

SULLIVAN HIGH SCHOOL 2008– 2009 Parent/Student Guide

ELECTRONIC DEVICES at School

Electronic devices included, but are not limited to, **cell phones, pagers, CD players, video games, stereo headsets, iPods, and mp3 players**. These devices may be in the students' possession, but **MAY NOT BE IN VIEW OR USE**. Sullivan allows them in possession because they may require use on the way to and from school. Under no circumstances should they be used at school. Electronic devices used in everyday life distract from a focused learning environment. Students **MUST** keep their devices packed away in their lockers at all times. These devices, especially cell phones and pagers, must remain off at all times while at school. If an electronic device is seen or a student is suspected to have one on their person, the student's item is confiscated and turned in to the Main Office. The student will immediately receive a detention. Students who frequently violate this policy may lose the privilege of possession of these items. **A PARENT/GUARDIAN MUST REPORT TO SULLIVAN TO RETRIEVE THE DEVICE.**

Refusal to give up the said device shall result in the possibility of further disciplinary actions.

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 School Discipline Code.

ATTENDANCE

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 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. Observation of religious holidays
5. Circumstances which cause reasonable concern for the health or safety of a student

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

PUBLIC DISPLAYS of AFFECTION

Sullivan High School is helping students learn the skills they need to succeed in life. While romantic feelings and the desire to express those feelings is not uncommon, appropriate boundaries are part of our society's social norms. Romantic affection does not belong in public spaces because it makes others uncomfortable and these are acts to be shared between two individuals privately. Students should not subject the rest of the school community to public displays of physical affection. Use the real world as a guideline. What would be appropriate in the office of the average American company? If an individual has to ask whether a physical act of affection is appropriate or not, it is best to err on the side of believing it is inappropriate. A quick hug and a pat on the back are appropriate. Kissing, extended embraces, sitting on another's laps, and fondling/groping ARE NOT APPROPRIATE. If a student cannot figure out for him/herself appropriate boundaries, a Sullivan staff member has the discretion to define an ACT as INAPPROPRIATE. Students will receive one detention on the second violation.

IDENTIFICATION CARDS (ID'S)

Students must have their ID cards WORN & VISIBLE at all times. This helps to ensure the students' safety. Only authorized people are allowed in our building. The card must be worn, visibly displayed, and must be presented to a Sullivan staff member upon request. No altering of the ID card is allowed. Stickers, pictures, pins, etc. may NOT be placed on the ID. Only the picture taken at school may be displayed. If a student steals an ID, uses another student's ID card, forges an ID card or uses a temporary ID on a day other than the day it was issued, s/he will earn on detention on the first offense. Any further violations of proper use of an ID will result in further disciplinary action at the discretion of the Dean of Discipline.

PARENT CONFERENCES/CONCERNS about ACADEMIC MATTERS

Parents should make an appointment, as classes cannot be interrupted for parent conferences. Contact the Main Office at 773-534-2000.

If an issue arises that causes concern over an academic matter, parents and students should start by engaging in dialogue with the teacher. The Sullivan faculty is highly talented with professionals' leaders in their fields. They deserve to speak for issues in their own classrooms before an administrator becomes involved. In college or in life, students and parents are not able to go straight to the dean or their boss with concerns. Therefore, we expect that students and families will begin practicing for the college years or the working world by bringing concerns to the person with whom they have a concern before involving administrators. If parents and students do not reach satisfactory resolution after discussion with the teacher, they should contact the Assistant Principal, Mr. Luis Velazquez.

STUDENT ACTIVITIES/ATHLETICS/ELIGIBILITY RULES

Co-curricular involvement is an essential part of any student's development as a well-rounded individual. In addition, highly selective colleges and universities look favorably on leadership experiences in student activities. Sullivan has a club, activity, or team for every student. For detailed information on Sullivan's athletic teams, clubs, and activities, go to our website.

Sullivan High School is a member of the Illinois High School Athletic Association (IHSA) and uses its rules as one guideline for participation in school activities. Sullivan applies the same rules for athletics, clubs, and activities. Students must meet all of the eligibility rules of the IHSA. (Go to www.ihsa.org/forms/index.htm to view a variety of information on these issues) In addition to other Sullivan expectations such as those spelled out in the "Behavior" section of this letter. Students in activities and athletics must also meet Sullivan's eligibility rules:

- All student athletes must earn a grade point average of 2.00 (C average) to be eligible at any time during the school year.
- A student is ineligible if s/he fails more than one class at the 20 and 40 week grades (semester grades).
- A student who does not comply with detention procedures, GPA requirements and has failed more than one class will be placed on Barred Tiger Status.
- A student must pass all core classes (English, math, science and history).

Any student athlete failing one class will be on academic probation and will be considered ineligible and a Barred Tiger**. A weekly check of academic progress will be implemented by the Athletic Director and /or Activity Director to help ensure that the student is making adequate improvements. If adequate progress is proven, the student can participate. If a student fails more than one class, s/he is ineligible.

FAILING A CLASS/BARRED TIGERS

Barred Tiger Status means that a student will be ineligible to participate in ANY school sponsored activities.

Failures can lead to being held back a grade. To view a PDF version of the CPS policies on grade promotion, go to policy.cps.k12.il.us/documents/605.1.pdf

At the first sign of trouble, the student and parent should contact the teacher immediately. If a student does fail any class, the student and/or parent must contact the student's assigned counselor to make appropriate arrangements for summer school and/or making up the credit. There will be a tuition charge for making up any class whether during the summer or in another way. To receive a Sullivan High School diploma, few (if any) credits will be accepted on the Sullivan transcript from other schools. Tutoring will be available and recommended. For Paideia and Medical Academy student tutoring is MANDATORY.

Failures during the senior year are particularly dangerous. Sullivan administration will not override a teacher's grade to allow a student to graduate. Missing graduation is especially upsetting and can be avoided by remaining focused in all classes during senior year.

After a student has failed ONE class, the student will be considered a Barred Tiger. Barred Tigers may be denied participation in school activities and field trips, not as a

form of punishment, but to help the student prioritize his/her time. We are committed to the success of all our students, and have put rigorous support practices in place to ensure achievement when a student is struggling. Parents and students must be equally committed to these practices.

FEES, DEBTS, FINES, and PAYMENT PLANS

Fees are collected to support programs that benefit the students. Fees must be paid by the deadlines specified. Fees will be collected on Instant Tiger Start Day. Debts may be incurred any time a student elects to use a temporary ID (\$2), when books are damaged or not returned, for damage inflicted on the property of others, etc. Students and parents must take responsibility for making sure that debts are settled as soon as possible. It is the student's responsibility to keep track of debts.

For example, a student knows if s/he did not return a book issued to him/her by the school/teacher and should take the initiative to come to the Main Office to pay for the item. If a library book is late, the student knows that s/he must come in and pay a fine. If fees, debts and fines are not paid by deadlines specified by the Sullivan staff, loss of privileges may result and the student will be placed on Barred Tigers Status. If the proper forms and fees are not turned in on time, the student may be subject to disciplinary action.

Sometimes families face financial hardships. Sullivan High wants all students to be able to participate in programs, even if there is a financial crisis. Payment plans are available for families who cannot afford to pay fees. Fee waivers **ARE NOT** applicable to debts and fines. A payment plan may be worked out for debts and fines with the approval of the School Treasurer.

SCHOOL SPONSORED ACTIVITIES

These events ARE privileges. Students are required to be on time and marked present in school and for every class if they are planning to attend afternoon or evening events such as school-sponsored dances, classes, proms, fieldtrips, etc. Students absent from school for ANY reason WILL BE DENIED admittance to these events. If a student is too ill to come to school, s/he is also too ill to attend these events. Additionally, students who accumulate 10 or more detentions will be placed on Barred Tiger Status and will not be able to attend extracurricular activities until the detention count is brought down to ZERO (0).

SUMMARY OF COMMON MISBEHAVIORS AND CONSEQUENCES

Disciplinary action is another aspect of the educational mission of Sullivan. We are engaged in helping students to develop effective social/behavioral skills for their futures.

Consequences include, but are not limited to:

1. Parent/guardian/student/school representative conference
2. Detention
3. In-school suspension
4. Out of school suspension
5. Expulsion
6. Inability to participate in school sponsored activities including but not limited to dances, field trips, clubs, athletic teams and events, senior activities, senior prom, After School Matters, etc.

Detention, one of the most common consequences, must be served in an expedient manner or the student may be placed on the Activities Ineligibility List. Students are to be in their seats at PRECISELY the start time of detention according to the clock in the detention room - being late will be treated as a skipped detention. Although most consequences are assigned as indicated below, any consequence may be adjusted at any time at the discretion of the school administration based on each individual incident. Any questions regarding ALL of these policies should be directed to Mr. Velazquez, Assistant Principal.

SUMMARY OF COMMON MISBEHAVIORS AND CONSEQUENCES

STUDENT BEHAVIOR	STANDARD CONSEQUENCE
TARDY/LATE Defined as 0 -10 minutes to 1 st period	<ul style="list-style-type: none"> ○ 1st offense = a call home by teacher ○ 2 or more = Detention ○ 5 or more = Barred Tiger Status for the QUARTER.
VERY LATE Defined as 11 minutes or more	<ul style="list-style-type: none"> ○ 1st offense = Detention that same day ○ Skipped detention = SUSPENSION and Barred Tiger Status for the QUARTER
Loitering the halls without appropriate HALL PASS Utilizing a locker not assigned to student	<ul style="list-style-type: none"> ○ Each offense = Detention that same day ○ After the 3rd detention = SUSPENSION and Barred Tiger Status for the QUARTER
Not wearing a school ID	<ul style="list-style-type: none"> ○ Each offense = Detention that same day ○ After 5th offense = Barred Tiger Status
Cutting class/school	<ul style="list-style-type: none"> ○ Parent Conference ○ Barred Tiger Status ○ Repeated offenses will result in SUSPENSION
Public displays of Affection	<ul style="list-style-type: none"> ○ 1st offense = verbal warning ○ All other offenses = Detention ○ More severe consequence; including phone call to parent/guardian at discretion of the Dean of Discipline
Electronic equipment such as CELL PHONES, IPODS, CD PLAYERS, mp3 players, GAME BOYS, PSP'S , etc.	<ul style="list-style-type: none"> ○ Will result in confiscation of the item ○ Detention that same day ○ Skipped detention = SUSPENSION and Barred Tiger Status for the QUARTER ○ Parent/Guardian has to report to Sullivan to retrieve the device from the Main Office.
Students who violates the CPS Student Code of Conduct in group 3,4, 5 & 6 (please see the CPS Student Code of Conduct Booklet)	<ul style="list-style-type: none"> ○ Automatically on Barred Tiger Status for the QUARTER ○ SUSPENSION