

Bunker Hill Elementary School Family Handbook

1401 Michigan Ave NE

Washington, DC 20017

T: 202.576-6095

F: 202.576.4632

Kara Kuchemba, Principal

Paula Hall, Assistant Principal

SCHOOL HOURS

School hours are from 8:45 AM to 3:30 PM, Monday through Friday

MAIN OFFICE HOURS

Main Office hours are from 8:00 AM to 4:30 PM, Monday through Friday

This handbook is to be used as a reference regarding policies and procedures at Bunker Hill Elementary School. Our goal is to create a safe and joyful school experience for your family. DCPS and DC Municipal Regulations and codes inform many of the school's policies and procedures. We have attempted to provide as much pertinent and useful information as possible; however, this school-wide handbook is not all-inclusive. Amendments may be necessary throughout the year and every effort will be made to maintain up to date communication on changes in policies and procedures. Should you have questions or concerns, please bring them to the attention of the administrative team at Bunker Hill for clarification.

NON-DISCRIMINATION POLICY

As is true of all District of Columbia Public Schools, Bunker Hill Elementary School does not discriminate on the basis of race, color, national origin, sex, age, disability, religion, marital status, personal appearance, sexual orientation, family responsibilities, physical handicap, matriculation, or political affiliation in its programs and activities. Full text of the policy can be found on the DCPS website at www.dcps.dc.gov

Welcome Back!

Dear Bunker Hill Soaring Eagle Family:

Welcome back to school! We look forward to another great year at Bunker Hill Elementary School focusing on the academic and social-emotional growth of our students.

Parents and families are our partners in this work and we welcome you into our school. Communication is important to us as we begin to work together to strengthen our school community. The principal's update letter will be sent home each week in your child's Friday Folder. This letter contains important updates, information, and key dates for our school community. Please check your child's folder on Fridays and return any important information, including the folder on Monday. Teachers will also provide updates in the Friday Folder. In addition, if there is a request or concern you would like to address with the school or your child's teacher please call the office (202.576.6095) to schedule an appointment.

We are off to a great start and will have an even stronger year with your continued support!

Sincerely,

Kara Kuchemba
Principal

Bunker Hill Elementary School Core Values

We are a community of learners, both adults and children, who strive to uphold our common school core values daily.

We use the SOAR acronym to describe our core values for this year. Our students SOAR by demonstrating the following core values:

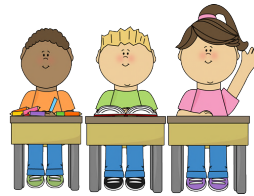
Safe

- ✎ Be in control of our bodies
- ✎ Follow all class & school rules
- ✎ Be an active listener



Outstanding Learners

- ✎ Be prepared
- ✎ Be on time
- ✎ Be in uniform
- ✎ Be an active listener



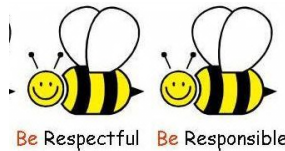
Achieving Goals

- ✎ Be on task
- ✎ Be focused
- ✎ Set achievable goals
- ✎ Be ready to learn



Respectful & Responsible

- ✎ Be prepared
- ✎ Be kind
- ✎ Cooperate with others



Academic Curriculum

This school year we will continue to provide teachers and students with new levels of rigor and challenge as they engage with more demanding texts, increased amounts of nonfiction reading, and greater depth with fewer math standards. The Common Core State Standards and supporting documents are available online at www.corestandards.org. The District of Columbia Public Schools Standards are available online at www.dcps.dc.gov.

Common Core State Standards in English Language Arts

The K-5 standards define what students should understand and be able to do by the end of each grade within the following domains of Reading, Writing, Speaking and Listening, and Language. These broad anchor standards are aligned across grade levels and build in complexity from one grade to the next.

<p style="text-align: center;">Anchor Standards for Reading</p> <ol style="list-style-type: none"> 1. Read closely to determine what the text says explicitly and to make logical inferences from it; cite specific textual evidence when writing or speaking to support conclusions drawn from the text. 2. Determine central ideas or themes of a text and analyze their development; summarize the key supporting details and ideas. 3. Analyze how and why individuals, events, or ideas develop and interact over the course of a text. 4. Interpret words and phrases as they are used in a text, including determining technical, connotative, and figurative meanings, and analyze how specific word choices shape meaning or tone. 5. Analyze the structure of texts, including how specific sentences, paragraphs, and larger portions of the text relate to each other and the whole. 6. Assess how point of view or purpose shapes the content and style of a text. 7. Integrate and evaluate content presented in diverse media and formats, including visually and quantitatively, as well as in words. 8. Delineate and evaluate the argument and specific claims in a text, including the validity of the reasoning as well as the relevance and sufficiency of the evidence. 9. Analyze how two or more texts address similar themes or topics in order to build knowledge or to compare the approaches the authors take. 10. Read and comprehend complex literary and informational texts independently and proficiently. 	<p style="text-align: center;">Key Shifts in English Language Arts</p> <ol style="list-style-type: none"> 1. Regular practice with complex texts and their academic language. 2. Reading, writing, and speaking grounded in evidence from texts, both literary and informational. 3. Building knowledge through content-rich nonfiction.
<p style="text-align: center;">Standards for Mathematical Practice</p> <ol style="list-style-type: none"> 1. Make sense of problems and persevere in solving them 2. Reason abstractly and quantitatively 3. Construct viable arguments and critique reasoning of others 4. Model with mathematics 5. Use appropriate tools strategically 6. Attend to precision 7. Look for and make use of structure 8. Look for and express regularity in repeated reasoning 	<p style="text-align: center;">Key Shifts in Mathematics</p> <ol style="list-style-type: none"> 1. Greater focus on fewer topics <ol style="list-style-type: none"> a. K-2: Concepts, skills, and problem solving related to addition and subtraction b. Grades 3-5: Concepts, skills, and problem solving related to multiplication and division of whole numbers and fractions 2. Coherence: Linking topics and thinking across grades 3. Rigor: Pursue conceptual understanding, procedural skills and fluency, and application with equal intensity

120-minute Literacy Block

In Reading, students are explicitly taught the strategies and habits of effective reading whole group and small group reading for 120-minutes each day. They learn to talk, think, and write well about their reading, and to live literate lives.

The key components of the 120-minute literacy block at Bunker Hill include:

- Independent Reading in both “Just Right” Books and Grade Level texts
- Interactive Read Alouds and Close Reading
- Shared Reading
- Small Group Guided Reading
- Responding to Reading (orally and in writing)
- Phonics and Word Study
- Foundations program in K-3

Reading Levels and Just Right Books

The goal of the Common Core State Standards is to ensure that all children graduate from high school College and Career Ready. In order to do that, children need to be able to read and comprehend a wide variety of texts at or above their grade level. Therefore, students will have ample opportunities to read a wide variety of grade level and above texts across content levels in addition to receiving targeted small group instruction in guided reading.

Textbooks

Textbooks and most related consumable workbooks are provided for students free of charge through DCPS. Students are responsible for the proper care and handling of textbooks issued to them. Textbooks should be returned in good condition at the end of the year. If textbooks are lost, stolen, or damaged beyond reasonable use, parents/guardians will be charged for replacement.

The Bunker Hill School Library

Library books are for the general school population and high circulation is encouraged. Lost or damaged books must be returned, replaced, or paid for before the school year ends. Students who return to Bunker Hill with an outstanding balance may not be permitted to check out library materials until the balance is resolved.

Homework Policy

Homework provides children with opportunities for additional practice and reinforcement of skills previously introduced in school. Students in grades K-5 will receive homework on a regular basis. Early Childhood students (Grades PK3-PK4) are expected to read with their families at home on a regular basis and learn through experiences and play such as board games, counting tasks, investigations, and family outings. K-5 students will receive login information for online blended learning accounts for practice and enrichment both in and out of school. If your child is unable to complete homework independently in a reasonable amount of time, please notify the classroom teacher or principal for support.

Assessment and Report Cards

Report Card Dates	Parent-Teacher Conferences	Assessment Dates
<ul style="list-style-type: none">• Term 1: November 13, 2017• Term 2: February 2, 2018• Term 3: April 20, 2018• Term 4: June 20, 2017 (mailed)	<ul style="list-style-type: none">• November 3, 2017• March 2, 2018• May 24, 2018	<ul style="list-style-type: none">• BOY: August 21 – September 29• MOY: January 3 – February 2• EOY: May 7 – June 8

Turnaround Arts: DC

Bunker Hill is a member of Cohort 3 of the national Turnaround Arts program. We are part of a cohort of five schools that is focused on arts integration as an approach to teaching. Arts integration allows students to engage in the creative process to demonstrate their learning and increase their academic achievement. This program brings additional resources, partnerships, and resident artists to each of the participating schools.

Acting Right: Drama as a Classroom Management Strategy

Our faculty and staff actively practice the Acting Right management system at Bunker Hill. This program is an arts integration approach to classroom management that creates a cooperative, social, and kinesthetic learning community. The program is a step-by-step approach that encourages and teaches students to be in control and responsible for their own behavior.

Four Cornerstone Activities for Acting Right

1. The Actor's Toolbox
2. The Concentration Circle
3. The Cooperation Challenge
4. One-minute Challenges

Enrollment Requirements

Kindergarten through fifth grade students who reside within the Bunker Hill boundary have the right to attend the school. Other children residing in the District of Columbia may apply via the out-of-boundary lottery process, which is conducted online through a common lottery via www.myschooldc.org. All PK3 and PK4 students must secure a placement through the common lottery. This is required for both in and out-of-boundary students.

All enrolling families must produce a variety of documentation to verify birthdates, immunizations, and DC residency in order to fully register. All information is available on the DCPS website at www.dcps.dc.gov

Children must turn three by September 30th to be eligible for PK3, turn four by September 30th for PK4 and turn five by September 30th to be eligible for Kindergarten.

A DCPS "Annual Student Enrollment Form" must be on file for all enrolled students. It is crucial that all contact information is current. If a change is made, please notify the main office immediately and update your contact information.

Afterschool Program

Our Aftercare Program is run in conjunction with OSSE and DC Public Schools. We offer after care for registered students from 3:15 p.m. to 6:00 p.m. Parents must register their student for the aftercare program on-line. Space is limited and aftercare admission is given on a first come, first serve basis.

Aftercare Schedule

3:30 – 4:00 p.m. – Dinner or Snack

4:00 – 4:30 p.m. – Academic/Homework Help and/or clubs such as DC Youth Orchestra

4:30 – 6:00 p.m. – Enrichment Activities/Free Play

Aftercare Guidelines for Parents

Attendance: Students should attend aftercare each day. If your student will not be attending aftercare on a particular day, please notify their classroom teacher.

Pick-up: All students must be signed out from after care when being picked up. In addition, all adults who are picking up students must be on the approved list.

Late Pick-up Policy: **Our aftercare program ends promptly at 6:00 p.m.** All students must be picked up no later than 6:00 p.m. Parents or guardians who are late picking up their students will be given a late pick-up notice when they arrive. **It is the policy of the DC Public Schools Out of School Time office that a student may be dismissed from the aftercare program after 3 late pick-ups.**

DC Youth Orchestra Program

We are fortunate to have an excellent partnership with the DC Youth Orchestra to offer instrumental music classes to our students in grades 3-5 who are interested. Participation in the program is voluntary and first come, first served. Participation is considered a privilege and dependent on regular attendance and appropriate behavior while attending the classes. If a student does not attend regularly or does not meet behavioral expectations they may be asked to leave the program by the Principal.

Pick-up Guidelines for the DCYO Program: The program runs from Monday through Thursday from 3:30 – 5:00 p.m. There is no class on Fridays. In addition, all students who do not attend our Bunker Hill Afterschool Program, must be picked up no later than 5:00 p.m. from our main entrance.

Late Pick-up Policy: Our DCYO Class ends promptly at 5:00 p.m. ALL students must be picked up no later than 5:00 p.m. unless they are part of the Afterschool program. Parents and/or guardians who are late picking up their student will be given a late pick-up notice from the DCYO teachers and/or Principal. **The student may be dismissed from the program after 3 late pick-ups.**

Attendance and Tardiness

Regular attendance is critical to a child's academic and social-emotional success at school. We expect all Bunker Hill students to attend school every day, on time. Students are expected to be present on all school days, except in the case of illness, death in the immediate family, court appearance, in-home quarantine, observance of religious holy days, or lawful suspension or exclusion from school. Children who miss school due to excused or unexcused absences are required to make up any missed class work and homework assignments. The Bunker Hill Attendance Intervention Team is led by Ms. Belinda Davis, Social Worker, and reviews all attendance/tardiness data on a weekly basis.

Excused Absences

Excused absences are when school-aged students are absent from school with a valid excuse and parental approval.

Excused absences include:

- Student illness (a doctor's note is required if a student is absent for more than 5 days)
- Death in the student's immediate family

- Necessity of a student to attend a judicial proceeding as a plaintiff, defendant, witness, or juror
- Observance of a religious holiday
- Temporary school closings due to weather, unsafe conditions, or other emergencies
- Medical reasons such as a doctor's appointment (a doctor's note is required)
- Failure of DC to provide transportation where legally responsible
- Visiting a parent in the military
- Emergency circumstances approved by DCPS

Please note: Excuse notes must be submitted within 5 school days in order to be processed.

Unexcused Absences

Unexcused absences are when school-aged students are absent from school without a valid excuse, with or without parental approval. Examples of unexcused absences include:

- Family Vacation
- Babysitting
- Shopping
- Doing Errands
- Oversleeping
- Cutting Classes
- No clean uniform
- Parent's or sibling illness

DCPS Protocol for Unexcused Absences

- **1-2 Unexcused Absences:** Teacher and/or staff member calls the student's home
- **3 Unexcused Absences:** Notification letter sent to the student's home
- **5 Unexcused Absences:**
 - Notification letter sent to the student's home
 - Parent must attend Student Support Team (SST) meeting
 - Home Visit will be conducted if parent fails to attend the SST meeting
- **7 Unexcused Absences:** Metropolitan Police Department (MPD) warning letter sent to student's home
- **10 Unexcused Absences (Ages 5-13):** Referral to Child & Family Services for educational neglect
- **15 Unexcused Absences (Ages 5-17):**
 - Notification sent to student's home
 - Referral to the Office of the Attorney General or Court Social Services

Tardiness

- All students who enter the building after 8:45 AM are tardy and must sign in at the main office and receive a pass from Ms. Wade.
- In an effort to limit disruptions to the instructional day beginning at 8:45 a.m., parents **may not** escort tardy students to class or breakfast.

Please Note: In accordance with the DCPS attendance policy, Out of Boundary students (OOB) with ten or more unexcused absences or twenty or more unexcused tardies can be asked to return to their home schools at the end of the school year.

Arrival & Dismissal

Morning Arrival

We do not offer childcare before school. Outdoor supervision begins at **8:00 a.m.** If children arrive early, parents/guardians are responsible for supervising them. Teachers have contractually protected collaborative planning time from 8:00-8:40 a.m. and therefore cannot provide before care for students.

Breakfast and Entry

FREE breakfast is available to ALL Bunker Hill students every morning. Breakfast begins at 8:15 and ends at 8:40. Children should proceed directly to the Eagle Café for breakfast without stopping at classrooms. Teachers will begin escorting their students to class at 8:40 a.m. so that morning meeting with the Actor's Toolbox can begin promptly at 8:45 a.m. Daily instruction begins promptly at 9:00 a.m.

Late Arrivals

We expect all students to arrive at school on time. It is disruptive to teachers and other students to have students enter the classroom during or after Morning Meeting. Give your child the gift of a smooth transition to the classroom and help develop the important life skill of arriving for work and appointments on time. It is expected that all students can take care of their backpacks, lunches, jackets, and homework folders without parental involvement at the beginning of the school day.

Dismissal

School is dismissed at 3:15 for all students. All PK3-4 students should be received and signed out from their teacher during dismissal. All other students will line up with their classes on the field until a parent or designee arrives. Make sure the adult on duty with the class knows you have collected your child. You may be asked to initial or check off on a class attendance sheet at pick-up depending on teacher preference. ***If someone else is picking up your child, we must have the name and contact information of the person collecting your child on file in the main office. We will not release students to persons unknown to us and they will be asked to provide identification.***

Walkers and Bus-Riders

If you allow your child to walk home or take the bus home unaccompanied by an adult, please send a note into school. Please keep all emergency contact information current. Children who are not picked up on time will be sent to the main office and parents will be notified via phone. All students not participating in the afterschool program **MUST** be picked up no later than 3:30 p.m. daily.

Early Dismissal

In order to ensure our students are benefitting from a full day of instruction and we are providing an organized and orderly dismissal at 3:15 p.m., **students will not be dismissed from the office after 2:45 p.m.** If you need to pick your child up early, you must sign in at the security desk and proceed to the main office. Parents who are consistently taking children out of school before dismissal may be scheduled to meet with the Attendance Intervention Team.

Awards and Celebrations

Assemblies

Our school will schedule “Learning Celebrations” or assemblies throughout the school year for students to share new learning and skills with the Bunker Hill community. Parents will receive information regarding assemblies and special programs via the Principal’s Weekly Update sent home every Friday or the last day of the school week if there a break from the normal schedule.

Birthday Celebrations

At Bunker Hill, birthday celebrations should be scheduled at least one week in advance with the classroom teacher and will usually be held on Friday afternoons from 2:45 – 3:15 p.m. We request that celebrations be kept “low-key” in nature including a simple, preferably healthy treat, and the birthday song, if this is part of your family tradition. **We do not permit entertainment, decorations, soda, candy, chewing gum, pizza parties, or candles, etc.** Celebrations of this nature need to occur outside of school. We recommend that you ask your child’s teacher about any food allergies in the classroom when scheduling the celebration so that all children can be a part of the celebration.

Emergency Procedures and Notifications

Safety and Security

All District of Columbia Public Schools are designated as closed campuses. As such, all visitors to the school must report to the security guard and sign in and out using the Visitor’s Log. No child is allowed to leave the school unless accompanied by an identified parent or guardian. Every student leaving school early must be signed out in the main office in the Early Dismissal Log. There is no supervision on the playground before school. **As such, students should not be left unattended prior to the start of school at 8:00 a.m.** Children not enrolled in the Aftercare Program are not allowed to join the Aftercare activities on the field and/or playground. This policy is intended to ensure the safety of all our students.

School Closings

At the Chancellor’s discretion, schools may be closed or delayed in opening due to weather or emergency conditions such as snow, rain, and excessive heat. Parents can stay informed about such situations via DCPS text messages, television news stations, radio, or the Internet at www.dcps.dc.gov. Information may be available on local radio and television stations. Radio Stations: WAMU (88.5 FM), WHUR (96.3 FM), WMAL (630 AM), WTOP

(1500 AM, 107.7 FM), WETA Radio (90.9)

Television Channels: 4, 5, 7, 8, and 9 as well as DCPS' Cable Channel 99

Please DO NOT call the school office to make inquiries about delays and closings. The Bunker Hill faculty and staff receive the school closing and delay information the same way DCPS families receive it: through television, radio, text message, or Internet.

Emergency Preparedness

Throughout the year we conduct several fire drills and emergency evacuation drills. We conduct these drills to prepare our students, faculty, and staff in the event of a real emergency situation. Therefore, you should be aware that your child might discuss the occurrence of these drills with you.

In the case of an emergency evacuation, staff members will escort all Bunker Hill ES students to the field. If an emergency is declared "shelter-in-place," children will remain in the school building under the supervision of faculty and staff. Practice Fire Drills are held once a month as required by DCPS. All students, staff, and visitors must clear the building during a drill and may not re-enter the school unless directed to do so by a member of the administrative team.

Discipline

Student Responsibilities/School Wide Rules

Bunker Hill Elementary School operates under all discipline guidelines governing the District of Columbia Public Schools and maintains a zero tolerance policy for fighting and bullying. We expect all parents to support the school policies and to encourage their children to abide by the rules at Bunker Hill Elementary School.

Bunker Hill follows the DCPS Tiered Disciplinary Plan and the proper disciplinary response will be taken against a student when he or she exhibits a disregard for the school rules. Chapter 25 of the DC Municipal Regulations and the DCPS Philosophy and Approach To Student Behavior and Discipline establish the Tiers and resulting consequences for a Safe and Effective Learning Environment. Our implementation of the Acting Right approach aligns with the "Safe and Effective Learning Environment" components. You can find Chapter 25 DCMR on the DC Public Schools website.

Philosophy and Approach to Student Behavior and Discipline in DCPS

A) Intentional School Culture	<ul style="list-style-type: none">• Every school and classroom cultivates a welcoming, positive, safe orderly and healthy environment that is student-centered, developmentally appropriate and supports teaching and learning.• All people in schools actively build positive community, fostering academic, behavioral, and social-emotional growth.• School-wide procedures and classroom instruction are structured to support positive student behavior.
B) Comprehensive Student Support	<ul style="list-style-type: none">• Students and their families are connected to support services necessary to engage students in school.• All school staff works collaboratively to provide comprehensive support for students' academic and social-emotional needs.• Staff provides targeted support to students who have difficulty meeting behavior expectations, especially students returning from suspension.
C) Instructional Approach to Behavior & Discipline	<ul style="list-style-type: none">• School staff communicates and models clear, high expectations for appropriate behavior for every person in the community.• School staff provides explicit and intentional instruction, structures and support to help students learn how to meet these expectations, including social and emotional skills to empower them to make good choices about their behavior.• School staff works with students to correct misbehavior and prevent occurrences by re-teaching behavior expectations.
D) Consistent, Progressive Discipline Responses	<ul style="list-style-type: none">• Intervention and remediation strategies are used along with disciplinary responses.• Student discipline data is systematically analyzed to inform policies and practices.• Discipline policies are developmentally appropriate, equitable, and consistently enforced school-wide.

Student Behavior Tracker (SBT)

In accordance with DCPS policy, discipline code violations are entered into the Student Behavior Tracker (SBT). This tracker is a centrally-maintained database that will allow individual schools to fully implement and comply with the DC Municipal Regulation (DCMR) Chapter 25, the Student Discipline Code. SBT will allow the Bunker Hill Administrative Team to properly record, track and respond to specific behavior incidents beginning on the first day of the school year. It will streamline the process for implementing Chapter 25, provide for alignment between behaviors and consequences, and create a complete disciplinary file for Bunker Hill students.

Internet Safety

The District of Columbia Public Schools has a policy of Internet Safety to comply with the Children’s Internet Protection Act (CIPA). The three key principles that underpin the use of the Internet in education are:

1. **Acceptable Use:** all use of the network must be in connection with education and research that is consistent with the educational goals and policies of DCPS.
2. **Privileges:** The use of the Internet is a privilege. Inappropriate use will result in the cancellation of that privilege for an appropriate time commensurate with the misuse.
3. **Netiquette:** Users are expected to abide by the generally accepted rules of network etiquette. Be polite. Use of vulgar or obscene language is an absolute violation of this contract. Users are not to reveal their address or phone number to others.

Dress Code/Uniforms

ALL students are expected be in uniform Monday through Friday.

Students may only have “free dress” on days as designated by the Bunker Hill Administration Team.

Uniforms

The official uniform for Bunker Hill Elementary School consists of the following, worn in any combination:

- **Tops:** solid white and/or light blue; blouses or polo-style shirts only; no t-shirts or sleeveless shirts
- **Bottoms:** solid navy blue; shorts, pants, skirts, or skorts only; no jeans or athletic pants
- **Dresses:** solid navy blue; polo-style dresses or jumpers (with a uniform top worn underneath) only
- **Extra layer to be worn in the classroom for warmth:** solid navy blue, light blue or white only (no designs); button or zipper cardigan sweaters or pullover sweaters/sweater vests only; no hoodies
- **Socks, tights, and leggings:** solid navy blue, khaki, or white (**no designs**)
- **Shoes:** closed-toe and appropriate for PE and playground activity (i.e., safe and comfortable) only; no sandals, flip-flops, croc-type shoes, or high heels
- **Outerwear:** any type of outerwear may be worn to/from school and on the playground, but jackets, coats and hats are not part of the uniform and may not be worn in the classroom.
- **“Free dress” or Dress down Days:** **Dress down days are announced and determined by the Principal.** Uniforms are not required on free dress days. However, shoes must be closed-toe and appropriate for PE and playground activity (i.e., safe and comfortable); no sandals, flip-flops, croc-type shoes, or high heels.

Extremes in style and fit and extremes in style of grooming, as determined by the Principal, will not be permitted, including, but not limited to, bandanas, hats, non-prescriptive glasses/sunglasses, clothing that exposes armpits, bare backs or midriffs, and see-through clothing. This applies to uniforms and to clothing worn on free dress days.

Failure to comply with this Policy: If a student reports to school out of uniform or otherwise not in compliance with this policy, parents/guardians will be contacted and asked to bring compliant clothing. If parents/guardians are unreachable or unable to come to school, the student will be issued a compliant uniform, which must be returned at the end of the school day. Failure to report to school in compliance with this policy is addressed in the tiered progressive discipline code at Bunker Hill.

If you need assistance obtaining uniforms, please speak with Ms. Belinda Davis. *Bunker Hill maintains a small uniform bank and welcomes donations of clean, gently used uniforms throughout the school year. Please contact the main office for more information.*

Field Trips

Field trips are planned by teachers to provide students with authentic experiences in support of the DCPS instructional standards being taught in the classroom. When necessary, a fee may be charged to cover the cost of transportation services or admission to an event. If field trip expenses create a hardship for your family, please see the principal or social worker for confidential support. All participating students will receive a field trip permission slip describing the DCPS instructional standards, destination, and date of the trip. This form **must** be signed by a parent-guardian and returned to school (with payment, if required) in order for the child to participate in the trip. Verbal consent from the parent-guardian will NOT BE ACCEPTED in lieu of a signed parent consent form.

Students who exhibit behaviors not in accordance with DCPS and school rules may lose the privilege of attending field trips. We need to ensure the safety of all students when leaving campus for a field trip and if students are exhibiting unsafe behaviors at school, they may not be safe on an off-campus trip. When possible, we will encourage a parent/guardian to attend with the child to provide an extra measure of safety.

Food Services

Bunker Hill Elementary offers a free breakfast and lunch program. Breakfast for all Bunker Hill students is FREE and is served from 8:15-8:40 each morning in our Eagle Café. The monthly menu can be accessed on the DCPS website. Students may also bring meals from home, but please note that we do not allow gum, candy or soda at school nor do we permit students to heat lunch items up in a microwave. In addition, we are a nut-free campus and students may not bring food items in the building that contain nuts. Parents may not bring food into the cafeteria for birthdays or other celebrations. The contact number for DCPS Office of Food and Nutrition Services is 202.719.6599.

Health and Medical

Immunization

All children attending DC Public Schools are to be fully immunized in accordance with District of Columbia law. Parents and legal guardians are responsible for ensuring that children receive all required doses, including booster shots, at the appropriate age. Please consult with your child's doctor each year to make sure your child's immunizations are up-to-date. ***If your child is absent due to a communicable disease, you must inform the nurse and submit a doctor's note, which communicates the course of treatment to the school nurse upon returning to school.***

Required Medical Forms

Each child entering DCPS is required to have a current dental and physical examination report on file, in addition to a current immunization record. Health concerns, including but not limited to allergies, epilepsy, asthma, heart problems, juvenile diabetes, hearing loss, etc., must be brought to the attention of Principal Kuchemba, your child's teacher, and the Bunker Hill Nurse.

Medical Emergencies

A parent/guardian or emergency contact person will be notified should your child become ill during the school day. Sick children must be picked up from Bunker Hill by an adult who is listed on enrollment documents as having permission to pick up. Children must be signed out in the main office in order to be dismissed early. Please make every effort to make arrangements for your child to be picked up if you are notified that he or she is ill. If your child needs emergency medical treatment as a result of an illness or injury at school, the school will immediately call 911 for emergency assistance and then contact the parent. The child will be taken by ambulance to the nearest hospital and a staff member will remain with the child until the parent arrives. **It is extremely important that the school have current home, work or cell phone numbers as well as an identified emergency contact person for your child in the event of an emergency.** Please remember to update these phone numbers as necessary.

Medication at School

Students are not permitted to have any prescription or non-prescription drugs at school, including in their backpacks, handbags, or lunch boxes. This includes, but is not limited to, cough drops, pain relievers such as Advil or Tylenol, and over-the-counter allergy medications and vitamins/supplements. Medications with instructions from a child's medical doctor can be kept in the nurse's office. Please speak with the nurse if your child needs medication at school, as we must have required forms/documents on file.

Lost and Found

All students' articles should be clearly labeled with their name. Any articles found in and

around the school will be placed in the lost and found in the Parent and Teacher Professional Development Center (directly across from the main office). At the end of each semester, any unclaimed articles will be donated to a social services agency. Students should not bring money or other valuables to school such as phones and/or iPods. Bunker Hill is not responsible for lost or damaged articles. If a child brings a cellphone and/or iPod to school it should remain off and in their book bag, purse, and/or pocket until the end of the day.

Parent/Family Involvement

We encourage and welcome the ongoing involvement of our Bunker Hill families in school activities. All parents and visitors must sign in and show identification at the security desk when entering the school. We request that parents respect the work of teachers and not interrupt the school day by entering the classrooms without advance appointments/invitations. All classroom visits/observations should be scheduled through the Principal in collaboration with the classroom teacher. We hope that all parents will attend conferences with teachers, attend regularly scheduled meetings, open houses, parent education meetings and fundraising events. Parent volunteer opportunities are encouraged. All volunteers must complete the DC Public Schools Volunteer application and be fingerprinted prior to working with our students (see Volunteers below). In addition to serving our school through membership in the PTA, parents may also be elected to serve on the Local School Advisory Team (LSAT) an advisory group to the Principal. Parents can stay informed about school events and opportunities to volunteer through a variety of sources: Principal's Weekly Bulletin, and bulletin board postings outside of the main office. Additional information can also be found at www.dcps.dc.gov

Volunteers

Bunker Hill Elementary welcomes volunteers. Volunteers can contribute to our community in a variety of ways including: assisting in the library, sharing your family's culture, reading, chaperoning field trips, photocopying, organizing cleanup days, donating food for special events, translating, etc.

In order to volunteer in our schools on a regular basis, individuals need to follow the DCPS volunteer application process:

1. Complete the volunteer application (available on the DCPS website).
2. Complete a tuberculosis test.
3. Bring the completed application, TB test result, and photo ID to the district office to be fingerprinted. *Please note that volunteers for one-day service events do not need to complete the process.*

Phone: (202) 442-5447

Email: dcpsvolunteers@dc.gov

Communication with Teachers and Classroom Visits

If you would like to have a conference with your child's teacher in order to discuss issues or concerns, please make an appointment in advance. We request that you call/email the teacher directly to schedule conferences so that we can give you the undivided time and attention that your questions or concerns warrant.

We urge you to keep in contact with your child's teachers, review all schoolwork and information that your child brings home, and call/email the teacher if any questions or concerns arise. Teachers will strive to return phone calls/emails within 24 hours. In order to encourage and maintain a productive dialogue, please seek clarification directly from the source of your concern, and approach the conversation with an open-mind, assuming positive intent. For example, if you have a concern about math, make an appointment to speak directly to your child's math teacher. If you are not able to resolve your concern directly, please speak to Principal Kuchemba. If something is bothering you, please seek clarification from the source instead of letting the concern grow. We all need to take responsibility for creating a positive culture of trust and open communication. ***All classroom visits and observations need to be scheduled in advance with the classroom teacher and approved by Principal Kuchemba.***

If you need to speak with your child during the school day, please report to the main office and the office staff will assist you. Children not enrolled at Bunker Hill are not permitted to visit during the school day and are not permitted to be in the building before or after school hours without the direct supervision of a parent. If you plan to pick up your child before dismissal time, you must report to the main office and sign him or her out. The office staff will notify your child's teacher and your child will meet you in the main office. Do not report directly to your child's classroom to pick him/her up.

Local School Advisory Team

A Local School Advisory Team (LSAT) is a group of elected and appointed members whose purpose is to advise the principal on matters that promote high expectations and high achievement for all students. The team meets a minimum of four times per year and minutes will be posted at the school within 20 days from the meeting date.

Response to Intervention Team

Students sometimes experience challenges and need additional support beyond what the classroom teacher can solely provide. These challenges may be academic, social, and/or emotional. Bunker Hill Elementary School employs a team of student support specialists to meet the diverse academic and social/emotional needs of students. Team members may include the psychologist, special education teacher, speech-language pathologist, ESL teacher, school nurse, and other staff as necessary and appropriate. Members of the team may work directly with students, collaborate with classroom teachers, and serve as resources/supports to families. Team members are also able to connect families to outside agencies for additional supports. The Response to Intervention Team meets regularly to analyze a variety of metrics (academic achievement, attendance, behavior, etc.) and will schedule meetings with families as necessary.

Special Education Referrals

The goal of special education is to enable students to work successfully in the Least Restrictive Environment (LRE) as defined in the Individuals with Disabilities Education Act (IDEA). When the Student Support Team makes a referral, the Multi-Disciplinary Team (MDT) convenes and formally evaluates the student to determine eligibility for special education services. The Multi-Disciplinary Team includes the special educator, general educator, administrator, and service providers such as speech language pathologists, school psychologists, and parent/guardian.

Toys, Electronics, and Cell Phones

Toys, electronics (game devices, MP3 players, cameras, etc.) and cell phones cannot be used at any time during the instructional day, during the morning line up, during afternoon dismissal, and during the afterschool program time. These items are unnecessary for the smooth functioning of the instructional program at Bunker Hill ES and they have the potential to invite disruption and loss due to their appeal and value.

Toys and Electronics

If toys and electronics are brought to school, Principal Kuchemba or her designee will hold them until the end of the day.

Cell Phones

Cell phones need to be turned off upon arrival and kept in backpacks during the school day. Cellphones will be confiscated if seen by any staff member. The following consequences will be issued:

First offense: The cellphone, iPod, or iPad is confiscated and will be returned at the end of the day.

Second offense: The cellphone, iPod, or iPad is confiscated, the parent is called, and the parent will have to retrieve the cellphone from the principal or designee.

Third offense: The cellphone, iPod, or iPad is confiscated; the parent is called to retrieve the device. The student is no longer able to bring the device to school or must turn it into the main office upon arrival to school.

Bunker Hill ES staff is not responsible for lost or stolen electronics such as cell phones, iPods, e-readers, etc. and we recommend that expensive electronics not be brought to school.

Transportation and Safety

We are continually exploring ways to promote student safety during arrival and dismissal times at Bunker Hill. Please note the following expectations for arrival and dismissal:

- Students who arrive by car on 14th Street should exit the car at the sidewalk and follow the sidewalk to the main entrance of the school
- Parents who wish to park and enter the schoolyard need to find a legal parking spot; do not double –park on 14th Street.
- Vehicles will not be permitted in the parking lot during arrival or dismissal. Vehicles are NEVER permitted to drop off at the entrance to our parking lot. This creates a dangerous situation for our students as they arriving to school.
- The parking lot will be closed for passage at 3:15 p.m. until all students are dismissed for the day.

Please sign and return to your child's homeroom teacher on Monday, September 25th.

Parent and Student Acknowledgment

My child and I have received the Bunker Hill Elementary School Family Handbook. We reviewed and understand all of the policies and procedures established in the handbook.

Date: _____

Grade: _____ Homeroom Teacher: _____

Student Name: _____ Signature: _____

Parent Name: _____ Signature: _____