

# 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*

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## Administration

Doug Daugherty Principal

## Faculty

Adams, Michael	Band
Albrecht, Cynthia	Math
Belanger, Nannette	Home Ec
Belusko, David	Agriculture
Bristol, Chandra	Computer Technology
DeVries, Wade	Math
Dobos, Claraine	Science
Gray, Nathan	Health/DE/PE
Marshall, Craig	Social Studies/DE
McElroy, Kay	Spanish/ English
McGill, Monica	English/ Speech
Morris, Sue	English/ Social Studies
Ostendorf, Rob	Social Studies
Schroeder, Courtney	Business/Work Program
Slover, Ryan	Chemistry/Physical Science
Smith, Matthew	Athletic Director/PE
Tuchalski, Rebecca	Chorus
Willhoit, Tracey	Learning Resource
Van Pelt, Erik	Industrial Technology
Zipprich, Jodie	Guidance

## Staff

Cook	Donna Lawrence
Custodians	Roger Hayes, Barb Gill-Bailey
Secretary	Melisa Booten
Librarian	Moriah Meisenheimer

## Room Listings

001 Workroom	019 Mathematics
002 Office	020 English/Social Studies
003 MPR / Storage	021 Weight Room
004 Counselor	022 Health/Drivers Ed
005 Lounge	023 Computer Lab
006 Coaches Room	024 Resource
007 Home Economics	025 Social Studies
008 Home Economics	026 English/Spanish
009 Driver Ed	027 Business Education
010 Special Education	028 Math
011 Science Lab	029 Speech/English
012 Biology	030 Industrial Technology
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 2009-2010 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. 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 <sup>st</sup> Bell	8:10
1 <sup>st</sup> Hour	8:15 – 8:59
2 <sup>nd</sup> Hour	9:03 – 9:47
3 <sup>rd</sup> Hour	9:51 – 10:35
4 <sup>th</sup> Hour	10:39 – 11:23
5 <sup>th</sup> Hour	11:23 – 12:37
6 <sup>th</sup> Hour	12:41 – 1:25
7 <sup>th</sup> Hour	1:29 – 2:13
8 <sup>th</sup> 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 that 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 points by the principal based on the offense (homework, quiz, term paper, and test) with punishment assigned accordingly.

## **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 20 hours per year will be recognized during the graduation ceremony. These hours need to be submitted each year in order to be recognized at graduation.

## **Cooperative Work Program**

The student on the cooperative work program must follow the guidelines established between the coordinator and the building principal.

## **Course Change Request Rules**

A student may request a schedule change within the first 3 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. 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. Courses must be approved in advance by the principal. No classes taken outside of the high school will be counted towards the GPA. This includes correspondence 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 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. \$ 25.00 Athletic participation fee each sport (Payment must be made prior to the first official contest and is non-refundable after the first official contest.)
2. \$ 15.00 P.E. uniforms (\$7.50 per shirt & shorts)
3. \$100.00 School fee- \$75 Textbook  
Technology fee- \$25 (collected at time of registration)
4. \$ 70.00 Drivers Education fee  
\$50 Classroom/Driving requirement  
\$20 Permit – Secretary of State
5. \$ 30.00 Parking fee per vehicle
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)

\* Students may incur other nominal charges for supplies used for personal projects in vocational classes such as: construction, welding, foods, clothing, 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 1<sup>st</sup> 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

28 credits will be required for each student. Only two credits earned outside of BHHS will be accepted toward the total requirement. Summer school at an accredited secondary institution does not count as an outside credit. Required courses and number of credits needed are as follows:

### Required courses:

Computers	One (1) credit --- computer concepts is required.
Consumer Education	One (1) credit --- Business Tech is required
Drivers Education	One quarter (1/4) credit (classroom)
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	One (1) credit per year---Four (4) years
Science	Two (2) 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.
Elective	One (1) year of music, foreign language or vocational education

1. Valedictorian, Salutatorian, and Top 10 are based on eight semesters of successfully completed high school work.
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. Correspondence courses are not allowed toward early graduation.
5. 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 \$2.00 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. Once a student reaches the limit, an alternate meal will be served. That meal will be: 4 ounces of peanut butter, 1 slice of wheat bread, a fruit, a vegetable, and a carton of milk. This meal will cost the student their normal price.

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.

## **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 by the P.E. instructor or the principal.
2. 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.
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 the assignment of points.
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 (1<sup>st</sup>) semester exams ONLY by the Principal. Students may be exempt from second (2<sup>nd</sup>) 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 fewer than 10 discipline points
4. A student has not served an In-school suspension, 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.
3. Attendance at school award recognition ceremonies may be at the discretion of the building principal.

## 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. A student may only ride home from an extracurricular event if the parent has signed a transportation request prior to the bus leaving for the event.

## Attendance

### 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
  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. 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 (5<sup>th</sup>) 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 (8<sup>th</sup>) unexcused absence, the principal will send the second (2<sup>nd</sup>) 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 tenth (10<sup>th</sup>) unexcused absence the principal will send a referral to the R.O.E. The R.O.E. will then send the third (3<sup>rd</sup>) 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 eighteen (18) unexcused absences will be considered a chronic truant and a petition will be filed with the courts.

## **Procedure for Excused Absences**

With the fifth (5<sup>th</sup>) 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 (10<sup>th</sup>) excused absence, the principal will send the second (2<sup>nd</sup>) 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 (15<sup>th</sup>) 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. Students are not allowed to leave during school hours without permission from the office. 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 with 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. Students who accumulate THREE (3) tardies in a class will receive disciplinary action. The disciplinary action will become more severe with each referral.

## **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.

### **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.

## **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**

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

## **Incomplete Work**

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. The office will maintain a lost and found box where items may be retrieved.

## 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.

## Closed Campus

All students must stay on campus during the school day.

## 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 \$30.00 per vehicle for those students who utilize the parking facilities. Permits are lowered to \$15, 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.** A student parking without a displayed sticker will be given a \$5.00 parking ticket. **If for any reason a replacement permit is needed, the price will be \$10.00 regardless of when it is purchased.**

Money generated from this will be applied back into the parking lot (rock, oil, maintenance, etc.).

## 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:

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 been assigned more than 16 discipline points during the 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, if it is to be an extended trip (more than one overnight and/or over 150 miles one-way) along with a financial review and plan is to be presented to the principal by December 1 of the senior trip year. If approved by the principal, it is to be submitted to the board for approval at the January meeting. An update is to be presented to the board at the March meeting.
2. If the trip is to be less than two full days, the proposal and financial plan is to be submitted to the principal by January 15<sup>th</sup>. 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.

3. 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.
4. 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 Assistance Program (SAP)**

It is the mission of Bunker Hill Community Unit School District #8 Students Assistance Program to identify at-risk students, intervene with, and make appropriate referrals in the school and follow through with at-risk youth in the areas of behavior, academics, health, and attendance to increase the success of each student. Parents may make referrals by calling the office at 585-3232.

### **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**

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**

Cheerleaders 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.

## **Dance Team**

Dance team encourages school spirit and enthusiasm at athletic events. Dance team performs at football and basketball games.

Cheerleaders and dance team are covered by the same rules and regulations as athletes. 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**

Each class is organized and has its own officers and faculty advisers. There are no class dues. It is felt that the class, as a group, should earn money to sponsor all of its activities during the four years.

## **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.

## **Family, Careers, and Community Leaders of America**

The students eligible for this club are those taking homemaking and those who have had previous courses in the field. The function of the organization is to provide personal development for its members by social activities and service for the improvement of the home, for family living and the community.

## **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**

Each member of the junior and senior class is evaluated individually by the sponsor(s) to determine points for “scholarship” and “service” as demonstrated

by their GPA and their involvement in school and community activities. Each candidate's name is then presented to the faculty who votes for those they feel have demonstrated the character and leadership necessary to represent Bunker Hill High School as a National Honor Society Member. Those candidates with the required GPA, number of activities, and a majority of the faculty votes are inducted into the National Honor Society.

Each candidate must meet the minimum requirement for each of the four criteria:

Scholarship:

3.5 overall GPA (will not be rounded) which must not fall below a 3.5 once inducted.

Service:

- a. Juniors must show involvement in four activities
- b. Seniors must show involvement in six

Each candidate must exhibit an average of 3.5 of the following characteristics based on faculty evaluation of the two remaining criteria:

Leadership:

- a. Is resourceful in proposing new problems, applying principles, and making suggestions.
- b. Exemplified positive attitudes.
- c. Inspires positive behavior in others.
- d. Demonstrates leadership in the classroom.
- e. Is thoroughly dependable in any responsibility accepted.

Character:

- a. Takes criticism willingly and accepts recommendations graciously.
- b. Consistently exemplifies desirable qualities of behavior (cheerfulness, friendliness, poise, stability).
- c. Demonstrates the highest standards of honesty and reliability.
- d. Shows courtesy, concern and respect for others.
- e. Observes all school regulations, obeys instructions and rules, is punctual and sets a good example both inside and outside the classroom.

Officers are elected after new members are seated. This usually occurs as soon as possible after grades are posted at the end of the first semester, usually during first two weeks in February.

## **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 apply from the first day of the student's participation through the last day of that student's participation in a 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 during the season of the activity in which the student is participating.

### **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.
  - 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. Other Athletic/Extracurricular Activities - Rules, guidelines, requirements which pertain to those activities and approved by the school.
- c. 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 tobacco 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.

#### 4. Consequences of Violations

- a. Use of tobacco - Suspension of participation in the next contest or activity in which that person is scheduled to participate.
- b. Alcohol, drug, or criminal offenses
  - i. First offense - After guilt has been established, suspension from the equivalent of the next three contests/activities, in which the student is scheduled to participate.
  - ii. Second Offense - Exclusion from participation in sports/activities for the remainder of that sport/activity season during which the infraction occurs.

#### 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, muscle shirts or basketball shirts unless worn with a t-shirt under them.
- Hats, scarves, bandanas and head coverings.
- 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
- 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 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 and violence. Accordingly, aggressive student behavior including bullying in all forms is prohibited.

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 student behavior, which hurts, frightens, threatens, or tyrannizes students. 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.

## **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 and out of sight 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 (After School)**

1. Detention will be served after school beginning at 3:05 p.m. Detention will be served until 4:00 p.m.
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 points may be assigned for misconduct during a detention.
6. Food, gum, and/or drinks are not permitted during detentions.

## 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 disciplinary points.

## 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 a point value system, which may be assigned for acts of misconduct. Following is a list of offenses, point values and resulting disciplinary actions. The principal will assign points. The accumulative total will be written and the disciplinary action assigned based on this total.

1-3 points	=	One (1) after school detention
4-6 points	=	Two (2) after school detentions
7-9 points	=	Three (3) after school detentions
10-12 points	=	One (1) in-school suspension
13-15 points	=	Three (3) in-school suspensions
16-18 points	=	One (1) out of school suspension
19-21 points	=	Two (2) out of school suspension
22-24 points	=	Three (3) out of school suspensions
25-27 points	=	Five (5) out of school suspensions
28-29 points	=	Ten (10) out of school suspension
30 points	=	Recommendation for Expulsion for the remainder of the year.

Three (3) positive points will be awarded to each student who has not had a disciplinary referral during the previous 25 school days, but has accrued disciplinary points for infractions. Students with disciplinary points will be able to earn positives in order lower their points to "0", but will not be able to "bank" or save positive points.

## **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. Points 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 8<sup>th</sup> through 11<sup>th</sup> graders.
6. The principal shall have the option of making adjustments in discipline action assigned, and points applicable, 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.

## **Discipline, Offenses**

### **Zero Tolerance Offenses** - 30 points

- Drugs/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."

**Arriving on campus during the school day without signing in or leaving campus during school hours without permission to sign out** - 1 to 3 points

**Assault, Physical on Another Student**

Major: Kicking, punching, slapping, spitting or other striking blow - 20 points

Minor: shoving, pushing, tripping, etc. - 1- 10 points

**Cheating/Plagiarism** - 1 to 10 points

Points assigned should range from a low of 1 for a homework assignment, 3 for a quiz, 5 for a test and 10 for a term paper.

**General Mischief** - 1 to 5 points

**Hazing** (Any initiation that tends to set a student apart from his/her schoolmates) – 5 to 20 points

**Insubordination** - 3 to 10 points (Action depends on nature and circumstances)

**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 a firecracker).**

1 to 10 points (nature of infraction determines points)

**Inappropriate display of affection** - 1 to 5 points

Kissing, hugging or close bodily contact is prohibited.

**Parking lot violations: speeding (doing in excess of 5 mph), doing donuts, spinning wheels, etc.** – A fine of \$5.00 per violation will be assessed. Failure to pay parking fine within one week will result in one disciplinary point per day with the loss of parking privileges until the fine is paid.

**Sexual Harassment and Sexual Misconduct** - 1 to 30 points (based on the outcome of the investigation)

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.

### **Skipping classes**

Two periods or less - 5 points

More than two periods - 8 points

### **Skipping detention**

1<sup>st</sup> offense—an additional detention plus points will be assigned

2<sup>nd</sup> offense—student will serve an In-School suspension

**Smoking/Tobacco on School Property** - 10 points

**Threatening Language or Gestures** - 5 to 10 points

**Unauthorized Possession of Another's Property** - 1 to 20 points.

**Vandalism** - 5 to 15 points

**Violation of Dress Code** - 1 to 10 points

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

Direct - 4 to 10 points

Indirect - 1 to 3 points

## **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 the point system (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.

## **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.
7. Disciplinary points will be assigned for misbehavior.

### **Suspension, Out-of- School**

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

### **Expulsion (for remainder of the year)**

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.