

Emergency Action Information

Each student is to have on file an Emergency Action Form. A new form needs to be supplied each year and at any time any relevant data changes. It is important to realize that only persons listed on this form have the authority to take the student from school.

If a serious accident occurs, the following steps will be followed:

- Parents are called and asked to come for the student.
- Person designated on emergency action form is notified.
- Student will be sent to the hospital.

Health Matters

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. 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 high school office by the parent or guardian and is limited to one dose per day. **Do not send the medication to school with the student.** This policy, although it may create some inconvenience, has been adopted with the safety and security of our students and faculty in mind. If you have any questions, please call.

Physicals and Immunizations

All students entering ninth grade for the first time are required to have a new Illinois School Physical. All students entering school from out of state must have an Illinois School Physical within 30 days of enrolling.

All students participating in sports must have a new sports physical each year. Sports physicals are valid for one calendar year. (The physical for 9th grade meets the sports requirement as long as the entire sports season is covered by that physical).

There is a new Immunization requirement for the 2015-16 school year for 12th grade students. Two doses of the Meningococcal Conjugate (MCV4) vaccine is now required for 12th graders. If the first dose of MCV4 is administered at age 16 or older, then only one dose is required for 12th grade entry.

All immunizations must be up to date upon school entry. Failure to meet School Physical and Immunization requirements will result in exclusion from school after October 15th of each school year or after 30 days of enrollment.

Medication

Bunker Hill Community School District #8 allows self-administration of medication by a student with asthma or the use of an epinephrine auto-injector by a pupil at risk of anaphylaxis. All inhalers and epinephrine auto-injectors must be provided by the student's parent and have a medication authorization form completed by student's health care provider. The high school office must be informed of all inhalers and epinephrine auto-injectors. In addition, Public Act 97-0361 allows schools to voluntarily maintain a supply of emergency epinephrine auto-injectors (EpiPens) for students who have forgotten their EpiPen at home or who do not have a known allergy. The school nurse or a trained teacher may administer an EpiPen to any student that he or she, in good faith, professionally believes is having an anaphylactic reaction and who does not have an Emergency Action Plan in place.

AED

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

The AED at Bunker Hill High School is located in the southeast corner of the gymnasium. For use during football and baseball seasons, an AED is located in the red storage shed at the southwest corner of the high school. The AED at Wolf Ridge Elementary and Junior High School is located outside of the office door in the lobby. An AED is carried by the junior high baseball coaches to the community park during baseball season.

CPR Training Video

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

Incomplete Work

An incomplete grade is only allowed when the student can offer a valid reason for not having completed course work in the required time. Students receiving an INCOMPLETE will have one week to make-up the work.

Lost and Found

Lost articles should be reported to the office or the teacher.

Lunch Hour

Students must eat in the multi-purpose room, library or outside on the patio. Students are not to loiter in the gym, hallways, or classrooms during lunch period. Students are responsible for disposing of their own trash and returning trays to the kitchen area. Failure to follow rules may result in loss of privileges and/or disciplinary action.

Media Release

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

Parking

Use of parking lot is a privilege and can be revoked for misuse, such as reckless driving, speeding, spinning wheels, and/or loitering in the parking lot. Students may be in the parking lot only going to and from cars when arriving or leaving the campus. All other times, the parking lot is off limits. The administration reserves the right to inspect students' cars on the parking lot if there is reasonable suspicion. Students who drive to school must park on campus in the designated areas behind the school. Each student is responsible for their vehicle and the contents therein while on school property. Students will not park in the teachers' parking spaces which are located as follows: the first three rows on the NW side of the building and the first row on the SW side of the building.

Parking fees are \$40.00 per vehicle for those students who utilize the parking facilities. Permits are lowered to \$20, if purchased during the second semester. Emergency stickers will be issued to students for one week maximum. All stickers (temporary and permanent) must be displayed in the front passenger's side window or hung from the mirror. If for any reason a replacement permit is needed, the price will be \$10.00 regardless of when it is purchased.

Parking lot violations such as no parking permit, spinning wheels, and inappropriate parking will result in a ticket. The first ticket will result in a fine of \$5.00 per violation, one after-school, and loss of driving privileges for one week. The second violation will result in a \$10.00 fine, one in-school suspension, and loss of parking privileges for 2 weeks. The third offense will result in a \$15.00 fine, one in-school suspension and loss of parking privileges for the remainder of the school year. Failure to pay the fine within one week will result in loss of parking privileges for one week. Fines must be paid before the student will be allowed to park on school grounds. Money generated from this will be applied back into the parking lot (rock, oil, maintenance, etc.).

Passing a Stopped School Bus on School Property

1st offense:	2 week removal from school parking lot
2nd offense:	4 week removal from school parking lot
3rd offense:	removal from school parking lot for remainder of student's high school career

Senior Trip

The senior trip is to be planned by the senior class officers, their sponsors and the principal. All senior sponsors will be asked to chaperone the senior trip. All senior sponsors will participate in the selection of other sponsors going on the trip. Class input will be taken into consideration. Planning is to be based on the following:

1. Funds available
2. Number of participants
3. Activities involving all participants
4. Time available
5. Student safety
6. Proper supervision factors
7. Educational values
8. Parental considerations
9. Chaperones - generally one per ten (10) students but to be determined on basis of supervision at destination.

The Senior Trip is an earned privilege. Students may participate only if:

1. Student has not served an in-school suspension, Saturday detention, an out-of-school suspension, or completed community service hours instead of serving the out-of-school suspension during senior year.
2. Student has not been tardy to class more than seven (7) times during senior year.
3. Student has not missed more than ten (10) full or partial school days during senior year.
4. Student has not been suspended from riding the bus for the remainder of the term.
5. A student has not been convicted nor has charges pending for ANY criminal offense (minor traffic violations are excluded) during their senior year
6. Student is on track for graduation.
7. Student has met the criteria set by their class during their four years of high school.
8. All school fees are paid in full by the end of the third quarter.

9. All correspondence course material has been turned into the counselor's office before the beginning of the fourth quarter, and the correspondence course transcript is in his/her file prior to the date the final count is to be turned into the lodging establishment or April 15, whichever occurs first.
10. The class sponsors recommend the students who may attend and the Principal gives the final approval.

Notifications

1. A general senior trip proposal and financial plan is to be submitted to the Principal by January 15th. If approved by the Principal, the proposal is to be presented to the Board for approval at the February meeting. A final update report is to be made at the April Board Meeting.
2. A set of rules and an itinerary listing dates, locations, phone numbers, etc. are to be given to student and parent. A "Permission Slip" is to be obtained from each student participant with the parent's signature. The slip is to indicate that the parent has received the rules and itinerary.
3. Students and parents are to be advised in writing that if the student gets into trouble or is a severe behavior problem, the parent will be notified and will be expected to come to pick up the student, he/she will be turned over to authorities for action and/or to wait for parents to arrive.

Student Information/Demographics

Student information is closely guarded and the school district takes every precaution to make sure the information remains confidential. There are times when the school releases directory information to organizations that require it. The school will only release contact information vital to the requesting organization. Directory information includes student name, parent name, address, and telephone number. If you wish that your name not be included on these lists, you must notify the school during the registration process.

Telephone

The office telephone is to be used for calling home sick or emergency situations only. Students will not be called to the telephone to answer incoming calls except for an emergency. Students and parents are urged to keep all telephone messages to a minimum. Students may use the office telephone only after obtaining permission from the office staff. There will be a .25 cent charge for each non-emergency call.

If it is necessary for a parent to call a teacher, please call the school office, leave your name and phone number so the teacher can return the call during preparation time. Only emergency calls will take a teacher from the classroom during the school day.

Textbooks/Workbooks

Textbooks are the property of Bunker Hill High School and are on loan to each student. Proper care and concern for upkeep is important. Books, which are lost or abused, will be paid for by the student to whom they were assigned. A cost charge for workbooks may be made. All textbooks and workbooks must be returned to the appropriate teacher at the conclusion of the course.

Valuables

Students are solely responsible for personal belongings. A student may request that the teacher hold valuables in a secure location during class time, but responsibility remains with the student.

Visitors

No personal visitors will be allowed during the regular school day 8:00 a.m.-3:00 p.m. Students may not bring anyone into the building with them unless the principal approves it. All visitors should report to the principal's office before going anywhere else in the building. Students must get written permission two school days in advance to bring their visitor. Parents are required to make appointments with teachers before visiting classrooms.

Organizations

All student organizations are covered by the Student Athletic/Extracurricular Policy.

Each organization shall elect a:

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

Accurate minutes and bookkeeping records will be kept. A copy of all minutes and bookkeeping records will be kept by the officers and turned into the designated sponsor after each meeting.

Cheerleaders and Dance Team

Cheerleaders and dance team members encourage school spirit and enthusiasm at athletic events. The duties of the cheerleaders are to promote good sportsmanship, interest, and enthusiasm at all football and basketball games and to take charge of all pep sessions.

Cheerleaders and dance team are covered by the Student Athletic/Extracurricular policy. It should be noted that cheerleading and dance team can become expensive because students are responsible for purchasing some of their own equipment.

Class Organizations

1. In order for each class to have necessary funds to provide for prom, senior group yearbook picture, graduation flowers, and a possible senior trip, it is required of every student to contribute \$100 over his or her 4 years.
2. It is recommended this be done on a \$25 per school year basis.
3. The provided money will be raised through class fundraisers, dues, or a combination of both.
4. Elected class officers, with the help of faculty sponsors will decide each year if the class will have a fundraiser, collect dues, or do both.
5. The profit generated by a fundraiser should at least total \$25. If \$25 profit is not met, the student should pay the difference.
6. Contributions/fundraising monies are non-refundable.

Drama

Drama productions provide students with the opportunity to develop a variety of skills, including acting, lighting, staging, etc. Typically a spring drama production is scheduled.

FFA

FFA activities and award programs bring learning to life and allow students to apply knowledge and skills learned in the classroom and lab. This gives them a powerful advantage now and for their futures. At the same time, they have fun, meet new friends, earn awards and money for college, travel, become leaders and “belong” to a team. This builds a strong defense against negative influences and pressures of being a teenager today. Members will take advantage of these life-changing experiences if they know about them and are encouraged to participate. A strong FFA that develops every student’s potential for premier leadership, personal growth and career success is an integral part of a successful agricultural program.

Interscholastic Sports

The Bunker Hill High School Sports Program exists to give as many students as possible the opportunity to participate on a sports team. Emphasis is placed on a desire to work hard for the team, to learn skills and to develop a positive spirit.

Athletics provide students with a great opportunity to show good sportsmanship and loyalty to the team and the school, win or lose. All students who participate in the sports program must meet the eligibility requirements of Bunker Hill High School and the IHSA.

National Honor Society

In accordance with the regulations established by the national office of the National Honor Society, the BHHS faculty advisory council has set the following standard for selection:

1. Candidates shall be members of the junior/senior classes only.
2. Each candidate must meet the minimum requirement for each of the four criteria:
 - A. Scholarship:
3.5 overall GPA which must not fall below a 3.5 once inducted. GPAs will not be rounded.
 - B. Service:

Junior candidates must show involvement in four activities; seniors must show involvement in six. Community service hours submitted toward graduation recognition will be considered as showing involvement in one activity if a junior has 60 submitted hours and a senior 80 submitted hours.

Each candidate must exhibit on faculty ballots an average of 4.0 of the following characteristics of the two remaining criteria:

- C. Leadership:
 - Is resourceful in proposing new problems, applying principles and making suggestions.
 - Exemplifies positive attitudes.
 - Inspires positive behavior in others.
 - Demonstrates leadership in the classroom.
 - Is thoroughly dependable in any responsibility accepted.
- D. Character:
 - Takes criticism willingly and accepts recommendations graciously.
 - Consistently exemplifies desirable qualities of behavior

(cheerfulness, friendliness, poise, stability).

-- Demonstrates the highest standards of honesty and reliability.

-- Shows courtesy, concern and respect for others.

-- Observes all school regulations, obeys instructions and rules, is punctual and sets a good example both inside and outside the classroom.

New members are selected soon after grades are posted at the end of the first semester. If a member's GPA, leadership, or character falls below NHS standards, the member will be placed on probation or removed from the NHS based on the NHS procedures.

Student Council

The student council is an organization of students who represent the student body in a common form of student participation, where students seek to assume and discharge responsibilities to promote teamwork between themselves and faculty, and to develop faith and respect within their fellow students.

Representatives come from each class. A student must have passing grades on the weekly eligibility check. Student Council has the primary responsibility for "Homecoming".

Student Athletic/Extracurricular Policy

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

The elements of this policy are in effect for the school year. They apply on and off campus, at a school or school-sponsored activity or at a non-school or non-school-sponsored activity.

1. Definitions

- a. Student Athletics/Extracurricular Activities Participant is a boy or girl in any grade who participates in any interscholastic activity, including all practices.

- b. Athletics/Extracurricular Activities are activities outside of the normal academic/curricular part of the school function. They include interscholastic activities including but are not limited to sports, scholastic, and fine arts. They also include school organizations, clubs, and groups. They include those school activities which take place during the summer which includes cheerleading, any class activities, etc.
- c. Attendance - For IHSA sponsored activities, the rules of those organizations will apply.
- d. Violations - A violation must have direct evidence of wrongdoing.
 - i. Direct evidence means incident verified by law enforcement officials or self-admission by the student.
 - ii. It is the act itself and not a determination of criminal guilt.
 - iii. Rumors, accusations, hearsay, and mere arrest or charges are insufficient, in and of themselves, to show that there has been a violation.
- e. Suspension - loss of the privilege to direct participation in an activity. During suspension, the participant will be expected to practice and travel with the group but shall not be permitted to dress in uniform and/or perform.
- f. Exclusion - loss of the privilege to participate in practice, team/group travel, or in any related activity.

2. Eligibility Requirements for Participation

- a. Illinois High School Association (IHSA), Illinois Elementary School Association Activities - Requirements for eligibility in accordance with respective IHSA rules.
- b. Academic Eligibility
 - i. Eligibility on a semester basis will be determined at the end of each semester. Students who failed two classes at the end of a semester will be ineligible for the following semester.
 - ii. Eligibility on a weekly basis (Monday to Saturday) will be determined at the start of each week. Students who are failing two classes, according to semester grade averages, will be ineligible for the week.
- c. Other Athletic/Extracurricular Activities - Rules, guidelines,

requirements which pertain to those activities and approved by the school.

d. Physicals or other requirements

- i. Every student participating in an athletic activity must have on file in the office, a “current” physical examination form signed by a physician before a student may participate in any practice and/or activity where a physical form is required. This physical must be current for the entire sports season.
- ii. Every student must have met the initial requirements of the group, including **payment of fees** if required, prior to beginning participation.
- iii. Each participant must have on file in the office a signed current sports physical prior to beginning participation (this includes practice).
- iv. Each participant must acknowledge that the school offers group insurance for all students and he/she will take the necessary steps to acquire school insurance or that he/she will waive school insurance.

3. Infractions covered by this policy.

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

coach/sponsor at the conclusion of the participant's season.

4. Consequences of Violations

a. Tobacco, alcohol, drug or criminal offenses

- i. First offense – After guilt has been established, suspended for 25% of the current season in which the student is participating. If less than 25% of the scheduled contests remain in a season or if the student is not currently participating in an activity, the 25% suspension will be applied to the next season in which the student participates. To avoid participants from using an extra-curricular activity as a means to serve a suspension and then quit the activity, participation for the entire season is required for the 25% suspension to count.
- ii. Second offense—Exclusion from participation in all sports/activities for one calendar year from the date of the suspension.
- iii. Third offense—Exclusion from participation in all sports/activities for the remainder of the student's high school career.
- iv. If a student admits to a violation of the student extracurricular policy (first offense only) prior to being questioned by certified school personnel, the penalty will be reduced by 50%. This admission will not apply if the violation was previously witnessed and/or verified by law enforcement officials.

b. Other Disciplinary Offenses

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

c. School equipment/uniform violations

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

5. Procedure and Authority for Decisions

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

6. Rights and Review Procedures

- a. The student and parents/guardians shall have the right to due process.
- b. A meeting with the coach/sponsor of the activity, athletic director, and/or the principal may be requested.
- c. If the issue is not resolved in (b) above, a meeting before the Superintendent may be requested. This meeting shall include the Principal, and if necessary, the coach/sponsor, Athletic Director, and parent(s).
- d. If the issue is not resolved in (c) above, a hearing may be

requested before the Board of Education, or a hearing officer which the Board may appoint. The coach/sponsor, Athletic Director and/or Principal shall present information regarding the violation(s) on which suspension or exclusion was based. The student and parents may present relevant information concerning the alleged violation(s) or the penalty which should be imposed. Should the student and parent elect to have their attorney present, sufficient advance notice must be given to the district so that the district may also have an attorney present.

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

Student Conduct & Disciplinary Procedures

Articles Prohibited in School

Problems arise each school year because students bring articles to school which are hazardous to the safety of others and which interfere in some way with school procedure. Items such as, but not limited to, water guns, pocket knives, hard balls, dart guns, sling shots, radios, electronic games, tape recorders, cellular telephones, or electronic device, etc., if brought to school are undesirable and will be confiscated. Parents are requested to help students understand the necessity for this procedure.

Attire, Student

Students are expected to be neat, clean, and fully dressed in good taste at all times in attire that is not destructive to school property. Dress must comply with the health and safety codes of the State of Illinois. Appearance should not disrupt the educational program or violate a health, safety, or decency aspect of school operations. Students are expected to dress appropriately, with dignity and in good taste for school and school events. A student whose dress and grooming does not conform to these standards will be referred to the building principal. The student will be advised as to what adjustments must be made, and may be sent home to make the necessary adjustments. If a student is sent home to change clothes, the time spent away from school shall be made up and disciplinary action shall be taken. If the student fails to remedy the problem, the parents will be contacted. If the problem remains uncorrected, the student will be removed from class or activity and/or school until the student corrects the situation.

The following are prohibited:

- Bare midriffs, sleeveless garments, see-through garments, undergarments worn outside, bare backs, halter tops, low cut blouses, and tube tops.
- Tank tops, cut-off shirts, muscle shirts or basketball shirts unless worn with a t-shirt under them.
- Hats
- Head coverings unless a medical or religious authorization is on file in the principal's office
- Bare feet.
- Articles of clothing or jewelry displaying profanity, offensive remarks, guns or weapons, sexual remarks or slogans, racial or ethnic slurs, advertisements promoting illegal drugs, alcohol, tobacco products or gang-secret society identification, Hooter shirts, and Joe's Crab Shack shirts
- Short-shorts, jogging shorts, spandex shorts, running shorts with "split" legs, ALL shorts and skirts must extend beyond a student's finger tips when the student stands with their arms at their sides
- Baggy pants which expose undergarments
- Leggings and yoga pants which are not covered by shorts, skirts, or shirts that extend beyond a student's finger tips when a student stands with their arms at their sides.
- Thigh highs, lace, or fish net stockings
- Pants with rips or that expose the skin above the knee
- Sunglasses unless a medical authorization is on file in the principal's office.

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 student in that teacher's specific area.

Book Bags

Students will not be able to carry purses, book bags, duffel bags, and backpacks etc. from 8:15-3:01. Students will be allowed to carry such bags to and from school, but must leave them in their lockers during school hours.

Bullying

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

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

- vehicles, or at designated school bus stops
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
 4. Through the transmission of information from a computer that is accessed at a nonschool-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by a school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school. This item (4) applies only in cases in which a school administrator or teacher receives a report that bullying through this means has occurred and does not require a district or school to staff or monitor any nonschool-related activity, function or program.

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

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

material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of bullying in this section.

Students who believe they are victims of bullying or harassment or who have witnessed such activities are encouraged to report the matter to a teacher, counselor, or the building principal. Students can also complete bullying report forms and place forms in the bully box located in the office. All reports of bullying will be kept confidential to the extent possible given the need to investigate. Victims of bullying will be provided with information regarding services, such as counseling, support services, and other programs offered within the school and community.

Care of School Property

Anyone who willfully destroys school property through vandalism, 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. Student athletes are required to return all athletic equipment immediately after the conclusion of the sport season.

Cell Phones/Pagers/Other electronic devices

Cell phones, PDAs, MP3 players, IPODs and any other electronic device need to be OFF, OUT OF SIGHT, AND CAN'T BE USED from the time a student enters the building until the last bell of the day. Any violation of this policy will result in the item being confiscated and held until a parent comes to pick up the item or the last day of school for that week. A second violation will also result in a one day In-School suspension. Each additional violation will result in a one day Out of School suspension.

Chain of Command

The procedure for a student/parent to register a concern and/or to 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.

Classroom Rules

All teachers will determine the rules of their classrooms. All will have been discussed and approved by the principal. The rules will be taught and modeled to the students. Positive and negative consequences will be clearly defined. All teachers will give a copy of their rules to their classes, and go over these rules with the positive and negative consequences so that students can be fully aware of the classroom expectations. Upon completion of this activity, students will sign a copy to acknowledge receipt and understanding of them. The focus of the classroom rules is to acknowledge a student's appropriate behavior and to praise him/her for it; however, there may be times when a repeated student behavioral problem may occur. If this were to transpire, a conference would be held with the student, the teacher, and the principal to identify the problem and make plans for positive change. Students must come to class prepared to work. This means the student must have class book(s), paper, notes, notebook, homework, and a good learning attitude.

Detention

Lunch and After-School Detentions:

1. Lunch detentions are during the entire lunch period. After school detentions are from 3:05 to 4:00.
2. Students assigned a detention are to report to the room designated, at the time given, and for the number of days assigned.
3. Students are to come to the detention room with their textbooks and all necessary materials. If a student comes to detention without textbook and materials, another detention will be issued for showing up to detention unprepared.
4. Students will not talk to other students.
5. Additional consequences may be assigned for misconduct during a detention.
6. Food, gum, and/or drinks are not permitted during detentions.

Saturday Detentions:

1. Saturday detention will meet from 8:00 am – 11:00 am.
2. Students will report promptly at 8:00 am to the assigned room with all of their study materials to stay occupied for the entire three (3) hour period. Students who arrive late will be refused entrance and will be treated as a failure to show.

3. There will be no talking, sleeping, or disruptive behavior.
4. Students will be asked to leave due to violation of any rule outlined in this handbook. If asked to leave, another Saturday detention will be assigned as well as a three (3) day out-of-school suspension.
5. Students will ask the supervisor's permission to leave the room for any reason. Students will be allowed one restroom break.
6. Students and parents are responsible for providing transportation to and from Saturday detention.
7. Students will be allowed to reschedule Saturday detention only once. This must be done prior to the Saturday detention in person or by phone to the principal.
8. If the student is ill on the day of the Saturday detention, the student must bring a doctor's excuse on the following Monday. Failure to comply will be considered a failure to serve Saturday detention (see #10).
9. All school policies remain in effect.
10. Students who fail to serve a Saturday detention will be subject to the following disciplinary actions:

1 st offense:	Two Saturday detentions
2 nd offense:	Make up Saturday detention and three (3) days out-of-school suspension
Continued offenses:	Make up Saturday detention and three (3) to five (5) days out-of-school suspension.

Discipline

Bunker Hill Community Unit School District # 8 believes that a proper learning environment can only exist if a proper disciplinary environment is maintained. Any staff member, cook, bus driver, or anyone working for the school district may discipline students.

Teachers will enforce school and classroom rules as outlined in this section of the handbook. When a student's behavior is disruptive, the student may be removed from the classroom. Teachers may use reasonable force as needed to maintain safety for the other students, school personnel or persons or for the purpose of self defense or the defense of property. When a student is removed, teachers have the option of assigning "0's" for that day's work in addition to assigning a disciplinary referral.

Discipline Actions

Bunker Hill High School students are expected to respect the rights of fellow students and all school personnel. Bunker Hill High School has in place the following disciplinary actions, which may be used for acts of misconduct. Disciplinary actions may include:

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

Discipline Procedure

1. Discipline steps are cumulative for the school year.
2. A discipline report will be sent to the parent for each disciplinary action taken.
3. Consequences may be doubled for repeated offenses.
4. Parents/Guardians will be advised of any action involving suspensions (in-school or out-of-school). In case 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 or person designated by the parent.
5. Suspensions the last ten (10) days of school will be held over to the first week of the next school year for 8th through 11th graders.
6. The principal shall have the option of making adjustments in disciplinary action assigned depending on circumstances. The principal may adjust the consequence so that it is more consistent with the behavior problem.
7. Students will not be suspended during semester exams. The only exception would be those who have done a severe act.
8. Any student who repeatedly fails to comply with school rules may be suspended for up to ten (10) days. Repeated violations may result in recommendation for expulsion.
9. 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.

Discipline Offenses

Major Offenses

- Drugs (this includes medicinal marijuana)
- Alcohol
- Physical assault on teacher/staff member
- Bomb threat
- Arson
- Possession of a firearm or dangerous weapon
- Gross Misconduct: Behaviors which interfere with the education of other students or with the operation of Bunker Hill High School in general is prohibited and will not be tolerated. Section 1-2216 of the Illinois School Code gives the Board of Education, the District Superintendent, and the Building Principal the power to suspend or expel a student “Guilty of Gross Misconduct.”

1st offense: Suspension with recommendation of possible expulsion.

Arriving on campus during the school day without signing in or leaving campus with permission without signing out.

1st offense: After-school detention

2nd offense: Two after-school detentions

3rd offense: Three after-school detentions

Assault, Physical on Another Student

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

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

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

suspension

3rd offense: Recommendation for expulsion

Minor: shoving, pushing, tripping, etc.

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

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

3rd offense: Three to ten (3-10) days' out-of-school

suspension

Cheating/Plagiarism

Students involved in copying homework assignments or cheating/plagiarizing on a quiz, test, or term paper will be given a zero and disciplined accordingly. Disciplinary actions will include after-school detentions, in-school suspensions, and Saturday detentions.

Closed Campus

The campus at Bunker Hill High School is closed. Once a student arrives on campus, he/she is not allowed to leave campus until he/she is dismissed, unless permission is granted to leave by the building principal.

1 st offense:	In-school suspension
2 nd offense:	Saturday detention
Multiple offenses:	Out-of-school suspension(s)

Disruptive Behavior

Disruptive behavior is behavior that interferes with the education of students, whether inside or outside of the classroom. The degree of misconduct and other factors will determine disciplinary measures taken. The following consequences may occur:

1. Lunch detention
2. After-school detention
3. A parent conference
4. Suspension from class
5. In-school suspension
6. Saturday detention
7. Out-of-school suspension

False Fire Alarm and/or Fire Extinguishers

Any student who sets off a fire alarm at any time other than when an actual fire exists will be recommended for expulsion. Local legal authorities will be contacted. Any student who sets off a fire extinguisher unless extinguishing a fire will receive a five (5) day out-of-school suspension.

Hazing and Bullying

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

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

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

Improper use or display of any dangerous items such as knife, laser pointer, lighter, chemical spray, any form of small weapon (such as a pocketknife), or minor explosive device (such as gun ammunition, a firecracker, stink bomb, smoke bomb, etc.).

Any student in possession of or the detonation of dangerous items will not be tolerated. Disciplinary action may include Saturday detention, suspension or expulsion and possible report to legal authorities.

Inappropriate display of affection

Kissing, hugging or close bodily contact is prohibited.

- | | |
|--------------------------|-------------------------------|
| 1 st offense: | One after-school detention |
| 2 nd offense: | Two after-school detentions |
| 3 rd offense: | Three after-school detentions |

Insubordination

Insubordination is defined as the refusal by a student to follow a request of a teacher, administrator, or district employee. This includes insults, back talk, or any other disrespectful, verbal abuse. The use of vulgar language will add to the severity of the disciplinary action taken. The disciplinary action depends upon the nature and circumstances.

- | | |
|--------------------------|---|
| 1 st offense: | In-school suspension or Saturday detention and conference among staff member, student, and principal |
| 2 nd offense: | Three-day (3) out-of-school suspension and conference among staff member, parent, student, and principal. |
| 3 rd offense: | Out-of-school suspension up to ten (10) days with possible recommendation for expulsion. |

Parking lot violations: speeding, no parking permit, doing donuts, spinning wheels, etc.

- | | |
|--------------------------|---|
| 1 st offense: | \$5 fine, one after-school detention & loss of driving privileges for one week |
| 2 nd offense: | \$10 fine, one in-school suspension, & loss of driving privileges for two weeks. |
| 3 rd offense: | \$15 fine, one in-school suspension, & loss of parking privileges for the remainder of the school year. |

Failure to pay parking fine within one week will result in loss of parking privileges for one week. Fine must be paid before the student will be allowed to park on school grounds.

Sexual Harassment and Sexual Misconduct

The practice of sexual harassment is contrary to law and the policy of the school district. Sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature or the creation of an intimidating, hostile or offensive environment constitute sexual harassment and will not be tolerated.

Any student who believes he/she has been subjected to sexual harassment may file a complaint with the Superintendent or any school administrator or teacher who shall promptly refer the matter to the Superintendent who will conduct an investigation. It is recommended that concerned individuals refer to the Board Policy for more details.

Based upon the outcome of the investigation, disciplinary action may include in-school suspension, Saturday detention, out-of-school suspension, or possible recommendation for expulsion. In addition, any student making a knowingly false accusation regarding sexual harassment may also be subject to disciplinary actions.

Skippping Classes

- | | |
|--------------------------|---|
| 1 st offense: | One (1) after-school detention per class missed |
| 2 nd offense: | One (1) Saturday detention |
| 3 rd offense: | Two (2) Saturday detentions |

Skippping Detention

- | | |
|--------------------------|----------------------|
| 1 st offense: | Additional detention |
|--------------------------|----------------------|

2nd offense: In-school suspension

3rd offense: Saturday detention

Threatening Language or Gestures

Verbal or written threats to school personnel and/or students will result in out-of-school suspensions or recommendation for expulsion. Disciplinary action is based upon the severity of the offense.

Unauthorized Possession of Another's Property

The value of the object taken will determine disciplinary action. Disciplinary action may include in-school suspension, Saturday detention, or out-of-school suspension. Local legal authorities may be contacted. Students are responsible for restitution. Bunker Hill High School does not assume responsibility for personal property that is lost, damaged, or stolen at school.

Use, Possession, or Distribution of Any Smoking Device, Tobacco, or Nicotine Product on School Property

1st offense: One (1) out-of-school suspension

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

Multiple offenses: Subsequent offenses will result in multiple days of suspension.

Vandalism

Students who intentionally damage or destroy school property will be subject to suspension or recommendation for expulsion. Students are responsible for restitution. Local legal authorities may be contacted if necessary.

Violation of Dress Code

1st offense: Student will wear clothes provided or secure appropriate clothing from home. Also, student will receive written warning.

2nd offense: Student will wear clothes provided or secure appropriate clothing from home. Also, student will receive an after-school detention.

3rd offense: Student will wear clothes provided or secure appropriate clothing from home. Also, student will receive multiple detentions, an in-school suspension, or Saturday detention depending on the number and type of dress code violations.

Vulgarity or any expression of vulgarity, indecencies, cursing, indecent gesture, inferences, etc. (Depends on nature of misconduct)

Use of words, which sound like an obscenity, used in the context of the obscenity, will be considered an obscenity.

1 st offense:	One (1) or more after-school detentions.
2 nd offense:	In-school suspension, Saturday detention
Continued offenses:	Multiple days out-of-school suspension

Inappropriate language or gestures directed towards a school employee either on or off campus may result in an out-school suspension of up to ten (10) days and possible recommendation for expulsion.

Discipline Review Committee

A committee of teachers, parents and students will be appointed each year. They will meet on a yearly basis to review the discipline procedures as set forth in this handbook. This committee will have the authority to make recommendations to the principal to revise disciplinary procedures (with prior board approval) anytime during the school year if they deem it necessary.

Due Process

Although it is the goal of the school to maintain fairness for all students, at times there may be legitimate differences of opinion between a student and a staff member. In the case of a student or parental complaint, the school principal, if not involved, shall be the first resource.

Search and Seizure

To maintain order and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects.

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

School authorities may search a student and/or 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 grounds for suspecting that the search will produce evidence the particular student has violated or is violating either the law or student conduct rules set forth in this handbook or in school district policy.

When feasible, the search should be conducted as follows:

1. Outside the view of others, including students,
2. In the presence of a school administrator or adult witness, and
3. By a certificated employee or liaison police officer of the same sex as the student.

Immediately following a search, a written report shall be made by the school authority who conducted the search, and given to the Superintendent.

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

Sexting/Porn Statement

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, the cell phone or electronic device may be turned over to law enforcement officials if they have been used in a way that appears to violate state or local law.

Suspension

The following steps will be followed in the event of the suspension of a student:

1. The student will be informed by the principal of the charges and the evidence to support such charges.
2. The student will be given a written notice that will include:
 - a. Reasons for suspension
 - b. Length of suspension
 - c. Days of suspension
 - d. Whether it will be in or out of school

3. Students who wish to challenge the suspension have a right to a review hearing.
 - a. The hearing will be in closed session, unless otherwise requested.
 - b. The student may:
 - i. Be represented by counsel
 - ii. Present evidence and call witnesses
 - iii. Cross examine the opposing witness
4. If the suspension is found to be unjustified or unreasonable, the student's record will be expunged, and all work may be made up within a reasonable time.

Suspension, In School

1. The student is separated from other students for the entire school day.
2. It is the student's responsibility to be in the in-school suspension room on time and with the schoolwork for the day along with a book checked out from the library.
3. It is the student's responsibility to get assignments before the in-school suspension starts.
4. All work will be completed during the suspension. This work is to be turned into the teacher at the end of the day.
5. Credit will be awarded for work handed in on time. A zero will be given for work not completed or handed in late.
6. The parent of the suspended student will be contacted.

Suspension, Out-of-School

1. Students will not be allowed on school property or at school activities during the suspension period.
2. Upon student or parent request, students may do regularly assigned work (homework, note-taking, class work, etc.) during out-of-school suspension; however, students will receive zero credit for suspended days. When a student returns to school, he/she may make up tests, term papers, and projects. It is the responsibility of the student to make arrangements for make-up of tests, term papers, and projects. The student will be allowed one day for each day of suspension for make-up work.
3. Students may be assessed zeroes for participation credit in the classes missed.
4. Parents of the suspended students will be contacted by mail and phone.

5. A suspended student may elect to perform 8 hours of community service in lieu of one day of out-of school suspension. This will apply only for those students who have received an out-of-school suspension for the first time this school year.

Expulsion (not to exceed two (2) calendar years)

1. In cases where expulsion is recommended, the student will be suspended until the Board of Education can act upon the recommendation, but not to exceed ten (10) school days.
2. Students who wish to challenge the expulsion have a right to a review hearing.
 - a. The hearing will be in closed session, unless otherwise requested.
 - b. The student may:
 - i. Be represented by counsel
 - ii. Present evidence and call witnesses
 - iii. Cross examine the opposing witness
3. Throughout the length of the expulsion, students may not be on campus or at school activities for any reason. Any student who violates this rule will have charges filed against him/her with the local police.