

Roger C. Sullivan High School
6631 North Bosworth Avenue
Chicago, Illinois 60626
Telephone (773) 534-2000
www.Sullivanhs.org

Student Handbook 2011-2012

Administration:

Ms. Carolyn Eggert
Principal

Mr. Luis Velazquez
Assistant Principal

City of Chicago
Rahm Emanuel, Mayor

Board of Education City of Chicago
David Vitale, President

Chicago Public Schools
Jean-Claude Brizard, Chief Executive Officer

THIS AGENDA BELONGS TO:

Name _____ Div _____

Address _____

City, State _____ Zip Code _____

Accreditation

Sullivan High School is accredited by the State of Illinois North Central Association of Colleges and Schools.

School Colors/School Mascot

Our school colors are blue and gold and our mascot is the Tiger.

Philosophy and Goals

Sullivan High School's statement of philosophy and goals emerges from these beliefs and reflects our continuing efforts to develop an educational program appropriate to our diverse student body. In setting forth our educational principles and ideals, we are therefore also suggesting the pragmatic possibilities which guide our instructional efforts.

The primary mission of the Sullivan High School community is to provide the same quality of education for all our students enabling each of them to be a citizen in a democracy, a learner for life, and able to earn a living. Realization of this mission relies on the following beliefs:

- We believe that all students can learn and that it is the responsibility of the entire school community to help each of our students use their minds well.
- We believe that learning is a response to curiosity and is best fostered in active learning situations.
- We believe that there is no one “best way” to educate a heterogeneous student body and that instructional method must vary with the course of study, faculty strengths, and student needs and talents.
- We believe that students must share in the responsibility for his/her own learning.
- We believe that each student's culture and heritage enriches the entire school-community and should be respected.
- We believe that teachers and administrators should continue to promote their own curiosity and intellectual development by continuing to engage in learning activities.

Telephone Numbers

| | |
|-------------------------|--------------|
| Attendance Office..... | 773-534-2004 |
| Board of Education..... | 773-553-1000 |
| Clinic..... | 773-761-5035 |
| Counselor..... | 773-534-2007 |
| Disciplinarian..... | 773-534-2021 |
| Main Office..... | 773-534-2000 |

Visitors

All visitors must pass through the metal detector, register at the Main Office and obtain a visitor's pass. Visits will be limited to persons on official business. Parents are always welcome in the school. In order for their visit to be worthwhile, they should always make sure that the individual they want to see is available. An appointment will help to assure coordination of a time and place. Teachers can only be seen during their preparation periods, not during class times.

Dress Code

Students' attire should be appropriate for school, which includes your school ID. Visible undergarments are NOT acceptable.

NO sleeveless tops

NO bare midriffs

NO shorts or skirts shorter THAN knee length

NO representation of alcohol, drugs or tobacco.

NO headgear or head coverings of ANY kind.

Students who are inappropriately dressed will be disciplined according to the Student Code of Conduct.

Change of Address and/or Phone Number

Students and parents must notify the Attendance Office (534-2004) if there is a legal change in the student's name, address, home phone number, or emergency information. Addresses must include the apartment number, if there is one. Students must provide at least two emergency numbers. These numbers should include the parent or guardian's work or cell numbers. They may also be the numbers of relatives or close friends of the family with different telephone numbers from the home number. This is a safety precaution in case of an emergency. In addition, important information is mailed to the home at various times throughout the school year as well as during the summer.

Cell Phone & Electronic Devices

The use/visibility of electronic devices or cell phones is PROHIBITED on campus. If it is seen or used, it will be confiscated and will ONLY be returned to a parent or legal guardian. This is for the safety and security of all students.

Clinic Policies

Students are allowed to use the clinic on campus ONLY during their lunch period. The clinic must have a signed parent consent form with current phone number(s) on file in order to make an appointment. All students will be given a pass from the clinic stating that they had an appointment, if the appointment extends beyond the student's lunch period.

NO students are allowed to make appointments at the clinic during any class, other than lunch.

Attendance

Every student is expected to attend all of his/her classes every day. In the case of an absence, the student's parent or guardian is requested to **report that absence by telephone (534-2004) to the Attendance Office before 9:00 A.M.** Upon returning to school the student must bring a note from his parent or guardian. Students who bring notes which verify their absences due to one of the "acceptable reasons" will have their absence marked "excused." Students who forget to bring a note or who forget to return their note to the Attendance Office will have their absence marked "unexcused."

Acceptable causes of absence are:

1. Illness
2. Death in the immediate family
3. Family emergency
4. Observance of religious holidays
5. Circumstances which cause reasonable concern for the health or safety of a student
6. Other situations as determined by the principal on a case-by-case basis.

Doctor or dental appointments are not an acceptable excuse for absence. Please make appointments during non-school hours.

Absence from school is the greatest single cause of poor achievement. The basic responsibility for the regular attendance of the student lies with the student and the parent/guardian. The State Compulsory Attendance Law specifically states that the parent is obligated to see that the student is in school.

The School Code of Illinois, Section 26-1 states: "Whoever has custody of any child between the ages of seven and sixteen years shall cause such child to attend some public school in the district wherein the child resides the entire time it is in session during the school term."

Students who are tardy, cut classes, or obtain early dismissals will lower their attendance rate if they do not complete the required number of classroom minutes as listed above. These partial day absences and full day absences will be added together when the student's absence rate is calculated.

Students should arrive to school by 7:30 a.m. in order to have time for breakfast, visit his/her locker, and be on time to division.

Students are expected to attend division every day. Students who do not attend division will be marked absent by their division teacher and will be considered absent for the entire day unless a correction is submitted to the Attendance Office.

Absences/Tardiness

- **Excessive tardiness or unexcused absences to school and/or classes WILL result in discipline referrals and/or suspensions. This can result in the loss of any AND all extracurricular activities. This includes and is NOT limited to dances, athletic teams, clubs, field trips, senior luncheon, prom, etc.**
- **Absences are excused only with a written note by a parent or legal guardian which MUST include a working phone number.**
- **Unexcused absences may result in failing grades. Students must meet state attendance requirements in order to receive credit.**

Early Dismissals

Students must be picked up by a parent/guardian to be allowed to leave the building. Unaccompanied students will not be allowed for any reason to leave.

The parent/guardian or designated adult must present identification before the student is released.

Students who receive an early dismissal before 10:45 A.M. will be marked absent for a full day. Students who receive an early dismissal between 10:45 A.M. and 2:20 P.M. will be marked absent for a half-day.

Debts

The school lends all students books needed for class. You must return the same books to your teachers at the end of the school year. If you do not return the books that were issued to you, the school will add a debt slip to your file.

If you lose a book, you will have to pay the full cost of a new book.

Remember: no one participates in graduation, receives a diploma, transcripts, cap & gown, etc., if he/she owes money to the school. Deadlines will be set for debts to be paid.

Field Trips

In order to participate in a field trip, a student must have a permission slip signed by the teacher sponsor and the student's legal guardian. Students must comply with the dress code on field trips and wear their Sullivan ID. Students must obtain the signature of each class teacher and division teacher one day before the trip. Students who sign out of classes and do not attend the function will be recorded as absent in those excused classes. This will result in a cut in the attendance record. It is also the student's responsibility to make up any class work missed due to the trip.

Food

Food and beverages CANNOT be consumed or visible outside the lunchroom at ANY TIME.

Basic Fees

The Sullivan High Local School Council has voted to require all students to pay an annual student fee of \$65.00. The fee is due on Instant Tiger Start Day. If paid in full during Instant Tiger Start Day a \$25 discount will be given. The following activities and programs are supported by Sullivan High School's \$65.00 Standard Fee.

Standard Fee Statement for 2011-2012

The following items were used to determine Sullivan High School's \$65.00 Standard Fee.

Activity Fee

Used for school ID, school newspaper, student agenda handbook.

Athletics

Used for sports equipment, uniforms, buses.

Computer Labs

Used for risograph, paper, toner, cleaning supplies, network.

Counseling

Used for college handouts, copy machine supplies, and printing costs for practice ACT and PSAT exams, does not cover the test fees.

English

Used for paper, supplies, and duplication products.

History

Used for teacher's supplies, maps, risograph supplies, answer sheets, transparencies, copier, markers, tape, and history fair.

Library

Used for books, magazines, newspapers, toner, paper.

Mathematics

Used for the use of graphing calculators, educational software, geometric models, testing software, workbooks, and Scantron sheets.

Music

Used for music, CDs, videos, visual aids, rhythm equipment, use of instruments, teacher supplies, toner, upgrades, and supplies.

Science

Used for lab manuals, maps, water simulator, lab experiment kits, risograph supplies, live/preserved organisms, lab supplies, manuals, and classroom supplies.

The Standard Fee does not cover the school yearbook, special examinations (i.e. A.P. tests, the ACT, SAT, or PSAT), graduation fees, dances and proms, certain extracurricular events, memberships in clubs and athletic teams, field trips and musical instrument rentals. This fee was developed in cooperation with Sullivan's Local School Council.

Co-Curricular Teams and Clubs

Sullivan High School offers a wide variety of extra-curricular teams and clubs. Our interscholastic sports' teams compete in the Chicago Public League Athletic Association, and the students on such teams must meet the Association's academic eligibility requirements. Get involved!!!

Boys' Sports

Baseball – Varsity
Baseball – Frosh/Soph
Basketball – Varsity
Basketball – Frosh/Soph
Bowling
Cross Country
Football – Varsity
Soccer
Track
Volleyball
Wrestling

Girls' Sports

Basketball –Varsity
Basketball – Frosh/Soph
Bowling
Cheerleaders
Cross Country
Soccer
Softball
Track
Volleyball—Varsity
Volleyball – Frosh/Soph

Clubs and Councils

Academic Decathlon
African-American Club
Asian-American Club
Art Club
National Honor Society
Chess Club
Senior Class Committee
Sentinel (Newspaper)
Service Guides
Sophomore Class Committee
Stage Crew

Junior Class Committee
Spanish Club
Latino Club
Band
Navillus (Yearbook)
Principal's Scholars
Drama Club
French Club
Freshman Class Committee
Future Teachers
Student Government

Local School Council (LSC)

The Sullivan High School Local School Council meets on a monthly basis (usually the second Tuesday of every month at 6:30 p.m.). We encourage parent/guardians and community members to participate in these meetings. Please check our school website (www.sullivanhs.org) for exact dates.

Parent Advisory Committee (PAC)

The purpose of this committee is to build and promote the capacity of parents and/or guardians to partner with their children's school in the education of their children. Please check the school website (www.sullivanhs.org) for the exact dates and times of these meetings.