

INTRODUCTION

The **2009-2010 STUDENT/PARENT HANDBOOK** is presented by the Board of Education of **Bunker Hill 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 any of the building principals or the administrative staff.

It is a well-established fact that parents make the most vital 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.

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PHILOSOPHY OF EDUCATION

Any philosophy of education should be based on a clear understanding of the interests, characteristics, abilities, and needs of the individual and of the society in which the student lives. It is the responsibility of the community to provide educational experiences that will assist the student in becoming a responsible and contributing member of society.

The teacher, the administrator, and the Board of Education should strive continuously to maintain a harmonious working relationship and to establish confidence in and respect for each other's viewpoint. Together, they should provide a sequence of experience that will assist the students in discovering their interests and abilities, and thus furnish them a firm basis for making a wise professional or vocational choice.

The teacher should assist the student in acquiring good work habits and in learning to appreciate and take pride in good workmanship. The teacher should help the student to feel accepted for individual contributions to the class so that each pupil will have a feeling of accomplishment and security while developing skills. The administrator and the Board of Education should serve as liaison personnel to keep parents and the public informed as to the progress, needs and effectiveness of the school system.

The home and the school have a special obligation to help the student develop a feeling of responsibility as a member of our democratic society, as well as to cultivate attitudes which will serve as a basis for loyalty, good citizenship, and worthy home membership. Each student should become a part of the total group while developing initiative, sharing the responsibility and learning to respect the rights of others.

Education is a right and a privilege. Any student desiring an education should receive the assistance of all concerned.

INSTRUCTION GOALS

1. Achieve a feeling of self worth.
2. Acknowledge the dignity of all people.
3. Grow as a responsible member of their family and to recognize the family as the basic social unit.
4. Strive for physical, mental, emotional, and social health.
5. Develop and maintain a positive attitude toward learning.
6. Acquire habits of analytical thinking and problem solving.
7. Develop skills and abilities in reading, writing, speaking, and listening to communicate ideas and feelings.
8. Achieve potential through the opportunities offered.
9. Develop skills necessary to use available educational resources.
10. Realize the role of careers in society and to understand changing opportunities.
11. Develop the duties and responsibilities of a free citizen in a democracy.
12. Appreciate culture and beauty that exists in the world.

ADMISSION OF PUPILS

All students entering Kindergarten must be 5 years of age by September 1, and all students entering the first grade must be 6 years of age by September 1.

All students entering Kindergarten or first grade in Bunker Hill Community Unit School District #8 are required to have a properly certified birth certificate at registration.

All students entering Kindergarten or first grade for the first time and entering sixth and ninth grade must comply with Public Act 81-184, Section 27-8.1 of the School Code of Illinois by having a health examination

by a licensed physician. This examination must be on file with the Principal before October 15th. The doctor should indicate that all immunizations required for entrance into school have been completed. A dental examination is highly recommended. As of January 1, 1993, it is required that each parent or legal guardian of a child between the ages of six months through six years provide a statement from a physician or health care provider that he child has been screened for lead poisoning. This statement is to be provided prior to admission and subsequently in conjunction with physical examinations. (Public Act 87-175).

All new enrolling students and those entering kindergarten, sixth, and 9th grades are required to have a physical examination. Illinois students transferring in may use their physical exam records from their previous school. Out of state students transferring in will need a new physical exam within 30 days of enrollment. Students are required to have all immunizations up to date as required by the Department of Public Health.

- Please note that if your child was a 5th grader in the 2007-2008 school year he/she will not meet a new physical for 6th grade unless they plan to participate in sports.
- Please note there is no longer a 5th grade physical requirement.

Students transferring into a new school district within the State of Illinois must show proof of immunization and current health examination. A student, of any grade level, entering Bunker Hill Schools from out-of-state districts must present a completed current examination form. All students new to the district must present a birth certificate and a student transfer form from their previous school.

Students entering from "Home School" or Private Schools" may need additional information prior to entrance. Contact the appropriate building office.

INSTRUCTIONAL MATERIALS FEE

(Per School Year)

Grades K - 5 \$ 75.00 (Textbooks) Grades 6 – 8 \$ 75.00 (Textbooks) \$ 5.00 (Tech/Lab Fee) \$ 10.00 (Activity Fee)	Grades 9–12 \$ 75.00 (Textbooks) \$ 25.00 (Tech/Lab Fee) \$ 25.00 (Sport Fee/Per Sport) \$ 25.00 (Parking Fee) \$ 50.00 (Driver’s Ed Fee) \$ 20.00 (Sec State Fee)
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Fees are due at the time of admission of the student in school. Special arrangements for payment of fees can be made with the office of the school attended.

Students are responsible for lost or damaged textbooks, library books and equipment. All lost or damaged materials must be paid for before the end of the school year. Each student's name will be placed on the label in all textbooks assigned to the pupil. This helps in recovering lost books.

ATTENDANCE

At the Elementary level--each parent is requested to call the school or send a written excuse for each absence upon the student's return to school. Acceptable reasons for absence are personal illness and a death in the family. Family vacations are not normally acceptable absence. Remember that each day a student is absent from school something important is missed. Do not allow the student to miss school for unimportant things. When unusual circumstances necessitate an extended period of unavoidable absence, please contact the teacher and/or the school office to make arrangements for the student to keep up to date in class work. The school office will, from time to time, call on absent students at home to verify an absence. If an excuse for dental or medical appointments is necessary, the student must give the school a signed, dated

note stating (1) the reason for being excused; (2) the time the student will be picked up; and (3) the time the student will return to class.

At the Secondary level--there are special regulations concerning attendance. They are explained in the High School Handbook.

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 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.
4. 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.

At the Secondary Level, there are additional regulations concerning the release of students. These are explained in the High School Handbook.

GRADING AND REPORTING

A formal **Report to Parents** is issued four times during the school year. These reports are given to pupils to take home or sent by mail the week following the close of each nine weeks grading period. In addition to the regular report to parents, other communications may be sent to parents whenever a teacher wishes to call attention to outstanding work, marked improvement in a particular area, unsatisfactory work, irregular attendance, etc.

The following scale will be used:

A	100 – 93	Satisfactory	=	S
B	92 – 85	Unsatisfactory	=	U
C	84 – 77	Needs Improvement	=	N
D	76 – 70	Incomplete	=	I
F	69 - below			

Report card grades are recorded on cumulative folders. The 7th grade and up will record semester grades. K-6 will record yearly grades.

All teachers at all grade levels will test and all tests must be weighted. Teachers must record in their grade book their system for weighting tests.

PROGRESS REPORTS

Progress Reports are issued at mid-quarter by teachers stating the progress of any or all of their students. All students who are doing “D” or “F” work must receive a report.

TRUANCY AND SUPPORTIVE SERVICES

The **Bunker Hill Community Unit District #8** Board of Education supports the principle that local school districts must have the responsibility for matters pertaining to student attendance. The Board recognizes the following definitions:

Truant: A child subject to compulsory school attendance who is absent without a valid cause from such attendance for a school day or portion thereof.

Valid Cause: A child may be absent from school because of:

1. Illness
2. Observance of a religious holiday
3. Death in the immediate family
4. Family emergency
5. Situations beyond the control of the student as determined by the School Board
6. Other circumstances which cause reasonable concern to the parent for the safety or health of the student.

Chronic or Habitual Truant: A child who is subject to compulsory school attendance who is absent without valid cause from such attendance for ten (10) percent or more of the previous 180 regular attendance days.

Truant Minor: A child to whom supportive services, including prevention, diagnostic, intervention and remedial service, alternative programs, and other school and community resources have been provided and have failed to result in the cessation of chronic truancy or have been offered and refused.

Using the definitions cited, the school district shall determine if the student is a “**Chronic or Habitual**” truant. If it is determined that the student is a “**Chronic or Habitual**” truant, services which must be provided to the chronic truant may include but not be limited to:

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|---|-------------------------------------|
| 1. Parent/Teacher Conferences | 4. Psychological Testing |
| 2. Counseling Services by Social Worker | 5. Alternative Educational Programs |
| 3. Counseling Services by Psychologist | 6. Alternative School Placement |

When the student is classified as a “Chronic or Habitual” truant, the building principal shall direct the process for the development of an Optional Educational Program. This program shall designate the specific services or educational program the student shall receive.

STUDENT ASSISTANCE PROGRAM

The staff, personnel, and students of **Bunker Hill Community Unit District #8** work hard to provide and maintain an environment that encourages high academics, good attendance, appropriate behavior, and good health. In an effort to provide assistance in the achieving of the above high standards, the Student Assistance Program will be initiated as needed.

DISCIPLINE

Bunker Hill Community Unit School District #8 believes that a proper learning environment can only be maintained if a proper disciplinary environment is maintained. Each school has an established policy regarding school discipline on file in the principal's office. Parents are welcome to discuss that policy with the Principal at any time.

A central goal of our schools is to help students develop self-discipline: a capacity for wise behavior through inner control based on a sound knowledge of the forces in life. Our schools must help each student learn to control himself/herself and to conform within reasonable limits to his/her environment. Inner control, which has been developed since birth in the home, is a significant element in the worth and dignity of each individual.

Behavioral control measures must be involved when a student or students disobey. Causes of infractions of rules and departures from good behavior should be studied and correction should be sought through improvement of casual factors before punishment is involved. Study of individual differences, conferences with pupil and parent, and assistance from the principal and specialist within the school system should be the

teacher's first thought in attempting to help a pupil correct behavior patterns which are retarding development and interfering with the rights of others.

STUDENT DISCIPLINE - BULLYING

The Bunker Hill Community Unit District #8 Board of Education has adopted the following policy on student bullying:

No student should be subject 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 that hurts, frightens, threatens, or tyrannizes students. Examples of bullying may include, but 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 other similar behaviors.

The administration is directed to provide to District schools and parents educational materials designed to assist in preventing bullying and to minimize the risk of being bullied. Students who engage in acts of bullying may be subject to discipline in accordance with the Board's general student discipline policy. Such discipline may include verbal or written reprimand, in-school suspension, change of placement and/or out of school suspension or expulsion. Parental notification will be made in accordance with the Board's student discipline policy.

Students who are victims of bullying may also be referred to the building level Student Assistance Program team for assistance including counseling or other supportive services from school or community agencies. In addition, school personnel shall monitor and identify students who exhibit behaviors that indicate a tendency toward aggressive behavior, including bullying.

School personnel who identify such students should refer the student to the Student Assistance team. The student's parent/guardians shall be advised in writing of the referral to the Student Assistance Program team and any action taken by the team concerning the student.

Upon receipt of the referral, the Student Assistance Program team shall monitor the student, review any non-school, community-based intervention for the student and consider necessary school based interventions, including, but not limited to, referral for an evaluation to determine special education eligibility. If the student is currently a student with a disability, the student's IEP or Section 504 team may, when appropriate, assume the functions of the building's Student Assistance team.

BOARD DISCIPLINE POLICY

Good discipline is extremely important to the school program. In all disciplinary actions, teachers are reminded that they are dealing with individual personalities. Thus, a child's personality, disposition, and personal characteristics should be given consideration before prescribing treatment. In maintaining discipline, teachers must be able to proceed with the assurance that support will be forthcoming from the principal, the Superintendent of Schools, and the Board of Education. The Board of Education also encourages parental support of this and the following discipline policies.

The following guides to good discipline are recommended:

1. Good discipline should be positive rather than negative in nature.
2. Good discipline should be fair, dignified, and in good temper.
3. Conferences with teachers, principals, and parents should be effectively employed to bring about acceptable classroom behavior.
4. All information concerning the student on his/her family background should be held in strict confidence.
5. Discipline administered should not cause the student to lose status before his/her social group.
6. In cases when ordinary and usual methods of correction are ineffective, the teacher may send the pupil to the Principal for further action.

In the case of major disciplinary infractions, the Superintendent and building Principals are authorized to suspend students from school as provided in Chapter 122, Article 10, Section 22.6 of the School Code.

At each grade, there are additional regulations concerning discipline. These are explained in the appropriate sections.

SCHOOL SAFE ZONE

All schools in **Bunker Hill Community Unit District #8** are located in a **“School Safe Zone”**. This means that any student in violation of selling, possessing, or using drugs; possession of a weapon on school grounds or gang recruitment, will be subject to increased penalties from the legal system. The school district will pursue this law to its fullest extent. The **“School Safe Zone”** extends 1000 yards in each direction from school.

SUPERVISION OF ACTIVITIES

Teachers, Principals or other supervisors provide guidance and control of activities during their free time, using as a basis the principles of behavior accepted for their school. Special effort is made to maintain a constructive type of guidance to help the student to develop the best self-controlled behavior.

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. Such items as water guns, pocket knives, hard balls, dart guns, sling shots, radios, electronic games, or electronic device, etc., if brought to school are undesirable and will be confiscated. Also, any kind of device used in a threatening manner will be considered a weapon and will lead to severe consequences including suspension and/or expulsion. Parents are requested to help students understand the necessity for this procedure.

WELLNESS

Student wellness, including good nutrition and physical activity, shall be promoted in the District’s educational program, school activities, and meal programs. Goals will support and promote good nutrition and an active lifestyle for all students and foster the positive relationship between good nutrition, physical activity, and the capacity of students to develop and learn.

HEALTH MATTERS

Teachers are permitted to administer first aid in case of an accident but are not allowed to dispense internal medicine such as aspirin, toothache medicines, injections, etc.

Because the school nurse is not always available to administer medication to students, a medication policy is in effect. **See the Student Handbook for building procedures.**

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

If your child requires medication and/or 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. This policy, although it may create some inconvenience, has been adopted with the safety and security of our students and faculty in mind. If you have any questions, please call.

The nurse or office will notify you in the event of a serious accident or sudden illness. If you are not at home, the school personnel will call the alternate phone number on the student's emergency card.

It is essential that all accidents occurring on the school premises be reported immediately to a person in charge, i.e., Principal, teacher or playground supervisor. An accident report form will be completed and filed for each accident reported.

Procedures as outlined in the First Aid Procedures For Injuries and Illnesses from the Illinois Department of Human Services will be followed by district personnel.

A student's (parent's)/guardian(s) shall present proof that the student received a health examination and the immunizations against, and screening for, preventable communicable diseases, as required by the Illinois Department of Public Health, within one year prior to:

1. Entering kindergarten or the first grade;
2. Entering the sixth and ninth grades; and
3. Enrolling in an Illinois school, regardless of the student's grade (including nursery school, special education, head start programs operated by elementary or secondary schools, and students transferring into Illinois from out-of-state or out-of-country).

The required health examinations must be performed by a physician licensed to practice medicine in all of its branches, an advanced practice nurse who has a written collaborative agreement with a collaborating physician authorizing the advanced practice nurse to perform health examinations, or a physician assistant who has been delegated the performance of health examination by a supervising physician.

Unless the student is homeless, failure to comply with the above requirements by October 15 of the current school year will result in the student's exclusion from school until the required health forms are presented to the district.

Parents/guardians of children between the ages of 6 months and 6 years must provide a statement from a physician that their child was "risk-assessed" or screened for lead poisoning in accordance with State law.

INSURANCE

Each year the Board of Education makes provisions for the offering of an accident insurance plan to be administered by a commercial insurance agency. Any parent may enroll a student in the plan by paying the annual fee. A record of the name of each student enrolled in the plan is kept by the Principal. Parents are advised to read the policy that is printed on the enrollment envelope since the policy does have certain limitations.

It should be understood that this is not school insurance. Any claim for payment is to be to the company. It is not the responsibility of the school to determine legitimacy of claims.

EMERGENCY SCHOOL CLOSING

When on rare occasions the weather, or school emergency, makes it impossible to hold school or complete the bus runs, announcements will be made on the following radio stations:

<u>Station</u>	<u>Dial No.</u>	<u>Time</u>
KMOX	1120 AM	Beginning At 5:35 AM
WSMI	1540 AM	Beginning At 6:00 AM
WIBI	91.1 FM	
WTAX	1240	
KTVI	Channel 2-TV	
KMOV	Channel 4-TV	
KSDK	Channel 5-TV	

Earlier announcements will be made when possible. Please do not call the radio stations or school offices as this ties up the phone lines.

When it is necessary to DISMISS SCHOOL EARLY, announcements will be made over WSMI and WIBI. Also, if turnarounds will be eliminated, this information will be given. Parents should discuss this emergency action with their children so that each child will know what to do in the case of early dismissal.

School closings will also be posted on the district website: www.bhschools.org and in addition an Automated Notification System will leave a message at family phone numbers given at the time of registration. Please advise the school offices of any phone number changes.

SAFETY DRILLS

The **ILLINOIS SCHOOL CODE** requires each school to conduct safety drills each year to acquaint all students and teachers with the proper procedure to follow in their building during emergency situations. Fire drills, emergency evacuation procedures, and tornado alert and earthquake procedures are scheduled periodically throughout the year. Definite procedures and rules are outlined in each principal's office and all students are expected to cooperate in the safety drills.

Fire alarms will be sounded by a fire alarm signal bell. The intercom system might also be used to give this notice. When the alarm sounds, students should move quickly and orderly in the direction of the exit that is described on the drill sign in the classroom. Students should leave their books, coats, etc., where they are and move promptly out of the building. The last person out should close the classroom door.

If the exit is blocked, move quickly to the nearest exit but **DO NOT RUN!!**

Students who turn in false alarms or tamper with fire safety equipment will be suspended and their name given to proper authorities for further investigation and possible action.

The **EMERGENCY SERVICES AND DISASTER AGENCY** has a system of warnings to the public in case of tornadoes or other disasters. The school will be notified in case of emergency. Announcements will be made to the student body if any precautions need to be taken. In case of tornado warning at school, students are to move away from the gymnasium, auditorium and all glassed areas. Students should get next to the floor with head covered.

In case of emergency warnings, all students must follow instructions carefully and completely for the safety

of all. Students must stay with their class.

In case of earthquake, children will be held until parents can come and pick them up at either their building or at the district office.

STUDENT DRESS CODE

It is the responsibility of the Board of Education to provide an educational atmosphere conducive to learning. The Board believes it is right and proper to set certain standards of attire and appearance in the interest of maintaining a proper and healthful education atmosphere. **Dress code requirements are found in the student handbooks.**

TELEPHONE CALLS

If it is necessary for a parent to call a teacher, please call the school office, leaving 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. Students are not encouraged to use the office telephone at any time.

SEXTING/PORN STATEMENT

Students are prohibited from using cellular telephones or other electronic devices at anytime 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.

BRAKFAST AND LUNCH PROGRAMS

Breakfast is offered to students at all three schools. Students may purchase a weekly ticket or pay for meals daily. Balanced lunches are served at every school each full day school is in session. Milk is served and included in the price of each meal. Pupils who bring their lunch may purchase milk in the cafeteria.

As a participating school district in the **NATIONAL SCHOOL BREAKFAST/LUNCH PROGRAMS**, each student must be advised of the Free and Reduced Price Lunch Program. Each student will receive an application form with a letter giving information on eligibility to participate in the program. Parents must complete the application and return it to the school to determine eligibility.

STUDENTS IN GRADES K-8 are not allowed to leave the school premises during the noon hour. Permission for leaving the school at this time must be cleared by the parent or guardian through the building Principal.

AT THE SECONDARY LEVEL, there are additional regulations concerning the lunch period. These are explained in the High School Handbook.

ILLINOIS STUDENT RECORD POLICY

The Illinois School Record Act of 1975 sets forth the rights of students and parents regarding records of students.

SCHOOL STUDENT RECORDS contain any written or recorded information on a student. Two kinds of records are maintained.

STUDENT PERMANENT RECORD - (contains):

1. Basic information, including students' and parents' names and addresses, birth date and place, and gender.
2. Academic transcript, including grades, class rank, graduation date, grade level achieved and scores on college entrance examinations.
3. Attendance record.
4. Accident reports and health records.
5. Record of release of permanent record information. These records will be maintained for not less than 60 years after the student has transferred or graduated from the school.

SCHOOL TEMPORARY RECORD - (contains):

1. Family background information.
2. Intelligence test scores--group and individual.
3. Aptitude test scores.
4. Reports of psychological evaluations.
5. Elementary and secondary achievement level test results.
6. Participation in extracurricular activities including any office held in school sponsored clubs or organizations.
7. Honors and awards received.
8. Disciplinary information.
9. Special education files.
10. Any verified reports or information from non-educational persons, agencies, or organizations. Other verified information of clear relevance to the education of the student.
11. Record of release of temporary record information.

These records are reviewed periodically for verification of entries and eliminations of unnecessary or irrelevant information. The records are destroyed after the student has transferred or has graduated from the school.

INSPECTION OF RECORDS

A parent or legal guardian of a pupil or the pupil, if 18 years of age or older, is permitted to inspect the pupil's written records in any reasonable manner in consultation with a designated employee of the school during regular hours of the school day. Such inspection may be made personally or by a representative authorized in writing.

RELEASE OF RECORDS

School records or information contained therein shall not be released or disclosed to any other person except as authorized by law. They may be released:

1. To parents, students or representative designated by the parents.
2. To official representatives of a school to which the student is transferring on request of either the student or school.
3. To persons for research purposes provided that no student or parent can be identified.
4. In response to a court order provided that the parents are notified in writing and given a copy of the records released.
5. To any person as specifically required by law, provided that the person presents appropriate identification and a copy of the statute authorizing such access.
6. In case of emergency to appropriate persons, if the information is necessary to protect the health and/or safety of the student or other persons.
7. To any person, with the dated written consent of the parent designating the person to whom records may be released.

The restrictions imposed by this Section are not intended to interfere with the giving of information by school personnel concerning participation in athletic and other school activities, the winning of scholastic or other honors and awards, and other like information.

School personnel of a public or private high school may furnish the names and addresses of graduating seniors to elected federal, state, county, or district officials.

CHALLENGE

1. Parents may challenge the accuracy and relevance of the information in the student record, exclusive of academic grades.
2. Each school has established administrative procedures for parents to challenge the contents of student records, including initial procedures for an informal conference with parents.
3. If information in a pupil's records is disputed by the parent or legal guardian of the pupil if 18 years of age or older, the parent or legal guardian, or pupil, may add a written statement explaining their position relative to the disputed material. This statement shall become a permanent part of the record.

BUS TRANSPORTATION

Bus transportation is provided for eligible students within the district who reside beyond 1-1/2 miles from point of pick-up (where student boards the bus) to the point of disembarkment at the building where the student attends.

Previously, ineligible students were allowed to ride on a "space-available" basis. This procedure may change at any time. Ineligible students may not be allowed to ride.

SPECIAL INSTRUCTIONS

Because of concern for the safety of the students, bus drivers will require a written note from a parent/guardian **before** they will allow any student who does not normally ride their bus to board the bus. Therefore, if a parent/guardian has a change in transportation plans that involve the buses, a note to the teacher and bus driver will be necessary. Your cooperation will facilitate the end of the day bus loading and will be most appreciated.

FIELD TRIPS/EXTRACURRICULAR EVENTS

Students are required to ride district transportation with their class, club, or group to and from field trips.

SCHOOL BUS POLICY

School bus riders, while in transit on routes or trips, are under the jurisdiction of the school bus driver, unless the local Board of Education designates some adult to supervise the riders. **See student handbook for further details and rules.**

A. RESPONSIBILITY OF THE DRIVER OF A BUS

1. Provide at all times for the safety and welfare of the students.
2. Provide a clean and sanitary bus for students to ride.
3. Obey traffic laws and driving regulations required by the State.
4. Follow as rigidly as conditions will permit the regular time schedule.
5. Report to the transportation supervisor who, in turn, will discuss with school authorities any misconduct of those riding the bus.
6. Assign seats to bus riders if disciplinary problems arise.

B. RESPONSIBILITY OF THE PARENT OF BUS RIDER

1. Assist the bus driver in implementing these rules and regulations.
2. Stay off the roadway at all times while waiting for the bus.
3. Cooperate with the driver and school authorities in all matters pertaining to the operation of the bus.

C. RESPONSIBILITY OF THOSE RIDING THE BUS

1. Be on time at the designated bus stop to help keep the bus on schedule.
2. Stay off the roadway at all times while waiting for the bus.
3. Wait until the bus comes to a complete stop before attempting to leave or enter the bus.
4. Do not move toward the bus at the school loading zones until the bus has been brought to a complete stop; never push a fellow student.
5. Keep hands, arms and heads inside at all times.
6. Do not lower windows below the stop line painted on the body pillar except in an emergency situation.
7. Assist in keeping the bus safe and sanitary at all times.
8. Remember that loud talking, laughing, or unnecessary confusion is not permitted on the bus at any time.
9. Remember that animals, firearms, water pistols, etc., are not permitted on the bus at any time.
10. Know the law prohibits smoking or striking matches on the bus.
11. Never tamper with the bus or any of its equipment.
12. Leave no books, lunches, or other articles on the bus.
13. Keep books, packages, coats, and other items out of the aisles.
14. Help monitor the comfort and safety of smaller children on the bus.
15. Know that eating and drinking are never permitted on the bus.
16. Know that throwing articles of any kind is not permitted on the bus.
17. Do not throw anything out of the bus windows at any time.
18. Do not leave the seat while the bus is in motion.
19. Be absolutely quiet when approaching a railroad crossing.
20. Remain in the bus until instructions are given by the driver in the case of an emergency situation.
21. Know that at a boarding or discharge point where it is necessary to cross a roadway, the student is to wait on the shoulder of the roadway until the driver signals that traffic has stopped and it is safe to cross.
22. Know that bus students are required to ride the bus home unless picked up by their parents or someone designated by the parents and that bus riders are not permitted to take friends home with them on the bus.
23. Ask the driver to stop at places other than the regular bus stop except in EXTREME EMERGENCY.
24. Observe the same rules and regulations on other trips under school sponsorship as are observed

between home and school.

25. Know that students must ride the bus to which they are assigned and that no one may ride a bus except those students regularly assigned, those on school sponsored field trips, and school officials.

BUS DISCIPLINE PROCEDURE

Any act of misconduct or continued acts of misconduct will lead to the following actions being taken:

1. **FIRST OFFENSE**: A bus conduct notice will be filled out by the bus driver and filed with the Transportation Director which is to be taken home, signed by a parent or guardian, and returned to the bus driver. The student will not be able to ride the bus until the conduct notice is signed and returned to the bus driver. Serious violations, such as fighting, may result in suspension upon the first offense.
2. **SECOND OFFENSE**: A conference may be arranged between the student, the bus driver, the building Principal, and parent or guardian. The building Principal may suspend the student from riding the bus for a period of three (3) school days. Upon receiving the second bus conduct notice, riding privileges may be suspended.
3. **THIRD OFFENSE**: A conference may be arranged between the student, the bus driver, the building Principal, and the student's parent or guardian. The student may be suspended from riding the bus for a period of (5) school days. Upon receiving the third bus conduct notice, riding privileges may be suspended.
4. **FOURTH OFFENSE**: A conference may be arranged between the student, the bus driver, the Transportation Director or designee, the building Principal, and the student's parent or guardian. The student may be suspended from riding the bus for a period of ten (10) school days. Upon receiving the fourth bus conduct notice, riding privileges may be suspended.
5. **FIFTH OFFENSE**: A fifth offense may result in a suspension from riding the bus. A meeting will be scheduled by the Superintendent for all the parties concerned for a hearing-the result of which could be suspension from riding the bus for an extended period of time.

According to the School Code, each student is required to be in school during each suspension or be considered truant by the proper authorities. It is the parents' or guardians' responsibility to transport students to school during any bus suspensions.

PARENT/TEACHER CONFERENCES AND IN SERVICE TRAINING SESSIONS

Each year the School District plans some days during the school year when school is not in session or is dismissed early for Parent/Teacher Conferences, and/or in-service training programs. The schedule for these sessions is announced at the start of school. Such conferences and in service training sessions are an important part of the overall educational program in the schools.

The conference relationship between the parent and the teacher is of particular value. Proper planning is important in preparing for these conferences. All conferences should be held during the scheduled time or arranged by appointment. They should never be held during class time, in the hallways, or at school gatherings that are social in nature. The conference should be planned so that the teacher is free to devote time and attention to discussion with the parents. Contact the Principal or Teacher for arranging a date and time for a conference in addition to those scheduled during the school year.

TESTING PROGRAM

Our schools have a planned standardized testing program throughout the grades. The results of the tests are used by the teaching staff for guidance purposes. All test scores are recorded and filed as a part of the temporary record which follows the students through their school years. School personnel will be glad to

discuss these test scores.

Iowa Tests of Basic Skills are administered in the fall of each year to students in grades 1-8.

Illinois Standards Achievement Tests will be administered to students in grades 3-8 in the spring.

Prairie State Achievement Exams will be given to all high school juniors in the spring.

SPECIAL EDUCATION

Bunker Hill Community Unit District No. 8 is a participating member of the **SOUTH MACOUPIN COUNTY SPECIAL EDUCATION CO-OP**. Through this organization, services in each of the following areas are available to the residents of our school district: learning disabilities, deaf and hearing impaired, educable mentally handicapped, trainable handicapped, speech and language impaired, and behaviorally disordered. If you have a need for any of these special education classes, contact the principal of the school to make necessary arrangements. A student must have parental approval before diagnostics can be completed and before being provided special education services.

LIBRARY/MEDIA CENTER

Each school in **Bunker Hill Community Unit District #8** has a central library staffed with a trained media **specialist**. In addition to reading and reference materials, the library has audio visual aids **and computers for instructional use**.

TITLE 1

Bunker Hill Community Unit District #8 is a participant in Chapter 1 of the Education Consolidation and Improvement Act, a federally funded program for pupils needing supplemental help in reading and math. This program does not take the place of the regular classroom programs, but is designed to give extra help to the child who can benefit from supplementary services.

SCHOOL PICTURES

Provisions have been made for the taking of student pictures by a professional photographer once each school year. Individual pictures are taken. Each student has the opportunity to purchase the picture package or any part of the package for a fee set by the photographer.

CHANGE OF ADDRESS

Parents are requested to report to the school any change in a student address or telephone number as soon as it occurs.

MODIFIED INSTRUCTIONAL PROGRAM

The Board of Education offers a modified instructional program designed to prevent students from dropping out of school and to serve as a part-time or full-time option in lieu of regular attendance. Truants Alternative and Optional Education Programs must be planned by a student, the student's parents and school officials and must culminate in an individual optional education plan. The plan must be approved by the Superintendent before it can be implemented.

SEX EQUITY

Bunker Hill Community Unit School District #8 does not discriminate on the basis of sex in the provision of programs, activities, services, or benefits and it guarantees both sexes equal access to educational and extracurricular programs and activities. The District provides for a written grievance procedure available for use by an individual(s) wishing to present a complaint alleging that the system has discriminated against a student or students on the basis of their sex.

* * * * *

Bunker Hill Community Unit District #8
504 East Warren Street
Bunker Hill, Illinois 62014

NOTIFICATION / ASBESTOS

All employees, students, parents, guardians, and the general public are hereby notified of the availability of the Inspection Report and Management Plan concerning asbestos containing building materials. These documents are available for review in the School Administration Office.

All employees, students, parents, guardians, and the general public will be notified of inspections, response actions, post response actions, and other matters concerning any activity with asbestos containing building materials by general media.

I, the undersigned, do hereby attest that the Notification, and Subsequent Notification, will be distributed to all employees, students, parents, guardians, and general public.

Mrs. Marg Rogers, Superintendent

* * * * *

NON-DISCRIMINATION / HANDICAPPED

The District does not discriminate on the basis of handicap with regard to admission or access to and treatment or employment in its programs and activities. The District will identify, evaluate, and provide an appropriate public education to students who are handicapped within the meaning of Section 504 of the Rehabilitation Act of 1973. Reasonable accommodation will be made unless it demonstrably would impose an "undue hardship" on the operation of the program. The Director of South Macoupin Special Education Co-op is the coordinator of Section 504 activities.

SEXUAL HARASSMENT

It is the policy of the **Bunker Hill Community Unit District #8** to provide for its students an educational environment free of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communications constituting sexual harassment as defined and otherwise prohibited by state and federal law.

Students who feel aggrieved because of sexual harassment have several means available to make their concerns known:

1. Aggrieved persons who feel comfortable doing so should directly inform the person engaging in sexual harassment or communication that such conduct or communications is offensive and must stop.
2. An aggrieved person may contact the building principal. Aggrieved persons alleging sexual harassment may file a formal grievance per Board of Education policy.

There shall be no reprisal against any student, parent, or employee for filing a sexual harassment complaint

or for utilizing the grievance procedure. Regardless of the means selected for resolving the problem, the initiation of a complaint of sexual harassment will not adversely affect the complainant.

NON-DISCRIMINATION / RACE, COLOR, NATIONAL ORIGIN, AGE, GENDER, RELIGION

Bunker Hill Community Unit District #8 offers all students equal educational opportunities, regardless of race, color, national origin, age, gender, religion, or handicap. The District will continue monitoring our policies, practices, and procedures to comply with the applicable laws and to guarantee that opportunities within our organization shall be made available to women, minorities, students, and handicapped individuals. The Board of Education, administrators, teachers, and others of authority are committed to the application of this policy.

VOCATIONAL

The District provides guidance, career information, and courses related to and in preparation for vocational training in an effort to meet the needs of students. These activities and services are coordinated by the guidance counselors at the elementary and high schools.

SCHOOL FEES

The collection of fees for lab courses is necessary to partially offset the costs of lab materials, breakage and damage, uniform cleaning, and replacement costs. Minimum charges are assessed to avoid situations wherein logical or desired educational experiences might be avoided because of the fee. Arrangements and/or waivers are made for hardship cases.

Student fees will be listed annually in the newspaper and/or written notice to parents/guardians. The preparation and distribution of such notice will be the responsibility of the building Principals in cooperation with the Superintendent.

The Superintendent shall prepare or cause to be prepared, procedures and forms to assist in the application and interpretation of this policy.

If the fee waiver policy and/or procedures are substantially amended, parents of students enrolled in the district shall be notified in writing within thirty (30) calendar days following the adoption of the amendments.

School records that identify individual students as applicants for or recipients of fee waiver are subject to the Illinois School Records Act. (Ill. Rev. Stat. 1987, Ch. 122, Par. 50-1 et seq.) Information from such records is confidential and may be disclosed only as provided in the Act.

No discrimination or punishment of any kind, including the lowering of grades or exclusion from classes, may be exercised against a student whose parents or guardians are unable to pay required fees (Ill. Rev. Stat. 1987, Ch. 122, Par. 28-19.2 (a)).

HOMELESS

Each child of a homeless individual and each homeless youth have equal access to the same free, appropriate public education, as provided to other children and youths, including a public pre-school education. A homeless child is defined as provided in the McKinney Homeless Assistance Act and State law. The Superintendent shall appoint a liaison for homeless children to coordinate this policy's implementation. Anyone that is considered homeless should contact the Superintendent's Office as soon as possible as

resources and assistance is available to families found in this situation.

BUNKER HILL COMMUNITY UNIT DISTRICT #8

PROBLEM SOLVING PROCEDURE

If a problem develops involving school programs, personnel, or activities, there is a procedure that, if followed closely, will bring about the best resolution results.

- STEP 1** Discuss the problem with the person most directly involved or closest to the situation. For classroom or individual academic class situations, discuss the matter with the teacher of the classroom. For student schedules, problems with several classes, personal problems, etc. contact the building Administrator. If it concerns records, attendance, financial problems, etc., contact the building office. For problems on a bus, discuss with the bus driver and Transportation Director.
- STEP 2** If after going through Step 1, the problem has not been resolved, contact the building Principal or Supervisor of the person in Step 1. For bus problems, contact the Director of Transportation.
- STEP 3** If, after going through Step 1 and Step 2 the problem still has not been resolved, contact the Superintendent.
- STEP 4** If, after going through Steps 1, 2, 3 the problem has not been resolved, a request to meet with the Board of Education may be made. This request is made to the Superintendent for placement on the agenda of a regularly scheduled board meeting.

It is imperative that the procedure outlined above be followed exactly so that problems can be resolved at the earliest possible step. The Board of Education is generally the final authority for matters pertaining to the local school district.

USE THE FORM ON THE OTHER SIDE OF THIS PAGE

BUNKER HILL COMMUNITY UNIT #8

PROBLEM SOLVING INFORMATION

Person initiating action: _____

Date action initiated: _____

STEP 1: Teacher, Driver, or
Counselor Name _____ Date _____

Results:

STEP 2: Principal's Name/
Supervisor _____ Date _____

Results:

STEP 3: Superintendent's Name _____ Date _____

Results:

STEP 4: Board of Education _____ Date _____

Results:

STATEMENT OF THE PROBLEM

Give description of the problem; give specifics, names, places, times, source of information, etc.
(Use additional pages if necessary).

Date _____ Signature of Initiator _____
Address _____
City, State, Zip _____
Phone Number _____

NON-SCHOOL -- SCHOOL GROUP SUPPORT

From time to time, individuals of the community have indicated a desire to support or provide finances for a school group or activity, such as an athletic team, academic group, etc. A procedure has been established to enable this to be done within the rules the school must follow and to insure that funds are handled appropriately.

DEFINITION OF NON-SCHOOL GROUP

A non-school group is any person or group of persons who are not employees or staff members.

PURPOSE OF DIRECTIVE

To establish a procedure to allow for and facilitate funding of school activities by non-school groups. This is the procedure to be followed when such a non-school person, group or organization desires to support or provide finances for a school activity or athletic group.

APPROVAL

Each such incidence requires approval of the Board of Education.

1. A spokesman for the non-school support group discusses basic information with the respective Principal, discussing the feasibility and appropriateness of the activity.
2. The Principal and/or representative of the group meet with the Superintendent to review the plan.
3. The Superintendent includes the proposal on the Board agenda.
4. A proposal, including a financial plan or budget, is presented to the Board for approval. To begin a new activity or reinstate an activity that has been dropped, a proposal including a financial plan or budget is presented to the board for approval. For a continuing activity, a budget for the next year is to be prepared shortly after the end of a season in order that the amount of funds needed for the next season can be known.
5. All required funds will be deposited with the school central office, prior to beginning the activity.
6. The Central Office pays expenses on the basis of disbursement forms.
7. At the end of the activity/season, a financial report is prepared and remaining funds refunded or retained in accordance with the agreement made at the beginning of the activity. If no agreement in writing approved by the Principal and Superintendent was made at the beginning of the activity/season, funds are to remain in that activity account and may be transferred to another activity account only with the approval of the activity building Principal and/or the Superintendent.

PROCEDURES FOR HANDLING FUNDS

1. An activity account will be established in the Activity Fund in the central school office.
2. Receipts from the support group, gate receipts, athletic fees, and any other applicable monies will be deposited into this account.
3. The applicable Principal shall cause to be prepared disbursement orders for any and all expenses to be paid from this account and submit them to the central office. Such disbursement orders are to be signed by the Sponsor/Coach and/or the Principal.
4. Requests for transportation are to be made to the respective Principal. The Principal will determine cost for the trip. That cost must be paid prior to the trip.
5. The Central Office will record all receipts and expenses on the Activity Fund Ledger card.
6. Interest earned on money placed in this account will be credited to this account.

7. A running balance will be maintained showing the amount remaining in the fund.
8. At the end of the activity, or the season, the applicable Coaches/Sponsors salary will be paid.
9. The balance remaining after all expenses have been paid will be refunded. If no agreement in writing approved by the Principal and Superintendent was made at the beginning of the activity/season, funds may not be paid from the activity fund but may be transferred from one activity account to another with approval of the activity building Principal and/or the Superintendent.
10. A financial summary will be prepared showing all receipts, expenditures and balances.

Any question regarding the program, activity, scheduling, supervision, bills or transportation is to be made to the respective Principal (Meissner 585-4464 or High School 585-3232).

Any question regarding the financial account, receipts, payments, or balance is to be made to either the Bookkeeper or the Superintendent at 585-3116.

ATHLETIC/EXTRACURRICULAR ACTIVITIES CODE

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.

I. DEFINITIONS

- A. **Student Athletics/Extracurricular Activities Participant** is a boy or girl 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 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 such as cheerleading, any class activities, etc.
- C. **Attendance** - For IHSA or IESA sponsored activities, the rules of those organizations will apply.
- D. **Violations** - A violation must have direct evidence of wrongdoing. Direct evidence means 1) incident verified by law enforcement officials, 2) it is the act itself and not a determination of criminal guilt.

Rumors, accusations, here say, 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.

II. **Eligibility Requirements for Participation**

- A. **Illinois High School Association (IHSA), Illinois Elementary School Association Activities** - Requirements for eligibility in accordance with respective IHSA and IESA rules.
- B. **Other Athletic/Extracurricular Activities** - Rules, guidelines, requirements which pertain to those activities and approved by the school.
- C. **Physicals or other requirements:**
 - (1) 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.
 - (2) Every student must have met the initial requirements of the group, including payment of fees if required, prior to beginning participation.
- D. Each participant must have on file in the office a signed current "Athletic & Extracurricular Activities Participation Card" prior to beginning participation.
- E. 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.

III. **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 Athletic Director and Principal, shall have the authority to specify additional training rules/participation requirements relating to health, safety, conduct, attitude, language use, and the like and may discipline for such violations.

IV. **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

- 1) 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.
- 2) Second Offense - Exclusion from participation in sports/activities for the remainder of that sport/activity season during which the infraction occurs.

V. 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 Athletic Director and/or the Principal.
- 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.

VI. Rights and Review Procedures

- A. The student and parents/guardians shall have the right to due process.
 1. A meeting with the Coach/Sponsor of the activity, Athletic Director, and/or the Principal may be requested.
 2. If the issue is not resolved in 1 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).
 3. If the issue is not resolved in 2 above, a hearing may be requested before the Board of Education, or a hearing officer that the Board may appoint. The Coach/Sponsor and/or Principal shall present information regarding the violation(s) on which suspension or exclusion were based. The student and parents may present relevant information concerning the alleged violation(s) or the penalty that 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.
 4. The School Board shall be the final school authority for action taken by the school.

UNSPORTSMANLIKE CONDUCT

The IHSA has implemented a policy on unsportsmanlike conduct for coaches and athletes. In keeping with this policy it is imperative that fans adhere to the same level of sportsmanship. The policy is to suspend fans from attending athletic contests for which they are removed for unsportsmanlike behavior. The suspension time is left up to the building Principal.

Unsportsmanlike conduct includes but is not limited to:

1. Fighting
2. Verbal abuse/dissent directed toward the cheerleaders, officials or opponents
3. Racial or ethnic slurs
4. Profanity/obscene gestures
5. Taunting, trash talking, baiting
6. Throwing anything in the direction of the floor or at a player/coach
7. Abuse of an official or opponent either verbally or physically