2026-2027



Thinking of Students First

Sullivan School District #300

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SULLIVAN SCHOOL DISTRICT

MISSION STATEMENT

Preparing students for successful lives by inspiring and expecting excellence in ourselves, our community, and in every student, every day!

EXPECTATIONS FOR SUCCESS

The focus of our school academic system is on sound decision making and creating a positive environment that fosters student academic, social, and behavioral success. We highly value taking responsibility for one's actions, and learning from one's mistakes. We have high expectations for our students and staff.

Build your Future with Strong Soft Skills



Grading Rubric

RESPECT	4	Exceeds Expectations	Consistently demonstrates both respectful and helpful behavior. Seeks and accepts the opinions and input of others.
	3	Meets Expectations	Frequently demonstrates both respectful and helpful behavior. Listens and accepts the opinions of others.
	2	Emerging Expectations	Occasionally demonstrates respectful and helpful behavior. Shows growth in accepting others.
	1	Below Expectations	Rarely demonstrates respectful and helpful behavior. Ignores the opinions and input of others.
RESPONSIBILITY	4	Exceeds Expectations	Performance consistently exceeds expectations in all essential areas of responsibility. Excellent quality of work.
	3	Meets Expectations	Performance consistently meets expectations in essential areas of responsibility. Very good quality of work.
	2	Emerging Expectations	Performance failed to meet expectations in one or more essential areas of responsibility. Average quality of work.
	1	Below Expectations	Performance was below expectations in most essential areas of responsibility. Poor quality of work.
SAFETY	4	Exceeds Expectations	Consistently cautious, careful, and concerned for the safety of self and others. Plans before acting.
	3	Meets Expectations	Usually cautious, careful, and concerned for the safety of self and others. Thinks before acting.
	2	Emerging Expectations	Occasionally cautious, careful, and concerned for the safety of self and others. Indifferent to consequences.
	1	Below Expectations	Rarely cautious, careful, or concerned for the safety of self and others. Ignores the consequences of one's actions.

Endorsed by area businesses including: Agri-Fab, Hydro-Gear, Marvin Keller Trucking, MasterBrand & Sullivan Chamber & Economic Development

Agri-Fab Lawn Care Made Easy · HYDRO-GEAR · MARVIN KELLER · MasterBrand Cabinets, Inc. · SULLIVAN ILLINOIS

INTRODUCTORY INFORMATION AND GENERAL NOTICES

STUDENT HANDBOOK

The Superintendent, with input from the parent-teacher advisory committee, shall prepare disciplinary rules implementing the District's disciplinary policies. These disciplinary rules shall be presented annually to the Board for its review and approval.

The School District has the right to make and enforce policies, rules, and regulations including those for discipline. (ILCS 5/10-20.5) In addition, each principal, within his or her school, may establish certain written rules and regulations not inconsistent with those established by the Board of Education and the Superintendent of Schools.

A student handbook, including the District disciplinary policies and rules, shall be distributed to the students' parents and guardians within 15 days of the beginning of the school year or a student's enrollment.

This handbook is a summary of the school's rules and expectations, and is not a comprehensive statement of school procedures. The board's comprehensive manual is available for public inspection through the district office. This handbook may be amended during the year without notice. Administration has the right to use their discretion in the decision making process.

Upon written or oral request, the administration will provide clarification of any item in the handbook. If a student or parent does not understand an item, it is his or her obligation to contact an administrator for clarification.

SCHOOL DISTRICT NEWSLETTER

The district sends out a monthly e-newsletter to any person who has an e-mail address in our Skyward system or any person interested in receiving this item. It contains pictures and articles about students and programs in all three buildings. Anyone who is interested in receiving the e-newsletter that do not have an email address in our Skyward system, may email e-newsletter@sullivan.k12.il.us and request to be added.

ENROLLMENT PROCEDURES

All students must register for school each year on the dates and at the place designated by the Superintendent.

All children living in the district between the ages of seven (7) and seventeen (17) are required by the Illinois School Code to attend school. Students receiving special education services between the ages of three (3) and twenty-one (21) are entitled to attend the district's schools until they graduate.

Students enrolling in the District for the first time must present:

1. A birth certificate or other reliable proof of identity and age. Upon the failure of a person enrolling a student to provide a copy of the student's birth certificate or other reliable proof of identity and age, the Building Principal shall immediately notify the local law enforcement agency and shall also notify the person enrolling the student in writing that, unless he or she complies within 10 days, the case shall be referred to the local law enforcement authority for investigation. If compliance is not obtained within that 10-day period, the Principal shall so refer the case. The Principal shall immediately report to the local law enforcement authority any material received pursuant to this paragraph that appears inaccurate or suspicious in form or content.
2. Proof of residence, as required by Board policy 7:60, Residence.
3. Proof of disease immunization or detection and the required physical examination, as required by State Law and Board policy 7:100, Health Examinations, Immunizations, and Exclusion of Students. Dental examinations are required for students in kindergarten, second grade, and sixth grade.
4. The individual enrolling the student may voluntarily state whether the student has a parent or guardian who is a member of a branch of the U.S. armed forces and who is either deployed to active duty or expects to be deployed to active duty during the school year.

5. Late enrollment charge schedule: 100% First Semester, 75% Third Quarter, 50% Fourth Quarter
6. Refund schedule: 80% Before September 30th
   50% October 1-January 3

The office should be notified of any temporary or permanent change of address, telephone number, or emergency information

WAIVER OF STUDENT FEES

The school establishes fees and charges to fund certain school activities. Students will not be denied the opportunity to participate in curricular and extracurricular programs of the school district due to the inability of their parent or guardian to pay fees or certain charges. Students whose parent or guardian is unable to afford student fees may receive a fee waiver. A fee waiver applies to all fees related to school, instruction, and extracurricular activities.

Applications for fee waivers may be obtained from the school office and may be submitted by a parent or guardian of a student who has been assessed a fee. A student is eligible for a fee waiver in the following circumstances:

1. If the student currently lives in a household that meets the same income guidelines, with the same limits based on the household size, that are used for the federal free meals program.
2. If the student's parent is a veteran or active-duty military personnel with income at or below 200% of the federal poverty line.
3. The student is homeless, as defined by the McKinney-Vento Homeless Assistance Act.

The building principal will give additional consideration where one or more of the following factors are present:

1. An illness in the family;
2. Unusual expenses such as fire, flood, storm damage, etc.;
3. Seasonal employment;
4. Emergency situations; or
5. When one or more of the parents/guardians are involved in a work stoppage.

Within 30 days, the building principal will notify the parent/guardian if the fee waiver request has been denied, along with the appropriate appeal process. If you have questions regarding the fee waiver process, you may contact the building principal.

Pursuant to the Hunger-Free Students' Bill of Rights Act, the school is required to provide a federally reimbursable meal or snack to a student who requests one, regardless of whether the student has the ability to pay for the meal or snack or owes money for earlier meals or snacks. Students may not be provided with an alternative meal or snack and the school is prohibited from publicly identifying or stigmatizing a student who cannot pay for or owes money for a meal or snack.

Fines for loss or damage to school property are waived for students who meet certain eligibility guidelines.

TEXTBOOK FEES/FINES

The Board of Education establishes student fees and charges each year. However, no student will be denied the privileges afforded to all public school students on the basis of this inability or the inability of his parents to pay the required fee(s).

Application forms for Waiver of Textbook Fees for students who qualify are available in the district office. Such application forms must be completed by the parent and returned to the office. Approval for the request will be made by the Superintendent of Schools.

A waiver of the fee assessed for an activity may be allowed for any eligible student who makes proper application. However, this exemption does not apply to fees for school property which may be lost or damaged by the eligible student. Children also may receive meals free or at a reduced price.

All fines and fees are to be paid through the main office. Students with unpaid fees and fines will not be allowed to complete summer registration or receive report cards. Ultimately, students who owe the school money will not receive their diploma.

The following is used for textbooks that are lost or damaged beyond repair:

Replacement value or percentage chart below (whichever is greater).

New text – full amount, 2nd year – 80% of cost, 3rd year – 60% of cost, 4th year - 40% of cost, 5th year and beyond – 20% of cost

Textbook damage - torn pages, writing in book, binding, etc. - $5.00

The board of education loans textbooks free of charge to students who are unable to pay rental fees.

Students with unpaid fees will be prohibited from participating in field trips, extracurricular activities (including dances), and graduation.

Students can request to set up a payment plan with the office, but the stipulations of the plan must be met in order to participate.

LOCKERS

Lockers are assigned to all students at the beginning of the school year. KEEP THE COMBINATION PRIVATE AND USE ONLY THE ASSIGNED LOCKER. Students are not to deface or write in or on lockers. Each student has the responsibility to clean out and remove locker contents at the end of the school year. Students (based on locker assignment) will be assessed a monetary fine for defaced or damaged lockers.

Lockers are for the convenience of students but remain the property of the school. The rights of personal property, as well as the rights of the school, must be afforded consideration. The administration, or other designated faculty member, is authorized to open lockers and to inspect the contents, including personal belongings of students. School officials will search lockers only when the school official has reasonable suspicion to believe that the contents threaten the safety, health, or welfare of students, or include suspected stolen property or items which are specifically prohibited by law, Board policy, or school regulations. Students are personally responsible for all contents in their lockers.

Students are allowed, with proper caution, to display inside the locker pictures, posters, schedules, school spirit items, etc. Students will be asked to remove from their lockers any inappropriate displays. Inappropriate displays include profane or obscene words; advertisements for alcohol, tobacco, drugs, gang symbols, satanic symbols, sexual innuendoes, scantily clad pinups, etc.

The school is not responsible for items lost or stolen from lockers, if the student fails to lock their locker or report their lock or locker broken.

VALUABLES AND PERSONAL ITEMS

If it is necessary to bring large amounts of money or valuables to school, leave it at the main office for safekeeping. **DO NOT LEAVE MONEY IN YOUR LOCKER.** Common items stolen are expensive articles of clothing, athletic shoes, electronic devices, and sunglasses. These items should not be brought to school, if possible.

To ensure a focused and productive learning environment, students should not have any toys, fidget devices, or other such objects whose presence would create a distraction for other students. If a teacher determines that an object in a student's possession creates a distraction for other students, the object will be confiscated and returned at an appropriate time. In some cases, further discipline may be warranted.

BICYCLES

Students who ride bicycles to school must park them immediately upon arrival at school in the racks provided. They are not to be ridden during the school day. Students are not permitted to borrow other student's bicycles. The school assumes no responsibility for damaged, lost, or stolen bicycles. It is suggested that students buy sprocket locks and use them when bicycles are parked in the racks. Students are reminded that bike riders must follow all traffic rules and directions. Bicycles should be walked directly off school grounds at the close of the school day and should not be left on school grounds overnight.

MEDIA CENTER/LIBRARY

The Elementary School library is open from 8:00 a.m. through 3:00 p.m. and before and after hours by special permission. The basic print material may be checked out one week at a time and may also be renewed. Each classroom visits the library once a week.

The MS/HS library is open from 7:45 a.m. through 3:30 p.m. and before and after hours by special permission. The basic print material may be checked out two weeks at a time and may also be renewed if the material is not requested by another party. Reserve and reference material may be checked out overnight (after school hours). Periodical materials and non-print materials may be used only in the resource area and may not be checked out.

Moreover, when students go to the library or any resource center, they are expected to remain in that area for the entire period unless otherwise specifically requested by the teacher or staff.

LOST AND FOUND

Lost and Found is located in the administrative offices and in the physical education offices. Students who find items should turn them in immediately.

COMPUTER LAB

Students are required to have an Authorization for Computer Use form signed by a parent or guardian on file with the office in order to use the computer lab. At the beginning of the year, each student will be logged onto the network with a user name and a password that they are expected to remember. This enables students to have a folder on the building server to store their electronic data for the year.

HALL PASS

Any student must have an appropriate hall pass to be in the halls while classes are in session and should not be gone for an excessive period of time. Students that exceed the smart pass time limit set by their teacher an additional three minutes will be subject to the following consequences below (by class period each semester):

First offense- Conference with student held and a written warning documented in Skyward.

Second offense- Lunch Detention assigned by the office.

Third offense- 5 Lunch Detentions assigned by the office.

Fourth and subsequent offenses- A Friday Late Stay Detention will be assigned.

CAFETERIA/FREE AND REDUCED PRICE MEALS

The following notification is provided to all households of students at the beginning of each school year as federally required notification regarding eligibility requirements and the application process for the free and reduced price food services that are listed in Board policy 4:130, *Free and Reduced-Price Food Services,* and 4:140, *Waiver of Student Fees.* This notification is also provided to households of students transferring to the District during the school year. For more information, see www.fns.usda.gov/school-meals/unpaid-meal-charges, and/or contact the Building Principal or designee.

Free and Reduced-Price Food Services Eligibility

When the parents/guardians of students are unable to pay for their child(ren)'s meal services, meal charges will apply per a student's eligibility category and will be processed by the District accordingly.

A student's eligibility for free and reduced-price food services shall be determined by the income eligibility guidelines, family-size income standards, set annually by the U.S. Dept. of Agriculture, and distributed by the Ill. State Board of Education.

Meal Charges for Meals Provided by the District

The Building Principal and District staff will work jointly to prevent meal charges from accumulating. Every effort to collect all funds due to the District will be made on a regular basis and before the end of the school year. Contact your Building Principal or designee about whether your child(ren)'s charges may be carried over at the end of the school year, i.e., beyond June 30th.

Unpaid meal charges are considered delinquent debt when payment is overdue as defined by Board policy 4:45, *Insufficient Fund Checks and Debt Recovery* and the Hunger-Free Students' Bill of Rights Act (105 ILCS 123/). The District will make reasonable efforts to collect charges classified as delinquent debt, *including repeated contacts to collect the amounts and, when necessary, requesting that the student's parent(s)/guardian(s) apply for meal benefits* to determine if the student qualifies for such benefits under Board policy 4:130, *Free and Reduced-Price Food Services.* The District will provide a federally reimbursable meal or snack to a student who requests one, regardless of the student's ability to pay or negative account balance.

When a student's funds are low and when there is a negative balance, reminders will be provided to the staff, students, and their parent(s)/guardian(s) at regular intervals during the school year. State law allows the Building Principal to contact parents(s)/guardian(s) to attempt collection of the owed money when the amount owed is more than the amount

of five lunches. If a parent/guardian regularly fails to provide meal money for the child(ren) that he/she is responsible for in the District and does not qualify for free meal benefits or refuses to apply for such benefits, the Building Principal or designee will direct the next course of action. Continual failure to provide meal money may require the District to notify the Ill. Dept. of Children and Family Services (DCFS) and/or take legal steps to recover the unpaid meal charges, up to and including seeking an offset under the State Comptroller Act, if applicable

The school cafeteria is maintained as a vital part of the health program of the school. Students are requested to cooperate by depositing all lunch litter in wastebaskets, returning all trays and utensils to the dishwashing area, and leaving the table and floor around you in a clear condition.

SULLIVAN SCHOOLS

The lunch program works much like a checking account whereby students or parents make deposits into a meal account and the amount for each meal the student eats is deducted from his/her personal account. Each student keys in their student ID number at the cashier's station and then the cashier enters the items the student has on his/her tray. If the meal is free, the computer will know not to charge that meal to the student's account. If the student is eligible for a reduced meal, the 40 cents will be deducted for the meal. Only the computer programmer knows the student's meal status. Students must have money in their account or have cash in hand to cover the cost of any snack items they wish to purchase. All accounting is computerized and parents may request information regarding the balance of their child's account at any time. **Students with a negative account balance exceeding -$10.00 will not be permitted to make ala carte (MS/HS) or extra milk (ES) purchases until the account balance is returned to good standing. LUNCH MONEY MUST BE DEPOSITED IN THE STUDENT ACCOUNT PRIOR TO 9:00 a.m. EACH MORNING.** Students may not borrow lunch money. Middle School, Freshmen, and Sophomore students must be in designated eating areas and are not permitted to leave campus for lunch unless accompanied by a parent. Juniors and Seniors may leave campus if they meet approved guidelines.

COMMONS GUIDELINES

Students may not take food or drink outside the cafeteria. All trays and utensils will be returned to an assigned place as students are finished eating. Food and drinks, with the exception of a bag lunch and a clear water bottle, will be prohibited in hallways, lockers, and classrooms. Students wishing to have outside food delivered to them at lunch must have the food delivered to the office between 11:30 and 11:40. Food should not be delivered before this time. Food delivered after this time can be picked up at the end of the school day. Students can then pick the food up from the office before going to the Commons. Food should not be delivered directly to students on the patio outside of the Commons. **SES Lunch:** With limited space in the cafeteria, parents wishing to eat lunch with their child in the cafeteria, must contact the office prior to 9:00 AM for accurate lunch account numbers and to confirm space is available. There will be a limit of 3 parents per lunch session, and spaces will be filled on a first come, first serve basis.

ENERGY DRINKS

The school is committed to fostering a healthy learning environment. Student possession or consumption of energy drinks (ex: Alani, Ghost, Celsius, Red Bull, Monster, Bang) is prohibited on school grounds. Energy drinks will be confiscated and disposed of.

1st Offense: Warning

2nd Offense: Lunch Detention & parent notification

3rd Offense: 5 Lunch Detentions and loss of "open beverage" privileges (student may only have bottled water for a set period)

VISITORS AND DELIVERIES

All visitors must report to the main office immediately upon entering the school building.

All visitors, including parents and siblings, are required to enter through the front door of the building and proceed immediately to the main office. Visitors should identify themselves and inform office personnel of their reason for being at school.

Visitors must sign in, identifying their name, the date and time of arrival, and the classroom or location they are visiting. Approved visitors must take a tag identifying themselves as a guest and place the tag on their outer clothing in a clearly visible location. Visitors are required to proceed immediately to their location in a quiet manner. All visitors must return to the main office and sign out before leaving the school.

Any person wishing to confer with a staff member should contact that staff member to make an appointment. Conferences with teachers are held, to the extent possible, outside school hours or during the teacher's conference/preparation period.

Visitors are expected to abide by all school rules during their time on school property. A visitor who fails to conduct himself or herself in a manner that is appropriate will be asked to leave and may be subject to criminal penalties for trespass and/or disruptive behavior.

Parents may report to the attendance office and request delivery of necessary items. Deliveries to students from outside services (flower shops) will be available at the end of the school day.

No person on school property or at a school event shall perform any of the following acts:

1. Strike, injure, threaten, harass, or intimidate a staff member, board member, sports official or coach, or any other person.
2. Behave in an unsportsmanlike manner or use vulgar or obscene language.
3. Unless specifically permitted by State law, possess a weapon, any object that can reasonably be considered a weapon or looks like a weapon, or any dangerous device.
4. Damage or threaten to damage another's property.
5. Damage or deface school property.
6. Violate any Illinois law or municipal, local, or county ordinance.
7. Smoke or otherwise use tobacco products.
8. Distribute, consume, use, possess, or be impaired by or under the influence of an alcoholic beverage, cannabis, other lawful product, or illegal drug.
9. Be present when the person's alcoholic beverage, cannabis, other lawful product, or illegal drug consumption is detectable, regardless of when and/or where the use occurred.
10. Use or possess medical cannabis, unless he or she has complied with Illinois' Compassionate Use of Medical Cannabis Act and district policies.
11. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner).
12. Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the board.
13. Operate a motor vehicle: (a) in a risky manner, (b) in excess of 20 miles per hour, or (c) in violation of an authorized district employee's directive.
14. Engage in any risky behavior, including roller-blading, roller-skating, or skateboarding.

15. Violate other district policies or regulations, or a directive from any authorized security officer or district employee.
16. Engage in any conduct that interferes with, disrupts, or adversely affects the district or a school function.

Any person who engages in prohibited conduct may be ejected from or denied admission to school property in accordance with State law. The person may also be subject to being denied admission to school athletic or extracurricular events for up to one calendar year.

SES SCHOOL PARTIES

Birthday Parties: Parents may order treats for their child's classroom through the school or buy a book for the classroom in celebration of their child's birthday. (Teachers may list a preference in their parent letter at the beginning of the school year.) No outside food is allowed into the classrooms due to the safety of those students with food allergies. The treats provided by the school take into consideration the food allergies within a classroom.

Invitations: No invitations for personal birthday parties may be distributed at school unless every child in the room is invited to the party and receives an invitation.

Holiday parties: Two holiday parties a year: Christmas and Valentine's Day. One treat will be served and may be eaten in the classroom. Treats will be ordered through the school.

SCHOOL VOLUNTEERS

All school volunteers must be approved by the school principal prior to assisting at the school. Some teachers utilize parent volunteers in the classroom. The individual teachers make this decision. Teachers who desire parent volunteers will notify parents. For school-wide volunteer opportunities, please contact the building principal.

Volunteers are required to check in and out at the main office and receive a visitor badge before going to their destination.

ACCOMMODATING INDIVIDUALS WITH DISABILITIES

Individuals with disabilities will be provided an opportunity to participate in all school-sponsored services, programs, or activities. Individuals with disabilities should notify the superintendent or building principal if they have a disability that will require special assistance or services and, if so, what services are required. This notification should occur as far in advance as possible of the school-sponsored function, program, or meeting.

- Sullivan Elementary School is completely accessible for parent(s)/guardian(s) who may have a disability and such parent(s)/guardian(s) should be able to attend any event in any room at the elementary school.
- Sullivan Middle School is completely accessible for parent(s)/guardian(s) who may have a disability and such parent(s)/guardian(s) should be able to attend any event in any room at the middle school.
- Sullivan High School is completely accessible for parents/guardians who may have a disability and such parent(s)/guardian(s) should be able to attend any event in any room at the high school. District board meetings are held in this building in the Unit Office Conference Room.

SCHOOL VISITATION RIGHTS

The School Visitation Rights Act permits employed parents/guardians, who are unable to meet with educators because of a work conflict, the right to time off from work under certain conditions to attend necessary school functions such as parent-teacher conferences, academic meetings, and behavioral meetings. Letters verifying participation in this program are available from the school office upon request.

SEXUAL HARASSMENT POLICY

Sexual harassment is a form of sex discrimination which violates Title VII and Title IX of the Civil Rights Act of 1964, as amended, and the Illinois Human Rights Act. It is the policy of Sullivan Community Unit School District No. 300 to maintain a learning and working environment that is free from sexual harassment. The School district prohibits any form of sexual harassment.

It shall be a violation of this policy for any student or employee of Sullivan Unit No. 300 to harass a student or an employee through conduct or communication of a sexual nature as defined by this policy.

The School District will act to investigate all complaints, formal or informal, verbal or written, of sexual harassment and to discipline any student or employee who sexually harasses a student or employee of the School District.

Students or employees should report any sexual harassment to the Building Principal/designee, Superintendent, Coordinator for Nondiscrimination or a counselor. If the claim of sexual harassment is against one of the foregoing persons, the student should instead report the harassment to any other of the persons specified.

The complete board of education policy on sexual harassment is on file and available for viewing in the building principal's office.

FAITH'S LAW

School districts are required to include in their student handbook the District's Employee code of Professional Conduct. These standards, in part, define appropriate conduct between school employees and students. A copy of these standards can be found on the District's website or requested from the Superintendent's office.

TITLE IX OF THE EDUCATIONAL AMENDMENTS OF 1972 (PROHIBITION OF SEX DISCRIMINATION)

Sullivan Community Unit School District #300 has designated Special Education Coordinator/SES Dean of Students to coordinate Unit #300 efforts to comply with the Federal Law under Title IX of the Educational Amendments of 1972, and to handle grievances alleging non-compliance with the Act which prohibits sex discrimination in federally assisted education programs. Sullivan Community Unit School District #300 further states its intent not to discriminate on the bases of sex in the educational programs, vocational programs, or activities which it operates. All questions may be directed to Special Education Coordinator/SES Dean of Students at 910 N. Graham St., Sullivan, IL 61951, (217) 728-2321 between 8:00 a.m. and 4:00 p.m. during the school year.

EQUAL EDUCATIONAL OPPORTUNITIES AND SEX EQUITY

Equal Educational and extracurricular opportunities are available to all students without regard to race, color, national origin, sex, sexual orientation, gender identity, ancestry, age, religion, physical or mental disability, status as homeless, immigration status, order of protection status, military status, unfavorable military discharge, reproductive health decisions, or actual or potential marital or parental status, including pregnancy.

No student shall, based on sex, sexual orientation, or gender identity be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities.

Any student or parent/guardian with a sex equity or equal opportunity concern should contact the Sullivan Schools' Title IX Coordinator at 217-728-2321.

Any student may file a sex discrimination complaint under the District's Title IX Grievance Procedure.

Any student may file a sex equity complaint under the District's Uniform Grievance Procedure. A student may appeal the Board's decision to the Regional Superintendent and, thereafter, to the State Superintendent of Education.

ANNUAL NOTICE OF NON-DISCRIMINATION

All Students are provided equal opportunities in all educational programs and for all services. No students shall be refused admission to, or be excluded from, any courses of instruction, vocational courses, or interscholastic athletic program by reasons of a person's race, color, national origin, age, sex, religion or handicap.

Sullivan Community Unit School District #300 policies ensure that equal educational opportunities are offered to students, regardless of race, color, national origin, age, sex, religion or handicap. Questions in reference to educational opportunities may be directed to Superintendent of Schools, 725 N. Main Street, Sullivan, IL 61951, or by calling (217) 728-8341.

The following Sullivan Community Unit School District #300 employees are responsible for the various mandated assurances:

Section 504 Handicapped- Haley Seeley, Special Education Coordinator/SES Dean of Students
910 N. Graham St.
Sullivan, IL 61951
(217) 728-2321

Title IX Sex Equity- Haley Seeley, Special Education Coordinator/SES Dean of Students
910 N. Graham St.
Sullivan, IL 61951
(217) 728-2321

Title VI Minorities- Bryce Wagner, Sullivan CUSD 300 Assistant Principal
110 W. Magill St.
Sullivan, IL 61951
(217) 728-8311

UNIFORM GRIEVANCE PROCEDURE

Students, parents, guardians, employees, or community members should notify any District Complaint Manager if they believe that the School Board, its employees, or agents have violated their rights guaranteed by the State or federal Constitution, State or federal statute, or Board policy, or have a complaint regarding:

1. Title II of the Americans with Disabilities Act;
2. Title IX of the Education Amendments of 1972;
3. Section 504 of the Rehabilitation Act of 1973;
4. Sexual harassment (Illinois Human Rights Act, Title VII of the Civil Rights Act of 1964, and Title IX of the Education Amendments of 1972);
5. Education for Homeless Children Act (105 ILCS 45/1);
6. The misuse of funds received for services to improve educational opportunities for educationally disadvantaged or deprived children; or
7. Curriculum, instructional materials, programs.

The Complaint Manager will attempt to resolve complaints without resorting to this grievance procedure and, if a complaint is filed, to address the complaint promptly and equitably. The right of a person to prompt and equitable resolution of the complaint filed hereunder shall not be impaired by the person's pursuit of other remedies and use of this grievance procedure does not extend any filing deadline related to the pursuit of other remedies.

1. Filing a Complaint

   A person (hereinafter Complainant) who wishes to avail himself/herself of this grievance procedure may do so by filing a complaint with any District Complaint Manager. The Complainant shall not be required to file a complaint with a particular Complaint Manager and may request a Complaint Manager of the same sex. The Complaint Manager may request the Complaint to provide a written

statement regarding the nature of the complaint or require a meeting with the parent(s)/guardian(s) of a student. The Complaint Manager shall assist the Complainant in filing a grievance.

2. Investigation

   The Complaint Manager will investigate the complaint or appoint a qualified person to undertake the investigation on his/her behalf. The complaint and identity of the Complainant will not be disclosed except (1) as required by law or this policy, or (2) as necessary to fully investigate the complaint, or (3) as authorized by the Complainant. The Complaint Manager shall file a written report of his/her findings with the Superintendent within five days. If a complaint of sexual harassment contains allegations involving the Superintendent, the written report shall be filed with the School Board, which shall render a decision in accordance with Section 3 of this policy. The Superintendent will keep the Board informed of all complaints.

3. Decision and Appeal

   The Superintendent shall appoint at least two Complaint Managers, one of each gender. The District's Nondiscrimination Coordinator may be appointed a Complaint Manager. The Superintendent shall insert into this policy the names, addresses, and telephone numbers of current Complaint Managers.

Name	Dan Allen, High School Principal	Leslie Guyot, Elementary School Principal
Address	110 W Magill St., Sullivan, IL 61951	910 N Graham, Sullivan, IL 61951
Telephone No.	217-728-8311	217-728-2321

LEGAL REF: Age Discrimination in Employment Act, 29 U.S.C. 621 et seq.
Americans with Disabilities Act, 42 U.S.C. 12101 et seq.
Equal Pay Act, 29 U.S.C. 206(d).
Immigration Reform and Control Act, U.S.C. 1324a et seq.
Rehabilitation Act of 1973, 29 U.S.C. 791 et seq.
Title VII of Civil Rights Act of 1964, 42 U.S.C. 2000e et seq.
Title IX of the Education Amendments, 20 U.S.C. 1681 et seq.
775 ILCS 5/1-101 et seq.
105 ILCS 5/10-20.7a, 5/10-22.5, 5/22-19, 5/24-4, and 5/27.1.
23 III. Admin. Code 1.240 and 200-40.

EQUAL EMPLOYMENT OPPORTUNITY

In compliance with School Board policies, state and federal statues, rules and regulations, the school district declares its absolute commitment to equal opportunity employment for all personas regardless of race, color, creed, gender, sexual orientation, handicapping condition, or national origin.

ANIMALS ON SCHOOL PROPERTY

In order to assure student health and safety, animals are not allowed on school property, except in the case of a service animal accompanying a student or other individual with a documented disability. This rule may be temporarily waived by the building principals in the case of an educational opportunity for students, provided that (a) the animal is appropriately housed, humanely cared for, and properly handled, and (b) students will not be exposed to a dangerous animal or an unhealthy environment.

EMERGENCY SCHOOL CLOSINGS

In the event it is necessary to close the schools due to weather conditions or other local emergencies, your primary source of information will be the school website, social media pages, and a text or voice message sent to the primary guardians listed in Skyward.

The administration will obtain the status of driving conditions via various internet, television, and Township Road Commissioner sources. When weather conditions dictate, the administration will send information to the school website, social media pages, and a text or voice message sent to the primary guardians listed in Skyward.arri

VIDEO AND AUDIO MONITORING SYSTEM

In order to provide a safe environment for students, faculty/staff, and visitors, Sullivan Schools may be monitored using video surveillance. A video monitoring system may be in use in public areas of the school building. These systems have been put in place to protect students, staff, visitors and school property. If a discipline problem is captured on audiotape or videotape, these recordings may be used as the basis for imposing student discipline. If criminal actions are recorded, a copy of the tape may be provided to law enforcement personnel.

SAFE SCHOOLS ZONE

In an effort to provide safe and drug free schools for our students, the following items are prohibited within the "SAFE ZONE" around the school complex:

1. Students under the age of 21 years in possession of, or using, tobacco products.
2. Students in possession of, using, or under the influence of any illegal substance.
3. Students using, or in the possession of any type of weapon. For the purposes of this policy, weapon is defined to be a firearm including any weapon which expels (or is designed to expel) a projectile by action of an explosive, and any "destructive device" meaning "any explosive, incendiary, or poison gas" including bombs, grenades, rockets, missiles, or mines. The term "weapon" means possession; use; control or transfer of any object which may be used to cause bodily harm, including but not limited to, a weapon as defined by Section 921 of Title 18, United States Code; firearm as defined in Section 1.1 of the Firearm Owners Identification Act; use of weapon as defined in Section 24-1 of the Criminal Code; guns, firearms, rifles, shotguns, brass knuckles, billy clubs, or "look-alikes" thereof. Such items as baseball bats, pipes, bottles, locks, sticks, pencils, pens or other items that may be considered weapons if used or attempted to be used to cause bodily harm.

The "safe zone" boundaries shall include Wyman Park to Worth Street on the east; McClellan Street on the west; Strain Street on the south; and the railroad tracks on the north, including Park Drive. Students are prohibited from possessing or using the above mentioned articles in this "safe zone".

Students who are serving an Out-of-School Suspension or have been expelled are prohibited from being in the "safe school zone."

MEDICAL

SCHOOL NURSE

The school nurse provides services to all students in the Sullivan School District. The school nurse is in the district from 7:30 a.m. to 3:30 p.m. The following are among several duties defined as performance responsibilities for the school nurse:

1. To dispense medication to all students who are in need.
2. To contact homes of children referred by principals.
3. To assume authority, in the absence of a physician, for the care of a student or staff member who has suffered injury or emergency illness.

IMMUNIZATION, HEALTH, EYE & DENTAL EXAMINATION

Sullivan Community School District requests that all physicals and immunizations be up-to-date by the first day of school for those entering kindergarten. Students who do not comply with the State Guidelines of physicals and immunizations will not be allowed to attend school. Parents or guardians of children excluded for lack of physicals/immunizations are subject to fines or jail. Section 26-1 of the Illinois School

Code (105 ILCS 5/26-10) states "the person having custody or control over children who is excluded under Section 27-8.1 is subject to ....., punishable by 30 days' imprisonment and/or a fine of up to $500.00."

All students entering, transferring, or advancing into 6th, 7th, 8th, 9th, 10th, 11th or 12th grades will be required to show proof of receipt of one dose of Tdap vaccine (containing tetanus, diphtheria, acellular pertussis). Most students may have already received the vaccine and simply need to provide the school with verifying documentation from the family health care provider. Testing for pertussis immunity is not reliable and will not meet the requirement.

Required Health Examinations and Immunizations

All students are required to present appropriate proof of a health examination and the immunizations against, and screenings for, preventable communicable diseases 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 for the first time, regardless of the student's grade.

Proof of immunization against meningococcal disease is required for students in grades 6 and 12. A diabetes screening must be included as part of the health exam (though diabetes testing is not required). Students between the age of one and seven must provide a statement from a physician assuring that the student was "risk-assessed" or screened for lead poisoning. Beginning with the 2017-2018 school year, an age-appropriate developmental screening and an age-appropriate social and emotional screening are required parts of each health examination.

Failure to comply with the above requirements by October 15 of the current school year1 will result in the student's exclusion from school until the required health forms are presented to the school, subject to certain exceptions. A student will not be excluded from school due to his or her parent/guardian's failure to obtain a developmental screening or a social and emotional screening.

New students who register mid-term have 30 days following registration to comply with the health examination and immunization requirements. If a medical reason prevents a student from receiving a required immunization by October 15, the student must present, by October 15, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by an appropriate medical professional.

Eye Examination

All students entering kindergarten or the school for the first time must present proof by October 15 of the current school year of an eye examination performed within one year. Failure to present proof by October 15, allows the school to hold the student's report card until the student presents: (1) proof of a completed eye examination, or (2) that an eye examination will take place within 60 days after October 15.

Dental Examination

All students entering kindergarten, second, sixth and ninth grades must present proof by May 15 of the current school year of having been examined by a licensed dentist within the last 18 months. Failure to present proof allows the school to hold the child's report card until the student presents: (1) proof of a completed dental examination, or (2) that a dental examination will take place within 60 days after May 15.

Exemptions

A student will be exempted from the above requirements for:

1. Medical grounds if the student's parent/guardian presents to the building principal a signed statement explaining the objection;
2. Religious grounds if the student's parent/guardian presents to the building principal a completed Certificate of Religious Exemption;
3. Health examination or immunization requirements on medical grounds if a physician provides written verification;
4. Eye examination requirement if the student's parent/guardian shows an undue burden or lack or access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist; or
5. Dental examination requirement if the student's parent/guardian shows an undue burden or a lack of access to a dentist.

STUDENT MEDICATION

Taking medication during school hours or during school-related activities is prohibited unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child by completing a "School Medication Authorization Form."

MEDICATION MUST BE BROUGHT TO THE SCHOOL IN A BUBBLE PACKAGE BY THE PARENT OR ANOTHER ADULT.

1. All medications shall display: student's name, prescription number, medication name, dosage, specific directions, date, refill, physician's name, pharmacy or dispensing physician's name including address and phone number, and the name or initials of pharmacist.
2. Medications must be stored in a separate locked drawer or cabinet. Medications requiring refrigeration should be refrigerated in a secured area.
3. **THE PARENT/GUARDIAN WILL BE RESPONSIBLE** at the end of the treatment regime for removing from the school, any unused medication which was prescribed for their student. If the parent/guardian does not pick up the medication by the end of the school year, the designated employee in the presence of a witness, who is responsible for supervising the self-administration of medication, will dispose of and document that medications were discarded. This document will be put in the student's medication record.
4. The school will maintain a log for each self-administered medication. The log will include date, time, and initials of the designee after each medication is administered.

No school or district employee is allowed to administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed School Medication Authorization Form is submitted by the student's parent/guardian. No student is allowed to possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this procedure.

Self-Administration of Medication

A student may possess and self-administer an epinephrine delivery system and/or an asthma inhaler or medication prescribed for use at the student's discretion, provided the student's parent/guardian has completed and signed a School Medication Authorization Form. Students who are diabetic may possess and/or self-administer diabetic testing supplies, equipment, and insulin if authorized by the student's diabetes care plan, which must be on file with the school. Students with epilepsy may possess and/or self-administer supplies, equipment and medication, if authorized by the student's seizure action plan, which must be on file with the school. Students may self-administer (but not possess on their person) other medications required under a qualified plan, provided the student's parent/guardian has completed and signed a School Medication Authorization Form. The school and district shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication, including asthma medication or epinephrine delivery system or medication required under a qualifying plan. A student's parent/guardian must indemnify and hold harmless the school district and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine delivery system, asthma medication, and/or a medication required under a qualifying plan.

Administration of Medical Cannabis

In accordance with the Compassionate Use of Medical Cannabis Program, qualifying students are allowed to utilize medical cannabis infused products while at school and school events. Please contact the building principal for additional information. Discipline of a student for being administered a product by a designated caregiver pursuant to this procedure is prohibited. The District may not deny a student attendance at a school solely because he or she requires administration of the product during school hours.

Undesignated Medications

The school may maintain the following undesignated prescription medications for emergency use: (1) Asthma medication; (2) Epinephrine delivery system; (3) Opioid antagonists; and (4) Glucagon. No one, including without any limitation, parents/guardians of students, should rely

on the school or district for the availability of undesignated medication. This procedure does not guarantee the availability of undesignated medications. Students and their parents/guardians should consult their own physician regarding these medication(s).

Emergency Aid to Students

Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including administering medication.

STUDENTS WITH FOOD ALLERGIES

State law requires our school district to annually inform parents of students with life-threatening allergies or life-threatening chronic illnesses of the applicable provisions of Section 504 of the Rehabilitation Act of 1973 and other applicable federal statutes, state statutes, federal regulations and state rules.

If your student has a life-threatening allergy or life-threatening chronic illness, please notify the building principal.

Federal law protects students from discrimination due to a disability that substantially limits a major life activity. If your student has a qualifying disability, an individualized Section 504 Plan will be developed and implemented to provide the needed supports so that your student can access his or her education as effectively as students without disabilities.

Not all students with life-threatening allergies and life-threatening chronic illnesses may be eligible under Section 504. Our school district also may be able to appropriately meet a student's needs through other means.

CARE OF STUDENTS WITH DIABETES

If your child has diabetes and requires assistance with managing this condition while at school and school functions, a Diabetes Care Plan must be submitted to the building principal. Parents/guardians are responsible for and must:

1. Inform the school in a timely manner of any change which needs to be made to the Diabetes Care Plan on file with the school for their child.
2. Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers.
3. Sign the Diabetes Care Plan.
4. Grant consent for and authorize designated School District representatives to communicate directly with the health care provider whose instructions are included in the Diabetes Care Plan.

For further information, please contact the building principal.

BREASTFEEDING STUDENTS

Students who choose to breastfeed an infant after returning to school are provided reasonable accommodations. A student who is a nursing mother may take reasonable breaks during the school day to express breast milk or breastfeed her infant. Reasonable accommodations include, but are not limited to:

1. Access to a private and secure room, other than a bathroom, to express breast milk or breastfeed an infant.
2. Permission to bring onto school campus a breast pump or other equipment used to express breast milk.
3. Access to a power source for a breast pump or any other equipment used to express breast milk.
4. Access to a place to store expressed breast milk safely.
5. Reasonable breaks to accommodate the student's need to express breast milk or breastfeed an infant child or attend to health needs associated with breastfeeding (including eating, drinking, or using the restroom).
6. The opportunity to make up work missed due to the student's use of reasonable accommodations for breastfeeding.

***Complaints regarding violations of this procedure should be made to the Building Principal, the District's Complaint Manager, or Non-Discrimination Coordinator.**

HEAD LICE

The school will observe the following procedures regarding head lice.

1. Parents are required to notify the school nurse if they suspect their child has head lice.
2. Infested students will be sent home following notification of the parent or guardian.
3. The school will provide written instructions to parent or guardian regarding appropriate treatment for the infestation.
4. A student excluded because of head lice will be permitted to return to school only when the parent or guardian brings the student to school to be checked by the school nurse or building principal and the child is determined to be free of the head lice and eggs (nits). Infested children are prohibited from riding the bus to school to be checked for head lice.

PREVENTION OF ANAPHYLAXIS

While it is not possible for the School or District to completely eliminate the risks of an anaphylactic emergency, the District maintains a comprehensive policy on anaphylaxis prevention, response, and management in order to reduce these risks and provide accommodations and proper treatment for anaphylactic reactions. Parent(s)/guardian(s) and any students who desire more information or who want a copy of the District's policy may contact the Building Principal.

INFECTIOUS DISEASE POLICY NOTIFICATION

When the Building Principal receives notification that a child in the district has been diagnosed as having a contagious disease, Acquired Immune Deficiency Syndrome (AIDS), AIDS-Related Complex (ARC), Human Immunodeficiency Virus (HIV), the Principal shall immediately notify the Superintendent of the child's identity. The Principal may, as necessary, disclose the identity of the infected child to those persons who, by federal or State law, are required to decide the placement or educational program of the child, the school nurse, and the applicable classroom teachers. Others may be informed as necessary, provided the child's identity is not revealed. The administration shall observe all rules of the Illinois Department of Public Health regarding communicable and chronic infectious disease. The superintendent shall develop and implement procedures for the District to report to the local health authority, where appropriate, known or suspected cases of a communicable and chronic infectious disease involving a District student. The collection and maintenance of the student's medical information shall be done in a manner which ensures the strictest confidentiality and is in accordance with federal and state laws regarding student records.

The determination of whether the student with a communicable and chronic infectious disease shall be permitted to attend school in a regular classroom setting or participate in school activities with other students shall be made on a case-by-case basis by the Communicable and Chronic Infectious Disease Review Team, the student's personal physician and local health authorities, and the Multi-Disciplinary Committee. The Communicable and Chronic Infectious Disease Review Team will consist of the Superintendent, School Nurse, Principal and representative from the Moultrie County Department of Public Health. If the infected student is not permitted to attend school in a regular classroom or participate in school activities with other students, due to a determination that he or she poses a high risk of transmission of a communicable and chronic infectious disease to other students and staff, every reasonable effort shall be made to provide the student with an adequate alternative education. State regulations and school policy regarding homebound instruction shall apply. Temporary removal of the student from the District's classroom(s) may be appropriate when:

1. The student lacks control of bodily secretions;
2. The student has open sores that cannot be covered;
3. The student demonstrates behavior (e.g., biting) which could result in direct inoculation of potentially infected body fluids into the bloodstream.

If a student is determined to be a potential health risk to other students or staff, as determined by the Communicable and Chronic Infectious Disease Review Team, parents of students in direct contact with that student will be notified by the Principal. Temporary removal of the student from the classroom for those reasons listed is not to be construed as the only response to reduce risk of transmission of a

communicable and chronic infectious disease. The District shall be flexible in its response and attempt to use the least restrictive means to accommodate the students' needs. The removal of a student with a communicable and chronic infectious disease from normal school attendance shall be reviewed by the Communicable and Chronic Infectious Disease Review Team, in consultation with the student's personal physician and local public health authorities at least once every month to determine whether the condition precipitating the removal has changed. When a student returns to school after an absence due to a communicable and chronic infectious disease, the school administration may require that he or she present a certificate from a physician licensed in the State of Illinois stating that the student qualifies for re-admission to school under the rules of the Illinois Department of Public Health which regulate periods of incubation, communicability, quarantine and reporting. If the parent(s)/guardian(s) disagree with the student's alternative educational placement or program, they shall be offered the opportunity to an appeal to the School Board within 10 days of their notification of the decision of the Communicable and Chronic Infectious Disease Review Team.

The Superintendent/designee shall be responsible for communicating and interpreting the District's communicable and chronic infectious disease policies and procedures to School District personnel, parents, students and community persons.

SUICIDE AND DEPRESSION AWARENESS AND PREVENTION

Youth suicide impacts the safety of the school environment. It also affects the school community, diminishing the ability of surviving students to learn and the school's ability to educate. Suicide and depression awareness and prevention are important goals of the school district.

The school district maintains student and parent resources on suicide and depression awareness and prevention. Much of this information, including a copy of school district's policy, is posted on the school district website. Information can also be obtained from the school office.

If you need assistance, help is also available from the following organizations:

National Suicide Prevention Lifeline

Call or text 988

Crisis Text Line

Text HOME to 741741

Safe2Help Illinois

Call 844-4-SAFEIL (723345)

Text SAFE2 (72332)

SCHOOL OPERATIONS DURING A PANDEMIC OR OTHER HEALTH EMERGENCY

A pandemic is a global outbreak of disease. Pandemics happen when a new virus emerges to infect individuals and, because there is little to no pre-existing immunity against the new virus, it spreads sustainably. Your child's school and district play an essential role, along with the local health department and emergency management agencies, in protecting the public's health and safety during a pandemic or other health emergency.

During a pandemic or other health emergency, you will be notified in a timely manner of all changes to the school environment and schedule that impact your child. Please be assured that even if school is not physically in session, it is the goal of the school and district to provide your child with the best educational opportunities possible. Additionally, please note the following:

1. All decisions regarding changes to the school environment and schedule, including a possible interruption of in-person learning, will be made by the superintendent in consultation with and, if necessary, at the direction of the Governor, Illinois Department of Public Health, local health department, emergency management agencies, and/or Regional Office of Education.
2. Available learning opportunities may include remote and/or blended learning. Blended learning may require your child to attend school on a modified schedule.

3. Students will be expected to participate in blended and remote instruction as required by the school and district. Parents are responsible for assuring the participation of their child. Students who do not participate in blended or remote learning will be considered truant.
4. All school disciplinary rules remain in effect during the interruption of in-person learning. Students are subject to discipline for disrupting the remote learning environment to the same extent that discipline would be imposed for disruption of the traditional classroom.
5. Students and parents will be required to observe all public health and safety measures implemented by the school and district in conjunction with state and local requirements.
6. During a pandemic or other health emergency, the school and district will ensure that educational opportunities are available to all students.
7. School personnel will work closely with students with disabilities and other vulnerable student populations to minimize the impact of any educational disruption.
8. Students who have a compromised immune system, live with an individual with a compromised immune system, or have a medical condition that may impact their ability to attend school during a pandemic or other public health emergency should contact school officials.
9. During a pandemic or other health emergency, teachers and school staff will receive additional training on health and safety measures.
10. In accordance with school district or state mandates, the school may need to conduct a daily health assessment of your child. Parents and students will be notified of the exact assessment procedures if this becomes necessary.
11. Parents should not send their child to school if their child exhibits any symptoms consistent with the pandemic or other health emergency.
12. Please do not hesitate to contact school or district officials if you have any concerns regarding your child's education, health, or safety.

TRANSPORTATION AND PARKING

BUS TRANSPORTATION

The district provides bus transportation to and from school for all students living 1.5 miles or more from the school. A list of bus stops will be published at the beginning of the school year before student registration. Parents must, at the beginning of the school year, select one bus stop at which a student is to be picked up, and one stop at which a student is to be dropped off. Students are not permitted to ride a bus other than the bus to which they are assigned. Exceptions must be approved in advance by the building principal.

While students are on the bus, they are under the supervision of the bus driver. In most cases, bus discipline problems can be handled by the bus driver. In the case of a written disciplinary referral, student bus problems will be investigated and handled by the building principal. Students are expected to follow all school rules while on the bus. Students may be suspended from riding the school bus for up to 10 consecutive school days for violating school rules or for engaging in other gross disobedience or misconduct. The school board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons. The district's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus.

A student who is suspended from riding the school bus and who does not have alternative transportation to school shall be allowed the opportunity to make up all missed work for equivalent academic credit. It is the responsibility of the student's parent or guardian to notify the school that the student does not have alternative transportation to school.

In the interest of the student's safety and in compliance with State law, students are also expected to observe the following:

1. Be aware of moving traffic and pay attention to your surroundings.

2. Dress properly for the weather. Make sure all drawstrings, ties, straps, etc. on all clothing, backpacks and other items, are shortened or removed to lessen the likelihood of them getting caught in bus doors, railings or aisles.
3. Arrive on time at the bus stop, and stay away from the street while waiting for the bus.
4. Stay away from the bus until it stops completely and the driver signals you to board. Enter in single file without pushing. Always use the handrail.
5. Take a seat right away and remain seated facing forward. Keep your hands, arms, and head inside the bus.
6. Talk quietly on the bus. No shouting or creating loud noises that may distract the driver. Tablets, iPods®, iPads®, smart phones, and other electronic devices must be silenced on the bus unless a student uses headphones.
7. Help keep the bus neat and clean. Keep belongings out of the aisle and away from emergency exits. Eating and drinking are not allowed on the bus.
8. Always listen to the driver's instructions. Be courteous to the driver and other students. Sit with your hands to yourself and avoid making noises that would distract the driver or bother other passengers. Remain seated, keeping your hands, arms, and head inside the bus at all times.
9. Wait until the bus pulls to a complete stop before standing up. Use the handrail when exiting the bus.
10. Stay out of the danger zone next to the bus where the driver may have difficulty seeing you. Take five giant steps away from the bus and out of the danger zone, until you can see the driver and the driver sees you. Never crawl under a bus.
11. If you must cross the street after you get off the bus, wait for the driver's signal and then cross in front of the bus. Cross the street only after checking both ways for traffic.
12. Never run back to the bus, even if you dropped or forgot something.

USE OF VIDEO CAMERAS ON SCHOOL BUSES

Video and audio cameras may be used on school buses as necessary in order to monitor conduct and maintain a safe environment for students and employees. The content of the videotapes may be used in a student disciplinary proceeding. Videotapes will be retained only if necessary for use in a student disciplinary proceeding or other matter as deemed necessary by the administration.

NOTICE TO PARENTS/GUARDIANS

Parent(s) or legal guardian(s) who must provide transportation to and from school, **because free transportation is not available for their children**, may be eligible to receive money from the state to help offset some of the cost; for example, bus fares, or mileage reimbursement for private automobiles at current IRS reimbursement rate.

If you can answer **yes** to the following questions for the current school year, you may be eligible to receive reimbursement for providing such transportation.

1. Was the pupil under the age of 21 at the close of the school year?
2. Was the pupil a full-time student in grades kindergarten through 12?
3. Did the pupil either live 1 1/2 miles or more from school or live less than 1 1/2 miles from school but **must be transported** due to a serious safety hazard approved by the Illinois Department of Transportation? (See following paragraphs.)
4. Did the pupil attend a school within Illinois which meets Illinois compulsory attendance laws?
5. Did the parent/guardian incur transportation expenses resulting from transporting the pupil to and from school?
6. Did the pupil not have access to transportation to and from school provided entirely at public expense?
7. Did the parent/guardian reside within Illinois during the time period expenses were incurred?

If you answered yes to the above questions, lived in Illinois and wish to file a claim, you must go to the school where each of your children is enrolled by June 30th to complete a claim application. Claim forms should be available from March through June 30th.

In addition, parent(s)/guardian(s) who had pupils living **less than 1 1/2 miles** from the school attended must verify that a safety hazard due to vehicular traffic existed by completing an Application for Determination of Serious Safety Hazard at the Regional Superintendent of Schools office for the county in which they live except Cook. Cook County residents must receive and submit applications from Illinois State Board of Education, 100 North First Street, Springfield, Illinois 62777 **by February 1st.** The Regional Superintendent of Schools is required to send the Application to the Illinois Department of Transportation within 15 days. The Illinois Department of Transportation reviews and approves or denies the Application and returns it to the Regional Superintendent of Schools within 30 days. Upon receipt of the reviewed Application, the Regional Superintendent of Schools will mail it to the parent/guardian who requested the safety hazard be verified. **If the Safety hazard is approved, the parent/guardian must go to the school the pupil attended and complete the claim form**. Parents who received verification of a safety hazard during and after the 1991-92 school year, whose children attend the same school and live at the same address, do not have to reapply for safety hazard verification.

Once all claims are completed at the school, the claim forms will be sent to the Illinois State Board of Education. If your claim is approved, you should receive a check directly from the state during January, for the lesser of the cost of transporting your child/children or the average per pupil reimbursement paid to public schools for transporting regular education pupils. If insufficient funds are appropriated by the General Assembly, all claims will be prorated.

If you have any questions, please call or come to the school as soon as possible.

BUS CONDUCT

Students are expected to follow all schools when riding the school bus. A student may be suspended from riding the bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct, including but not limited to, the following:

1. Violating any school rule or school district policy.
2. Willful injury or threat of injury to a bus driver or to another rider.
3. Willful and/or repeated defacement of the bus.
4. Repeated use of profanity.
5. Repeated willful disobedience of a directive from a bus driver or other supervisor.
6. Such other behavior as the building principal deems to threaten the safe operation of the bus and/or its occupants

If a student is suspended from riding the bus for gross disobedience or misconduct on a bus, the School Board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons.

A student suspended from riding the bus who does not have alternate transportation to school shall have the opportunity to complete or make up work for equivalent academic credit. It shall be the responsibility of the student's parent or guardian to notify the school that the student does not have alternate transportation.

Failure to adhere to these rules will result in the following bus consequences:

Discipline for bus-related incidents is not strictly progressive. While minor infractions may result in a warning, the administration reserves the right to assign more severe consequences for a first offense based on the nature and severity of the student's conduct. Bus consequences include but not limited to: Warning, One-day bus suspension, Three-day bus suspension, Ten-day bus suspension, hearing to consider bus expulsion

Bus suspensions of fewer than ten days may be appealed to the building principals then superintendent. Bus suspension of ten days or greater and bus expulsions may be appealed to the building principal, then superintendent, then School Board.

Additional consequences may be enforced by the administration.

RAILWAY SAFETY

The following railway safety messages are provided in accordance with State law.

(1) Cross tracks only at designated pedestrian or roadway crossings and observe and obey all warning signs and signals.

(2) Never walk down a train track; it is illegal and dangerous. By the time a locomotive engineer sees a trespasser or vehicle on the tracks, it is too late to stop even when the emergency brakes are activated.

(3) The only safe place to cross is at a designated public crossing, equipped with crossbucks, flashing red lights, or gates. Crossing anywhere else is trespassing, which can result in a ticket and fine.

(4) Do not cross tracks immediately after a train passes. Additional trains may be approaching when blocked by the first. Trains can travel at any time and in either direction. Wait until both directions can be clearly observed.

(5) Flashing red lights signal that a train or rail equipment is approaching from either direction, and a fine can be charged for ignoring such signals. Never walk around or stop between lowered gates at a crossing. Do not cross the tracks until the red lights stop flashing and it is safe to do so.

(6) Rails and recreation do not mix.

PARKING [HS]

Students may park their vehicles in the north parking lot. Vehicles must be parked between the painted lines of their designated spot with the parking permit clearly visible, and must be driven under the speed limit of 10 miles per hour while in the lot. Vehicles should be driven safely and must yield to pedestrians. Vehicles parked outside painted lines or designated parking spots may be ticketed or towed at the discretion of the school, at the vehicle owner's expense. Students caught driving recklessly in the parking lot may be subject to disciplinary action.

The spots designated for school staff, personnel, and others designated by administration MAY NOT be used by students at any time. Student vehicles parked in these lots may be ticketed or towed at the discretion of administration.

The school is not responsible for student vehicles, any possessions left in them, or anything attached to the vehicles. STUDENTS PARK THEIR VEHICLES ON OR NEAR SCHOOL PROPERTY AT THEIR OWN RISK. Students should be aware their vehicles are not protected in any way while in the parking lot, and items of value should not be left in or near the vehicle while unattended.

Students have no reasonable expectation of privacy in cars parked on school grounds. School lots are regularly searched by contraband dogs, administration, and police officers. Students should be aware that items and spaces on school grounds are subject to search and view by others, and that prohibited items discovered during the course of a search may result in discipline, including, but not limited to, expulsion from school.

Vehicles MAY NOT be parked or located in the bus lanes or fire lanes at ANY TIME. Bus lanes and fire lanes are clearly marked. Vehicles located in these locations may be ticketed and/or towed by the police.

Video cameras may be active in parking lots and may be used for the purposes of investigation into student misconduct. Discipline for misconduct includes all disciplinary measures in the student discipline code and/or withdrawal of parking privileges.

PARENTAL RIGHTS NOTIFICATIONS

TEACHER QUALIFICATIONS

Parents/guardians may request information about the qualifications of their student's teachers and paraprofessionals, including:

- Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
- Whether the teacher is teaching under an emergency or other provisional status through which State qualification and licensing criteria have been waived;
- Whether the teacher is teaching in a field of discipline of the teacher's certification;
- Whether any instructional aides or paraprofessionals provide services to your student and, if so, their qualifications.

If you would like to receive any of this information, please contact the school office.

STANDARDIZED TESTING

Students and parents/guardians should be aware that students will take standardized tests at various points throughout the school year in accordance with district and state policies. These tests include but are not limited to the IAR exam, MAP exams, the PSAT, and the ACT. Parents/Guardians are encouraged to cooperate in preparing students for the standardized testing, because the quality of the education the school can provide is partially dependent upon the school's ability to continue to prove its success in the state's standardized tests. Parents/Guardians can assist their students achieve their best performance by doing the following:

1. Encourage students to work hard and study throughout the year;
2. Ensure students get a good night's sleep the night before exams;
3. Ensure students eat well the morning of the exam, particularly ensuring they eat sufficient protein;
4. Remind and emphasize for students the importance of good performance on standardized testing;
5. Ensure students are on time and prepared for tests, with appropriate materials;
6. Teach students the importance of honesty and ethics during the performance of these and other tests;
7. Encourage students to relax on testing day.

VOCATIONAL EDUCATION ACT

The Carl D. Perkins Vocational Educational Act signed on October 19, 1984 provided financial assistance to the State of Illinois for vocational education programs. The Perkins Act mandates that every student and his/her parents be informed before registering for the ninth grade of vocational courses that will be available in high school.

HOMELESS CHILD'S RIGHT TO EDUCATION

When a child loses permanent housing and becomes a homeless person as defined at law, or when a homeless child changes his or her temporary living arrangements, the parent or guardian of the homeless child has the option of either:

1. Continuing the child's education in the school of origin for as long as the child remains homeless or, if the child becomes permanently housed, until the end of the academic year during which the housing is acquired; or
2. Enrolling the child in any school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.

Dispute Resolution: If you disagree with school officials about enrollment, transportation or fair treatment of a homeless child or youth, you may file a complaint with the school district. The school district must respond and attempt to resolve it quickly. The school district must refer

you to free and low cost legal services to help you, if you wish. During the dispute, the student must be immediately enrolled in the school and provided transportation until the matter is resolved.

Every Illinois Public School has a Homeless Education Program Liaison who will assist you in making enrollment and placement decisions, providing notice of any appeal process, and filling out dispute forms. The Homeless Education Program Liaison for the Sullivan School District is Nathan Ogle, middle school principal at Sullivan Schools and he can be reached at 728-8381.

HOMEBOUND AND HOSPITAL INSTRUCTION

A student who is absent from school, or whose physician, physician assistant, or licensed advance practice registered nurse anticipates his or her absence from school, because of a medical condition may be eligible for instruction in the student's home or hospital.

Appropriate educational services from qualified staff will begin no later than five school days after receiving a written statement from a physician, physician assistant, or licensed advanced-practice registered nurse. Instructional or related services for a student receiving special education services will be determined by the student's individualized education program.

A student who is unable to attend school because of pregnancy or pregnancy-related conditions, the fulfillment of parenting obligations related to the health of the child, or health and safety concerns arising from domestic or sexual violence will be provided home instruction under the following circumstances:

a. Before the birth of the child when the student's physician, physician assistant, or advanced practice registered nurse indicates, in writing, that she is medically unable to attend regular classroom instruction.
b. For up to three months after the child's birth or a miscarriage.
c. When a student must care for his or her ill child if:
    1. The child's physician, physician assistant, or advanced practice registered nurse informs the school, in writing, that the child has a serious health condition that would require the student to be absent from school for two or more consecutive weeks; and
    2. The student or the student's parent/guardian informs the school, in writing, that the student needs to care for the child during this period.
d. The student must treat physical or mental health complications or address safety concerns arising from domestic or sexual violence when a health care provider or an employee of the student's domestic or sexual violence organization informs the school in writing that the care is needed by the student and will cause the student's absence from school for two or more consecutive weeks.

The school may reassess home instruction provided to a student under No. 3 or No. 4 every two months to determine the student's continuing need for home instruction.

Periodic conferences will be held between appropriate school personnel, parent(s)/guardian(s), and hospital staff to coordinate course work and facilitate a student's return to school.

For information on home or hospital instruction, contact the building principal.

SEX EDUCATION INSTRUCTION

Students will not be required to take or participate in any class or courses in comprehensive sex education, including in grades 6-12, instruction on both abstinence and contraception for the prevention of pregnancy and sexually transmitted diseases, including HIV/AIDS; family life instruction, including in grades 6-12, instruction on the prevention, transmission, and spread of AIDS; instruction on diseases; recognizing and avoiding sexual abuse; or instruction on donor programs for organ/tissue, blood donor, and transplantation if his or her parent or guardian submits a written objection. The parent or guardian's decision will not be the reason for any student discipline, including suspension or expulsion. Nothing in this Section prohibits instruction in sanitation, hygiene or traditional courses in biology.

Parents or guardians may examine the instructional materials to be used in any district sex education class or course.

FIELD TRIPS

Field trips are a privilege for students. Students must abide by all school policies during transportation and during field-trip activities, and shall treat all field trip locations as though they are school grounds. Failure to abide by school rules and/or location rules during a field trip may subject the student to discipline. All students who wish to attend a field trip must receive written permission from a parent or guardian with authority to give permission. Students may be prohibited from attending field trips for any of the following reasons:

1. Failure to receive appropriate permission from parent/guardian or teacher;
2. Failure to complete appropriate coursework;
3. Behavioral or safety concerns;
4. Denial of permission from administration;
5. Other reasons as determined by the school.

MANDATED REPORTER

A district employee who has reasonable cause to suspect that a student may be an abused or neglected child shall report such a case to the Illinois Department of Children and Family Services. The employee shall notify the superintendent or Building Principal that a report has been made.

Abuse and neglect are defined in 325 ILCS 5/3 (Ch. 23, 2053). Abuse may be generally understood as any physical or mental injury or sexual abuse inflicted on a child other than by accidental means or creation of a risk of such injury or abuse by a person who is responsible for the child's welfare. Neglect may be generally understood as abandoning a child or failing to provide the proper support, education, medical, or remedial care required by law by one who is responsible for the child's welfare.

Any person required by law to report child abuse and neglect who willfully fails to report is guilty of a Class A misdemeanor. A teaching certificate may be suspended for willful failure to report suspected child abuse or neglect as required by law (105 ILCS 5/21-23 [Ch. 122, 21-23]).

SEX OFFENDER NOTIFICATION LAW

State law prohibits a convicted child sex offender from being present on school property when children under the age of 18 are present, except for in the following circumstances as they relate to the individual's child(ren):

1. To attend a conference at the school with school personnel to discuss the progress of their child.
2. To participate in a conference in which evaluation and placement decisions may be made with respect to their child's special education services.
3. To attend conferences to discuss issues concerning their child, such as retention or promotion.

In all other cases, convicted child sex offenders are prohibited from being present on school property unless they obtain written permission from the superintendent or school board.

Anytime that a convicted child sex offender is present on school property for any reason – including the three reasons above – he/she is responsible for notifying the principal's office upon arrival on school property and upon departure from school property. It is the responsibility of the convicted child sex offender to remain under the direct supervision of a school official at all times he/she is in the presence or vicinity of children.

A violation of this law is a Class 4 felony. Information about sex offenders and violent offenders against youth is available to the public on the Illinois Department of State Police website. The ISP website contains the following: Illinois Sex Offender Registry (https://isp.illinois.gov/Sor/Disclaimer), Illinois Murderer and Violent Offender Against Youth Registry (https://isp.illinois.gov/MVOAY/Disclaimer) and Frequently Asked Questions Concerning Sex Offenders (https://isp.illinois.gov/Sor/FAQs).

AWARENESS AND PREVENTION OF CHILD SEX ABUSE, GROOMING BEHAVIORS, AND BOUNDARY VIOLATIONS

Child sexual abuse, grooming behaviors, and boundary violations harm students, their parent/guardian, the District's environment, it's school communities, and the community at large, while diminishing a student's ability to learn.

Warnings signs of child sexual abuse include the following:

Physical Signs:

- Sexually transmitted infections (STI's) or other genital infections.
- Signs of trauma to the genital area, such as unexplained bleeding, bruising, or blood on the sheets, underwear, or other clothing.
- Unusual weight loss or gain

Behavioral Signs:

- Excessive talk about or knowledge of sexual topics.
- Keeping secrets.
- Not talking as much as usual.
- Not wanting to be left alone with certain people or being afraid to be away from primary caregivers.
- Regressive behaviors or resuming behaviors that the child had grown out of, such as thumb sucking or bedwetting.
- Overly compliant behavior.
- Sexual behavior that is inappropriate for the child's age.
- Spending an unusual amount of time alone.
- Trying to avoid removing clothing to change or bathe.

Emotional Signs:

- Change in eating habits or unhealthy eating patterns, like loss of appetite or excessive eating.
- Signs of depression, such as persistent sadness, lack of energy, changes in sleep or appetite, withdrawing from normal activities, or feeling "down."
- Change in mood or personality, such as increased aggression.
- Decrease in confidence or self-image.
- Anxiety, excessive worry, or fearfulness.
- Increase in unexplained health problems such as stomach aches and headaches.
- Loss or decrease in interest in school, activities, and friends.
- Nightmares or fear of being alone at night.
- Self-harming behaviors or expressing thoughts of suicide or suicidal behavior.
- Failing grades.
- Drug or alcohol use.

Warning Signs of Grooming Behaviors: School and District employees are expected to maintain professional and appropriate relationships with students based upon students' ages, grade levels, and developmental levels. Prohibited grooming is defined as (1.) any act, including but not limited to, any verbal, nonverbal, written, or electronic communication or physical activity, (2.) by an employee with direct contact with a student, (3.) that is directed toward or with a student to establish a romantic or sexual relationship with the student. Examples of grooming behaviors include, but are not limited to, the following behaviors:

- Sexual or romantic invitations to a student.
- Dating or soliciting a date from a student.
- Engaging in sexualized or romantic dialog with a student.

- Self-disclosure or physical exposure of a sexual, romantic, or erotic nature.
- Sexual, indecent, romantic, or erotic contact with a student.
- Failing to respect boundaries or listening when a student says “no.”
- Engaging in touching that a student or student’s parents/guardians have indicated is unwanted.
- Trying to be a student’s friend rather than filling an adult role in the student’s life.
- Failing to maintain age-appropriate relationships with students.
- Talking with students about personal problems or relationships.
- Spending time alone with a student outside of their role in the student’s life or making up excuses to be alone with a student.
- Expressing unusual interest in a student’s sexual development, such as commenting on sexual characteristics or sexualizing normal behaviors.
- Giving a student gifts without occasion or reason.
- Spending a lot of time with a student.
- Restricting a student’s access to other adults.

Warning Signs of Boundary Violations: School and District employees breach employee-student boundaries when they misuse their position of power over a student in a way that compromises the student’s health, safety, or general welfare. Examples of boundary violations include:

- Favoring a certain student by inviting the student to “hang out” or by granting special privileges.
- Engaging in peer-like behavior with a student.
- Discussing personal issues with a student.
- Meeting with a student off-campus without parent/guardian knowledge and/or permission.
- Dating, requesting, or participating in a private meeting with a student (in person or virtually) outside of a professional role.
- Transporting a student in a school or private vehicle without administrative authorization.
- Giving gifts, money, or treats to an individual student.
- Sending a student on personal errands.
- Intervening in a serious student problem instead of referring the student to an appropriately trained professional.
- Sexual or romantic invitations toward or from a student.
- Taking and using photos/videos of students for non-educational purposes.
- Initiating or extending contact with a student beyond the school day in a one-on-one or non-group setting.
- Inviting a student to an employee’s home.
- Adding a student on personal social networking sites as contacts when unrelated to a legitimate educational purpose.
- Privately messaging a student.
- Maintaining intense eye contact with a student.
- Making comments about a student’s physical attributes, including excessively flattering comments.
- Engaging in sexualized or romantic dialog.
- Making sexually suggestive comments directed toward or with a student.
- Disclosing confidential information.
- Self-disclosure of a sexual, romantic, or erotic nature.
- Full frontal hugs.
- Invading personal space.

If you believe you are a victim of child sexual abuse, grooming behaviors, or boundary violations, or you believe that your child is a victim, you should immediately contact the Building Principal, a school counselor, or another trusted adult employee of the School.

Additional Resources include:

National Sexual Assault Hotline at 800-656-HOPE (4673)

National Sexual Abuse Chat line at online.rainn.org

Illinois Department of Children and Family Services Hotline at 1-800-25-ABUSE (2873)

SPECIAL EDUCATION

Because of certain physical or environmental conditions, some students require particular attention and specialized teachers and programs. Unit #300 is a member of the Eastern Illinois Area of Special Education which is a voluntary cooperative effort of 38 schools in 10 counties joined together to meet these special needs. The special education programs covered include learning disabled, educable mentally handicapped, trainable mentally handicapped, behavior disordered, emotional disordered, hearing impaired, preschool, speech/language therapy, psychological evaluations, and supportive services. Sullivan Unit #300 provides speech/language therapy, learning disabilities classes, and a preschool class within the district and transport students to neighboring school districts for other specialized classes.

The Sullivan Schools and the Eastern Illinois Area of Special Education individually or cooperatively provide services for handicapping conditions. The supportive services of psychological evaluation consultative help, social work services, and help in referrals to outside agencies are also available to parents/students.

The administration and operation of Special Education is governed by Rules and regulations from the Illinois Office of Education dated effective August 23, 1976. Parents have the right upon request to the Special Education Coordinator to receive a copy of said Rules and Regulations. Parents who desire additional information about the special education program services available, or the rights of exceptional children should contact your building principal if the child is enrolled in school, or the superintendent if the child is not in school.

A case study evaluation to include a psychological evaluation may be requested by contacting the building principal if the student is in school or the superintendent if not in school. Indicate the nature of the problem and the individual initiating the referral will be informed of the process which is described in the "Flow Chart for Psychological Services" dated December, 1976.

Procedures for providing homebound instruction have been established and homebound instruction will be made available to students who are certified by a doctor that they will be out of school two weeks or more. Parents who think their child will need homebound instruction may request this program by contacting your building principal.

Right for Impartial Due Process Hearing: When there are differences between the local school district and the parents or other persons having primary care and custody of the child, or the child which cannot be resolved through the procedures regularly utilized by the district, an impartial due process hearing may be requested. A request for a hearing shall be made, in writing, to the Superintendent, Sullivan Community Unit #300. Such requests shall contain the reasons the hearing is being requested and all other information pertinent to the requests.

RIGHT OF DISABLED STUDENTS TO FREE AND APPROPRIATE PUBLIC EDUCATION (FAPE)

The Illinois State Board of Education has assured the provision of special education to all children with disabilities within federal statutory timelines. Such special education services:

1. Are provided at public expense, at no charge to parent(s)/guardian(s);
2. Are under the general supervision of the Illinois State Board of Education;
3. Meet the standards of the Illinois State Board of Education and all other applicable state and federal stanines, rules, or regulations;
4. Include preschool, elementary school and secondary school education in Illinois;
5. Are in conformity with an Individual Education Plan.

PUNS (PRIORITIZIATION OF URGENCY OF NEED FOR SERVICES) DATABASE INFORMATION FOR STUDENTS AND PARENTS OR GUARDIANS

The Illinois Department of Human Services (IDHS) maintains a statewide database known as the PUNS database (Prioritization of Urgency of Need for Services) that records information about individuals with intellectual disabilities or developmental disabilities who are potentially in need of services.

IDHS uses the data on PUNS to select individuals for services as funding becomes available, to develop proposals and materials for budgeting, and to plan for future needs. The PUNS database is available for children with intellectual disabilities or developmental disabilities with unmet service needs.

Registration to be included on the PUNS database is the first step toward receiving developmental disabilities services in this State. A child who is not on the PUNS database will not be in the queue for State developmental disabilities services.

For more information and to sign up for PUNS, see the Illinois Department of Human Services PUNS information page at https://www.dhs.state.il.us/page.aspx?item=41131.

You may also contact the Building Principal for assistance.

EDUCATION OF CHILDREN WITH DISABILITIES

It is the intent of the district to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 or the Individuals with Disabilities Education Act are identified, evaluated and provided with appropriate educational services.

The School provides a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the school. The term "children with disabilities" means children between ages 3 and the day before their 22nd birthday for whom it is determined that special education services are needed except those children with disabilities who turn 22 years of age during the school year are eligible for special education services through the end of the school year. It is the intent of the school to ensure that students with disabilities are identified, evaluated, and provided with appropriate educational services. For a child with an individualized education program (IEP), the school district must create related service logs that record the type of related services administered under the child's IEP and the minutes of each type of related service that has been administered. The school will provide a child's parent/guardian a copy of the related service log at the annual review of the child's IEP and at any other time upon request.

A copy of the publication "Explanation of Procedural Safeguards Available to Parents of Students with Disabilities" may be obtained from the school district office.

Students with disabilities who do not qualify for an individualized education program, as required by the federal Individuals with Disabilities Education Act and implementing provisions of this Illinois law, may qualify for services under Section 504 of the federal Rehabilitation Act of 1973 if the student (1) has a physical or mental impairment that substantially limits one or more life activities, (2) has a record of a physical or mental impairment, or (3) is regarded as having a physical or mental impairment.

For further information, please contact:

Haley Seeley, Special Education Coordinator/SES Dean of Students

217-728-2321 Ext. 1150

DISCIPLINE OF STUDENTS WITH DISABILITIES

Behavioral Interventions

Behavioral interventions shall be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. The District will establish and maintain a committee to develop, implement, and monitor procedures on the use of behavioral interventions for children with disabilities. The committee shall review the State Board of Education's guidelines on the use of behavioral interventions and use them as a non-binding reference. This policy and the behavioral intervention procedures shall be furnished to

the parent(s)/guardian(s) of all students with individual education plans within 15 days after their adoption or amendment by, or presentation to, the Board or at the time an individual education plan is first implemented for a student; all students shall be informed annually of the existence of this policy and the procedures. At the annual individualized education plan review, a copy of this policy shall be given to the parent(s)/guardian(s). The policy and procedures shall be explained. A copy of the procedures shall be available, upon request of the parent(s)/guardian(s).

Discipline of Special Education Students

The District shall comply with the provisions of the Individuals with Disabilities Education Act (IDEA) when disciplining students. No special education student shall be expelled if the student's particular act of gross disobedience or misconduct is a manifestation of his or her disability. Any special education student whose gross disobedience or misconduct is not a manifestation of his or her disability may be expelled pursuant to the expulsion procedures, except that such disabled student shall continue to receive educational services as provided in the IDEA during such period of expulsion.

A special education student may be suspended for periods of no more than 10 consecutive or cumulative school days each in response to separate incidents of misconduct, regardless of whether the student's gross disobedience or misconduct is a manifestation of his or her disabling condition, as long as the repeated removals do not constitute a pattern that amounts to a change in placement (considering factors such as the length of each removal, the total amount of time the student is removed, and the proximity of the removals to one another) and provided that such student receives educational services to the extent required by the IDEA during such removals.

Any special education student may be temporarily excluded from school by court order or by order of a duly appointed State of Illinois hearing officer changing the student's placement to an appropriate interim alternative educational setting for up to 45 days, if the District demonstrates that maintaining the student in his/her current placement is substantially likely to result in injury to the student or others.

A special education student who has carried a weapon to school or to a school function or who knowingly possesses or uses illegal drugs or sells or solicits the sale of a controlled substance while at school or a school function may be removed from his/her current placement. Such a student shall be placed in an appropriate interim alternative educational setting for no more than 45 days in accordance with the IDEA. The length of time a student with a disability is placed in an alternative educational setting must be the same amount of time that a student without a disability would be subject to discipline.

Isolated Time Out, Time Out, and Physical Restraint:

Isolated time out, time out, and physical restraint shall only be used if the student's behavior presents an imminent danger of serious physical harm to the student or others, and other less restrictive and intrusive measures were tried and proven ineffective in stopping it. The school may not use isolated time out, time out, or physical restraint as discipline or punishment, convenience for staff, retaliation, as a substitute for appropriate educational or behavioral support, a routine safety manner, or to prevent property damage in the absence of imminent danger of serious physical harm to the student or others. The use of prone restraint is prohibited.

CERTIFICATE OF HIGH SCHOOL COMPLETION

A student with a disability who has an Individualized Education Program prescribing special education, transition planning, transition services, or related services beyond the student's 4 years of high school, qualifies for a certificate of completion after the student has completed 4 years of high school. The student is encouraged to participate in the graduation ceremony of his or her high school graduation class.

STUDENT RECORDS AND PRIVACY

STUDENT RECORDS

A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction or by a school employee, regardless of how or where the information is stored, except for certain records kept in a staff member's sole possession; records maintained by law enforcement officers working in the school; video and

other electronic recordings (including electronic recordings made on school buses) that are created in part for law enforcement, security, or safety reasons or purposes; though such electronic recordings may become a student record if the content is used for disciplinary or special education purposes regarding a particular student.

The Family Educational Rights and Privacy Act (FERPA) and the Illinois Student Records Act afford parents/guardians and students over 18 years of age ("eligible students") certain rights with respect to the student's school records. They are:

1. **The right to inspect and copy the student's education records within 10 business days of the day the District receives a request for access.**

   The degree of access a student has to his or her records depends on the student's age. Students less than 18 years of age have the right to inspect and copy only their permanent record. Students 18 years of age or older have access and copy rights to both permanent and temporary records. A parent/guardian or student should submit to the building principal a written request that identifies the record(s) he or she wishes to inspect. Within 10 business days, the building principal will make arrangements for access and notify the parent/guardian or student of the time and place where the records may be inspected. In certain circumstances, the District may request an additional 5 business days in which to grant access. The District charges $.35 per page for copying but no one will be denied their right to copies of their records for inability to pay this cost.

   These rights are denied to any person against whom an order of protection has been entered concerning the student**.**

2. **The right to have one or more scores received on college entrance examinations included on the student's academic transcript.**

   Parents/guardians or eligible students may have one or more scores on college entrance examinations included on the student's academic transcript. The District will include scores on college entrance examinations upon the written request of the parent/guardian or eligible student stating the name of each college entrance examination that is the subject of the request and the dates of the scores that are to be included.

3. **The right to request the amendment of the student's education records that the parent/guardian or eligible student believes are inaccurate, irrelevant, or improper.**

   A parent/guardian or eligible student may ask the District to amend a record that is believed to be inaccurate, irrelevant, or improper. Requests should be sent to the building principal and should clearly identify the record the parent/guardian or eligible student wants changed and the specific reason a change is being sought. If the District decides not to amend the record, the District will notify the parent/guardian or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.

4. **The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that the FERPA or Illinois School Student Records Act authorizes disclosure without consent.**

   Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or any parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

   Upon request, the District discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or federal law. Before information is released to these individuals, the parents/guardians or eligible student will receive prior written notice of the nature and substance of the

information, and an opportunity to inspect, copy, and challenge such records.

Academic grades and references to expulsions or out-of-school suspensions cannot be challenged at the time a student's records are being forwarded to another school to which the student is transferring.

Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent/guardian can be identified; to another school district that overlaps attendance boundaries with the District, if the District has entered into an intergovernmental agreement that allows for sharing of student records and information with the other district any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; to the Ill. Department of Human Services (DHS) for the sole purpose of assessing or evaluating the student's eligibility for Medicaid waiver benefits consistent with the rules adopted by the DHS; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.

5. **The right to a copy of any school student record proposed to be destroyed or deleted.**

   The permanent record is maintained for at least 60 years after the student transfers, graduates, or permanently withdraws. The temporary record is maintained for at least 5 years after the student transfers, graduates, or permanently withdraws. Temporary records that may be of assistance to a student with a disability who graduates or permanently withdraws, may, after 5 years, be transferred to the parent/guardian or to the student, if the student has succeeded to the rights of the parent/guardian. Student temporary records are reviewed every 4 years or upon a student's change in attendance centers, whichever occurs first.

6. **The right to prohibit the release of directory information.**

   Throughout the school year, the District may release directory information regarding students, limited to:

   Name

   Address

   Gender

   Grade level

   Birth date and place

   Parent/guardian names, addresses, electronic mail addresses, and telephone numbers

   Photographs, videos, or digital images used for informational or news-related purposes (whether by a media outlet or by the school) of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publications, such as yearbooks, newspapers, or sporting or fine arts programs

   Academic awards, degrees, and honors

   Information in relation to school-sponsored activities, organizations, and athletics

   Major field of study

   Period of Attendance in school

   Any parent/guardian or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the building principal within 30 days of the date of this notice.

7. **The right to request that military recruiters, institutions of higher learning, and the Illinois Student Assistance Commission not be granted access to your student's information without your prior written consent.**[1]

   Federal law requires a secondary school to grant military recruiters and institutions of higher learning, upon their request, access to secondary school students' names, addresses, email addresses, and telephone numbers, unless the student's parent/guardian, or a student who is 18 years of age or older, submits a written request that the information not be released without the prior written consent of the parent/guardian or eligible student. Similarly, State law requires a secondary school to provide to military recruiters, public institutions of higher education, and the Illinois Student Assistance Commission access to the same types of information, in addition to a secondary student's birth date, unless the student's parent/guardian submits a written request before the end of the student's sophomore year (or if the student is a transfer student, by another time set by the District) that such information not be

released. If you wish to opt your child out of the release of this information so that it is not released without your prior written consent, notify the building principal where your student is enrolled for further instructions. Students age 18 and older may also opt out by contacting the building principal for further instructions.

8. **The right contained in this statement: No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under State law.**
9. **The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.**

The name and address of the Office that administers FERPA is:

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington DC 20202-4605

This section is only applicable to high schools.

STUDENT PRIVACY PROTECTIONS

Surveys

All surveys requesting personal information from students, as well as any other instrument used to collect personal information from students, must advance or relate to the District's educational objectives, or assist students' career choices. This applies to all surveys, regardless of whether the student answering the questions can be identified or who created the survey.

Surveys by Third Parties

Before a school official or staff member administers or distributes a survey or evaluation created by a third party to a student, the student's parent/guardian may inspect the survey or evaluation, upon their request and within a reasonable time of their request. This applies to every survey: (1) that is created by a person or entity other than a district official, staff member, or student, (2) regardless of whether the student answering the questions can be identified, and (3) regardless of the subject matter of the questions.

Parents who object to disclosure of information concerning their child to a third party may do so in writing to the building principal.

Surveys Requesting Personal Information

School officials and staff members will not request, nor disclose, the identity of any student who completes any survey or evaluation (created by any person or entity, including the school or district) containing one or more of the following items:

1. Political affiliations or beliefs of the student or the student's parent/guardian.
2. Mental or psychological problems of the student or the student's family.
3. Sexual behaviors or attitudes.
4. Illegal, anti-social, self-incriminating, or demeaning behavior.
5. Critical appraisals of other individuals with whom students have close family relationships.
6. Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers.
7. Religious practices, affiliations, or beliefs of the student or the student's parent/guardian.
8. Income other than that required by law to determine eligibility.

The student's parent/guardian may inspect the survey or evaluation upon, and refuse to allow their child to participate in the survey. The school will not penalize any student whose parent/guardian exercised this option.

Instructional Material

A student's parent/guardian may inspect, upon their request, any instructional material used as part of their child's educational curriculum within a reasonable time of their request. The term "instructional material" means instructional content that is provided to a student, regardless of its

format, printed, or representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or academic assessments.

Prohibition on Selling or Marketing Students' Personal Information:

No school official or staff member may market or sell personal information concerning students (or otherwise provide that information to others for that purpose). The term "personal information" means individually identifiable information including: 1) a student or parent's first and last name, (2) a home or other physical address (including street name and the name of the city or town), (3) a telephone number, (4) a Social Security Identification number or (5) driver's license number or State identification card.

Unless otherwise prohibited by law, the above paragraph does not apply: (1) if the student's parent/guardian have consented; or (2) to the collection, disclosure or, use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions, such as the following:

1. College or other postsecondary education recruitment, or military recruitment.
2. Book clubs, magazines, and programs providing access to low-cost literary products.
3. Curriculum and instructional materials used by elementary schools and secondary schools.
4. Tests and assessments to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments.
5. The sale by students of products or services to raise funds for school-related or education-related activities.
6. Student recognition programs.

Under no circumstances may a school official or staff member provide a student's personal information to a business organization or financial institution that issues credit or debit cards. A parent/guardian who desires to opt their child out of participation in activities provided herein or who desires a copy or access to a survey or any other material described herein may contact the Building Principal.

MILITARY RECRUITERS & INSTITUTIONS OF HIGHER LEARNING [HS]

Periodically, military recruiters and institutions of higher learning, including in conjunction with the Illinois Student Assistance Commission (ISAC), will be given access to some of the following information: the names, addresses, telephone numbers, email addresses, and dates of birth of secondary students. This information is used for recruiting purposes and/or to inform students of educational and career opportunities. Parents who do not want their child's information to be released (or students age 18 and older who do not want their information released) should contact the building principal.

STUDENT BIOMETRIC INFORMATION

Before collecting biometric information from students, the school must seek the permission of the student's parent/guardian or the student, if over the age of 18. Biometric information means information that is collected from students based on their unique characters, such as a fingerprint, voice recognition or retinal scan.

***The District has adopted and uses several policies and procedures regarding student privacy, parental access to information and administration of certain physical examinations to students. Copies of these policies are available upon request.**

GUIDELINES FOR STUDENT DISTRIBUTION OF NON-SCHOOL-SPONSORED PUBLICATIONS

A student or group of students seeking to distribute more than 10 copies of the same material on one or more days to students must comply with the following guidelines:

1. The student(s) must notify the Building Principal of the intent to distribute, in writing, at least 24 hours before distributing the material. No prior approval of the material is required.
2. The material may be distributed at times and locations selected by the Building Principal, before the beginning or ending of classes at a central location inside the building.
3. The Building Principal may impose additional requirements whenever necessary to prevent disruption, congestion, or the perception that the material is school-endorsed.
4. Distribution must be done in an orderly and peaceful manner, and may not be coercive.
5. The distribution must be conducted in a manner that does not cause additional work for school personnel. Students who distribute material are responsible for cleaning up any materials left on school grounds.
6. Students must not distribute material that:
    a. Will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities;
    b. Violates the rights of others, including but not limited to, material that is libelous, slanderous, or obscene, invades the privacy of others, or infringes on a copyright;
    c. Is socially inappropriate or inappropriate due to the students' maturity level, including but not limited to, material that is obscene, pornographic, or pervasively lewd and vulgar, contains indecent and vulgar language, or sexting as defined by School Board policy and Student Handbook;
    d. Is reasonably viewed as promoting illegal drug use;
    e. Is distributed in kindergarten through eighth grade and is primarily prepared by non-students, unless it is being used for school purposes. However, material from outside sources or the citation to such sources may be allowed, as long as the material to be distributed or accessed is primarily prepared by students;
    f. Encourages or incites students to violate any Board policy.
7. A student may use the School District's Uniform Grievance Procedure to resolve a complaint.
8. Whenever these guidelines require written notification, the appropriate administrator may assist the student in preparing such notification.

A student or group of students seeking to distribute 10 or fewer copies of the same publication on one or more days to students must distribute such material and places and in a manner that will not cause substantial disruption of the proper and orderly operation and discipline of the school or school activities and in compliance with paragraphs 4, 5, 6, and 7.

ACCESS TO NON-SCHOOL SPONSORED PUBLICATIONS

Non-School Sponsored Publications Access or Distributed on Campus:

Creating, distributing, and/or accessing non-school sponsored publications shall occur at a time and place and in a manner that will not cause disruption, be coercive, or result in the perception that the distribution or the publication is endorsed by the School District.

Students are prohibited from creating, distributing, and/or accessing at school any publication that:

1. Will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities;
2. Violates the rights of others, including but not limited to material that is libelous, slanderous, or obscene, invades the privacy of others, or infringes on a copyright;
3. Is socially inappropriate or inappropriate due to maturity level of the students, including but not limited to material that is obscene, pornographic, or pervasively lewd and vulgar, contains indecent and vulgar language, or sexting as defined by School Board policy and the Student Handbook:
4. Is reasonably viewed as promoting illegal drug use;

5. Is distributed in kindergarten through eighth grade and is primarily prepared by non-students, unless it is being used for school purposes. However, material from outside sources or the citation to such sources may be allowed, as long as the material to be distributed or accessed is primarily prepared by students or;
6. Incites students to violate any Board policies.

Non-School Sponsored Publications Accessed or Distributed Off-Campus:

A student engages in gross disobedience and misconduct and may be disciplined for creating and/or distributing a publication that: (1) causes a substantial disruption or a foreseeable risk of a substantial disruption to school operations, or (2) interferes with the rights of other students or staff members.

GUIDELINES FOR SCHOOL-SPONSORED PUBLICATIONS, PRODUCTIONS, AND WEBSITES {HS}

School-sponsored publications, productions, and websites are governed by the Speech Rights of Student Journalists Act, school board policies, and the student/parent handbook. Student journalists are responsible for determining the news, opinion, feature, and advertising content of those publications, productions, and websites.

Student Journalists Must:

1. Make decisions based upon news value and guided by the Code of Ethics provided by the Society of Professional Journalists, National Scholastic Press Association, Journalism Education Association, or other relevant group;
2. Produce media based upon professional standards of accuracy, objectivity, and fairness;
3. Review material to improve sentence structure, grammar, spelling, and punctuation;
4. Check and verify all facts and verify the accuracy of all quotations;
5. In the use of personal opinions, editorial statements, and/or letters to the editor, provide opportunity and space for the expression of differing opinions within the same media to align with the District's media literacy curriculum mandate; and
6. Include an author's name with any personal opinions and editorial statements if appropriate.

Student journalists may not create, produce, or distribute school sponsored media that:

1. Is libelous, slanderous, or obscene;
2. Constitutes and unwarranted invasion of privacy;
3. Violates Federal or State law, including the constitutional rights of third parties; or
4. Incites students to (a) commit an unlawful act; (b) violate any school district policy or school handbook procedure; or (c) materially and substantially disrupt the orderly operations of the school.

The District will not engage in prior restraint of material prepared by students. No expression made by students in the exercise of Freedom of Speech or Freedom of the Press under this policy shall be deemed to be an expression of the School District or an expression of Board policy.

ATTENDANCE

Illinois law requires that whoever has custody or control of any child between six (by September 1st) and seventeen years of age shall assure that the child attends school in the district in which he or she resides, during the entire time school is in session (unless the child has already graduated from high school). Illinois law also requires that whoever has custody or control of a child who is enrolled in the school, regardless of the child's age, shall assure that the child attends school during the entire time school is in session.

Attendance and academic performance are closely related. All students are expected to attend school regularly. Our attendance policy is designed to develop students' punctuality, self-discipline, and responsibility. School is the primary occupation of students, and as in any occupation, attendance is expected. Absences will not be taken lightly.

ATTENDANCE GUIDELINES

Punctual and regular attendance at school is the joint responsibility of the student and his/her parent(s) or guardian(s) and is necessary if a student is to obtain maximum benefit from his/her educational experience. Regular attendance is a value and standard that prepares the student for the world of work and adult responsibilities. The school district expects all students to attend school, to be on time, and to bring appropriate school materials with them. Illinois Law (105 ILCS 26-2A) requires a parent or guardian to cause a student to attend school each day it is in session.

ATTENDANCE POLICY

It is the responsibility of the parents to notify the school office each day that the student is absent. The office will be open at 7:30 a.m. Messages may be left 24 hours a day, 7 days a week. If the parents have not met their responsibility by 3:00 p.m. on the day that their child is absent, the office will consider the student unexcused for that time period. The final determination of an excused absence is decided by the administration, not the parent. Students also have a responsibility to make sure that absences are properly cleared.

For students All absences fall into one of the following categories:

1. Excused Absences – Absences resulting from illness (including up to 5 days per school year for mental or behavioral health of the student), death in the family, doctor/dentist appointment, family obligations (including situations beyond the control of the student as determined by the school board), religious holidays, and court appearance where the student's presence is required as set forth in the Illinois School Code. The explanation for these types of absences is the responsibility of the parent/guardian.
2. Unexcused Absences – Absences including truancy or other unjustifiable absence as determined by the administration. Examples are oversleeping, working, missing the bus, car problems, and babysitting. Unexcused absences are subject to disciplinary action including but not limited to Lunch Detentions, Office Detentions, Friday Late Stay Detentions, or AER. Students with excessive absences will be reported to the proper authority.
    a. Students will be marked "unexcused" if not in attendance on school days during periods of bad weather when school is in session. If all buses are able to complete their bus routes, students will be expected to be at school. School cancellations will be determined by the superintendent.
    b. All absences not verified by phone, note or documentation within 24 hours will be subject to discipline in accordance with the Unexcused Absence Discipline Policy.

Subject to specific requirements in State law, the following children are not required to attend public school: (1) any child attending a private school (including a home school) or parochial school, (2) any child who is physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), (3) any child lawfully and necessarily employed, (4) any child over 12 and under 14 years of age while in confirmation classes, (5) any child absent because of religious reasons, including to observe a religious holiday, for religious instruction, or because his or her religion forbids secular activity on a particular day(s) or time of day, and (6) any child 16 years of age or older who is employed and is enrolled in a graduation incentives program.

ARRIVAL/DISMISSAL TIMES

The door unlocks at 7:30 a.m. Students are prohibited from entering any building until this time. Teacher supervision begins at 7:45 a.m. and students are discouraged from arriving at school before the buildings are open. Students are not to remain at school unless attending a school sponsored activity or a teacher has made arrangements for a student to remain after school.

EXCUSED ABSENCE/TARDY

Absences reported to the attendance office by a parent for valid cause as defined in the State school code: "illness, death in the immediate family, family emergency, and concern by the parent for the safety or health of the student." Court appearances and medical/dental appointments will also be excused. Students arriving tardy to school should report to the school office for a tardy slip to enter class.

Absences for the following reasons shall be considered unavoidable and shall be classified as excused:

1. **Personal Illness**: The principal/designee may require the certificate of a physician if deemed necessary.
2. **Serious Illness in the Family**: This means a personal illness or injury which jeopardizes one's life.
3. **Quarantine of the home**: The absence of a child from school under this condition is limited to the length of the quarantine as fixed by the proper health officials.
4. **Death of a Relative**: The absence arising from this condition is limited to a period of three days unless a reasonable cause may be shown for a longer absence.

5. **Observance of Religious Holidays or Events**: Any child of any religious faith will be excused if his absence is for the purpose of observing a religious holiday consistent with his creed or belief, upon written request from the parent or guardian. The principal/designee may require a written statement from church authorities substantiating any required religious observances.
6. **Participation in Authorized School Sponsored Activities**: Such as class activity, scholastic, athletic, and musical contest, festivals, meets, events, etc.
7. **Absence from Class Due to Attendance at Scheduled Meetings with School Personnel for Therapy, Testing, Guidance, etc**.
8. **Medical and Dental Appointments**: Applies to those that cannot be arranged during non-school hours. This includes attendance at a verified medical or therapeutic appointment (including a victim services provider).
9. **Emergency**: A set of circumstances which in the judgment of the principal/designee constitutes a good and sufficient cause of absence from school. Any request from a parent that a child be excused will be considered by the principal/designee, but need not be granted if the principal/designee believes that such approval would be educationally harmful to the student or set a poor example in matters of school attendance for the student or other students. Regulations published by the principal/designee for students and parents will emphasize the scheduling of family vacations during school vacations and recess periods.
10. **Attending a Military Honors Funeral to Sound TAPS**
11. **Military Circumstances:** A student will be excused for up to 5 days in cases where the student's parent/guardian is an active duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat-support postings. A student's absence arising from this condition would be limited to a period of 5 days unless a reasonable cause can be shown for a longer absence and is subsequently approved by the building principal and/or the Board of Education.
12. **Exercising The Right to Vote:** Students eligible to vote are excused for up to two hours to vote in a primary, special, or general election.
13. **Attending A Civic Event:** Any student from a public middle or high school, subject to guidelines established by ISBE, shall be permitted by a school board one school day-long excused absence per school year for the student to engage in a civic event. The school board may require that the student provide reasonable advance notice and require that the student provide appropriate documentation of participation in the civic event.
14. **Mental Health:** Students are eligible to use 5 mental health days per school year. After 2 of those days are used, they must meet with a counselor.
15. **Suspension:** Infraction of school rules carries with it an out-of-school suspension penalty.
16. **Prior Approval of the Principal/Designee**: This is a request the student must make through the principal/designee stating the reason of the absence a minimum of three school days preceding the absence. The principal/designee will then determine, through teacher input, if the student can afford to be absent for the day(s) requested. These types of absences would be college visitation, family vacation, etc. For prior approved absences, all make-up work must be completed by the student prior to the absence.
17. **Other Circumstances**: Circumstances which cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical health or safety. This may include but is not limited to students who are parents, expectant parents, or victims of domestic or sexual violence. In these instances, an excused absence includes the fulfillment of a parenting responsibility and addressing circumstances resulting from domestic or sexual violence.

A student shall have the opportunity to make up schoolwork missed due to an excused absence. It shall be the responsibility of students to initiate a make-up procedure and schedule with their teacher(s). Students who participate in activities outlined in 'Student Participation Outside Activities that Count Toward Calculation of Class Hours' activities will be permitted to make up all missed work and will receive full academic credit for the work. Students who are assigned to AER for an infraction of school rules shall be required to make-up all work and will receive credit for the same. A student will be given the same number of days to make-up his work as the time he missed from school for an excused reason. A student shall receive full credit for schoolwork made up pursuant to an excused absence.

Pupil attendance in any of the following activities shall be counted toward the calculation of clock hours of school work per day:

1. Instruction in a college course where the student is dually enrolled for both high school and college credit.
2. Participation in a Supervised Career Development Experience in which student participation and learning outcomes are approved by a licensed educator assessment of competencies. Participation may include, but is not limited to, scheduled events of local, State, and national youth organizations, career and technical education organizations, FFA associations, and 4-H programs as part of organized competitions, exhibitions, or conferences.
3. Participation in any work-based learning experience, including supervised agricultural experiences, in which student participation and learning outcomes are approved by an educator who holds an Educator License with Stipulations with a career and technical educator endorsement and a work-based learning designation.
4. Participation in a youth apprenticeship in which student participation and learning outcomes are approved by a licensed educator for assessment of competencies.
5. Participation in a blended learning program approved by the district in which course content, student evaluation, and instructional methods are supervised by a licensed educator.

Students shall not be penalized for work missed for participating in any of the above activities and will be permitted to make up all missed work, including homework and tests, for equivalent academic credit. A student and the student's parent or legal guardian are responsible for obtaining coursework that is missed while the student participates in any of the above activities. If a student's absence is excused or if a student is suspended from school, he/she will be permitted to make up all missed work, including homework and tests, for equivalent academic credit. Students who participate in activities outlined in handbook procedure 2.21 will be permitted to make up all missed work, including homework and tests, for equivalent academic credit. Students who are unexcused from school will not be allowed to make up missed work. Students who desire to participate in any of the above activities should contact the building principal for approval.

Unexcused Absence/Tardy

Those absences which generally fit the category of being of such a nature that prudence would have precluded the absence. The principal has the authority to make the determination of whether or not the absence warrants being considered "unexcused".
Absences for the following reasons shall be considered avoidable and shall be classified as unexcused:

1. **Truancy**: Student attendance is critical to the learning process. Truancy is therefore a serious issue and will be dealt with in a serious manner by the school and district. A student who skips or leaves a class or the school premises without permission from the office after reporting to school is truant. Any student who is absent from school without the knowledge and permission of his/her parents or school authority is truant. Absences, even with the approval of the parents, which are excessive and/or which interfere with the student's educational program may be interpreted as truancy and follow-up legal procedures instituted. A parent or guardian who knowingly and willfully permits a child to be truant may be convicted of a Class C misdemeanor, which carries a maximum penalty of thirty days in jail and/or a fine of up to $1500.00.

Students who miss more than 1% but less than 5% of the prior 180 regular school days without valid cause (a recognized excuse) are truant. Students who miss 5% or more of the prior 180 regular school days without valid cause (a recognized excuse) are considered chronic truants. Students who are chronic truants will be offered support services and resources aimed at correcting the truancy issue. If chronic truancy persists after support services and other resources are made available, the school and district will take further action, including:

a. Appropriate school discipline
b. Referral to the truancy officer

c. Referral to the State's Attorney

d. Reporting to officials under the Juvenile Court Act

A student who misses 15 consecutive days of school without valid cause and who cannot be located or, after exhausting all available support services, cannot be compelled to return to school is subject to being administratively withdrawn from school. A parent or guardian who knowingly and willfully permits a child to be truant is in violation of State law.

A parent or guardian who knowingly and willfully permits a child to be truant is in violation of State law.

Of Note: State law also requires every school district to collect and review its chronic absence data and determine what systems of support and resources are needed to engage chronically absent students and their families to encourage the habit of daily attendance and promote success. This review must include an analysis of chronic absence data from each attendance center. Furthermore, State law provides that school districts are encouraged to provide a system of support to students who are at risk of reaching or exceeding chronic absence levels with strategies and are also encouraged to make resources available to families such as those available through the State Board of Education's Family Engagement Framework to support and engage students and their families to encourage heightened school engagement and improved daily school attendance.

"Chronic absence" means absences that total 10% or more of school days of the most recent academic school year, including absences with and without valid cause and out-of-school suspensions.

The School and District use the following diagnostic procedures for identifying the causes of unexcused student absences: Interviews with the student, his or her parent/guardian and any school officials who may have information about the reasons for the student's attendance problems.

Supportive services to truant or chronically truant students include: parent conferences, student counseling, family counseling, and information about existing community services.

2. **Forgery** of a parent or guardian's name on a note verifying the excused absence of a student.
3. **Employment** of the student during the school day, with the exception of those who are in a specialized job training educational program sponsored by the District.
4. **Missed the Bus**
5. **Car Trouble**
6. **Overslept**
7. **Vacation without Prior Approval of the Principal/designee**
8. **Job Hunting or Job Interview**
9. **Personal Student Business**
10. **Other Reasons** which may be unacceptable to the building principal/designee.

Students who miss school attendance for some unexcused reason will be subjected to disciplinary consequences including but not limited to Lunch Detentions, Office Detentions, Friday Late Stay Detentions, or AER.

Students who return to school without having had their parent(s)/guardian(s) contact the school by phone or written note will receive an unexcused absence. If the reason for the absence is valid and the parent(s)/guardian(s) verifies the same, the unexcused absence will be reclassified to that of excused by the building principal/designee.

The primary responsibility of supervision of a student rest with his/her parent(s)/guardian(s). The school district staff will provide the assistance it can to parent(s)/guardian(s) with this responsibility. **PARENT(S)/GUARDIAN(S) MUST NOTIFY THE SCHOOL ON THE DAY A STUDENT IS ABSENT UNLESS PREVIOUS NOTIFICATION HAS BEEN GIVEN IN ACCORDANCE WITH SCHOOL PROCEDURE FOR EXCUSED ABSENCES.** The principal/designee is required to notify a student's parents, custodial parent, guardian, legal custodian, or the person responsible for the student when the student is absent from school. The parent or other responsible person will be notified by telephone within two hours after the first class or written notice will be mailed on the same day that the absence occurred, if the parent or other responsible

person cannot be reached by telephone. Parents or other responsible persons will provide the school with their current home and/or work telephone numbers and home address, as well as emergency telephone numbers.

In the interest of health and to protect the academic program from attendance abuse as a result of the activity program, a student shall not be eligible for participation in school sponsored activities or events the remainder of that day (afternoon and evening) unless that student has been in attendance the last half of the school day (**by the start of fifth hour**).

The only exceptions to this policy are below:

1. If a student is not in attendance during the last one-half day of the school day because they are at an appointment, they may still participate in the school-sponsored activity or event later that day provided they present documentation (e.g. a doctor's note) to the office and/or coach upon returning to school for said activity.
2. If a student is not in attendance during the school day due to a pre-arranged absence for any one of the following events below, they may still participate in the school-sponsored activity or event later that day provided they present documentation to the office and/or coach upon returning to school for said activity.
    1. College Visit
    2. Observance of a Religious Holiday or Events
    3. Funeral
    4. MEPS Testing
    5. Attending a Civic Event (e.g. court)

Of Note: Students absent from school due to a prearranged absence such as a family vacation would not be permitted to participate in a school-sponsored activity or event during the days in which they are absent from school.

3. For any other reasons not mentioned above necessitating an absence from school, a request must be made to the building principal and athletic director for approval prior to participating in the school-sponsored activity.

ANTICIPATED/PREARRANGED ABSENCES

Parents are discouraged from taking students on vacation during the school year. Any student who knows in advance that they will be absent from school (i.e. surgery) is required to get and complete an Anticipated Absence Form from the attendance office. The student is responsible for getting teacher signatures, homework assignments, and the parent's or guardian's signature. The completed form must be returned to the attendance office **at least 3 days prior to leaving**. All assignments must be made up. Unless outside documentation (i.e. Doctor's note, College visits, Court appearances, etc.) is provided to the office within 24 hours after the student returns from the absence, anticipated absence days do count towards a student's five parent call in excused absences each semester. Subsequently, if the student were over their 5 parent call in excused absences at this point in the semester, the absence would then be unexcused and consequences would be assigned.

MEDICAL/DENTAL APPOINTMENTS

The school does not encourage absences for medical and dental appointments during the school day and encourages parents/guardians to make such appointments after school and/or on weekends. In the event that this is not possible, the student's parents/guardians must call the school office to verify an excused absence for medical reasons prior to the appointment and provide an appointment card from the doctor/dentist within 24 hours upon returning to school. In the event the appointment card is not provided to the school within this time frame, the absence will either count towards a parent-call-in excused absence or be unexcused if the student is out of his/hers 5 parent excused absences for the semester. If the absence turns out to be unexcused, consequences will be assigned.

EXCESSIVE ABSENCES

SMS/SHS students will be permitted a maximum of five (5) excused days of absence per semester without an acceptable form of documentation (Dr. note, court note, funeral note, etc.). After the fifth day of absence per class per semester, the student's parent or guardian will be notified that parental calls or notes will no longer be accepted to excuse an absence. From that point forward, a student's absence will only be excused if an acceptable form of documentation is turned in to the office on the day of the student's return to school. Failure to do so will result in the absence(s) being considered unexcused and the consequences for unexcused absences will apply. **A doctor's excuse or other documentation of the absence must be produced to the administration within 24 hours of the absence or the absence will be unexcused.**

SES students are permitted a maximum of (6) days of absence (excused or unexcused) per semester without an acceptable form of documentation (Dr. note, court note, funeral note, etc.) After the sixth day of absence per class per semester, the student's parent or guardian will be notified that parental calls or notes will no longer be accepted to excuse an absence. From that point forward, a student's absence will only be excused if an acceptable form of documentation is turned in to the office on the day of the student's return to school. Failure to do so will result in the absence(s) being considered unexcused and the consequences for unexcused absences will apply. **A doctor's excuse or other documentation of the absence must be produced to the administration within 24 hours of the absence or the absence will be unexcused.**

ILLNESS DURING SCHOOL

A student who becomes ill during school should report to the office. They are not to be contacting their parent/guardian through use of their personal electronic device. A student leaving school because of illness will be requested to call home and make arrangements for a parent to take him/her home. Students must sign out in the office before leaving the building, but may not do so until parents have checked in at the office.

STUDENTS LEAVING SCHOOL

Parents/Guardians who pick students up during school hours must report to the office and sign the student out. If the student returns to school on the same day, a parent/guardian must sign the student back in. Students may leave for lunch with their parent(s)/guardian(s) only. Principals may determine the need for a student to stay on campus during lunch.

REQUEST FOR HOMEWORK WHEN ABSENT

Requests for daily homework must be made by 10:00 a.m. on the day needed. Homework may be picked up at the office after school. Students will be allowed the same number of days to make up work as they were absent plus one day.

CLOSED CAMPUS/PERMISSION TO LEAVE

Once students arrive at school they may not leave the school premises or go outside the school building, including the parking lot. In the case of an emergency, students must secure permission from the administration or office if they need to leave the building. Students are expected to bring materials, books, homework, etc. in with them when they arrive at school. Permission to go home or to the parking lot will not be granted for such reasons as homework, books, lunch money, P.E. uniform, etc. The school will make every effort to secure the parent's permission before a student is allowed to leave school for any reason. Leaving school without school permission to leave (even though the parent knows) or being in the parking lot without school permission will result in disciplinary action. Report to the main office to sign-out for any prearranged absence. Once the bell rings at 8:15 a.m., students should enter the main door by the high school or middle school office, with the exception of use of the Commons door during lunch. Lunch period is open for juniors and seniors meeting the approved guidelines. **FRESHMEN AND SOPHOMORES ARE RESTRICTED TO CAMPUS THE ENTIRE SCHOOL DAY UNLESS SPECIAL PERMISSION IS GRANTED BY THE BUILDING PRINCIPAL**.

ATTENDANCE VIOLATIONS

CONSEQUENCES FOR UNEXCUSED TARDY TO SCHOOL – PER SEMESTER: STUDENTS ARE TARDY TO SCHOOL IF THEY ARE NOT IN THE BUILDING WHEN THE 8:15 AM BELL SOUNDS. STUDENTS WHO ARRIVE LATE WILL BE SUBJECT TO THE FOLLOWING CONSEQUENCES:

1st Tardy – Warning, referral, and parent notified

2nd Tardy – 30-minute detention and parent notified

3rd Tardy – 1 week of noon detentions or 3 30 minute detentions and parent notified

4th Tardy and all subsequent tardies – Assigned to AER of increasing length up to 10 days and possible referral to ROE#11 Truancy Prevention Program.

CONSEQUENCES FOR UNEXCUSED TARDY TO CLASS – PER SEMESTER

Students are expected to be in their seat when the bell rings to begin each class. The following consequences are in place for unexcused tardies:

1st Tardy	Warning
2nd Tardy	Detention assigned by teacher
3rd Tardy	1 week of noon detentions or 3 30 minute detentions and parent notified
4th Tardy and all subsequent tardies	Friday Late Stay Detention and/or AER

CONSEQUENCES FOR CLASS CUTTING (ON SCHOOL PROPERTY) – PER YEAR:

1st Offense – 3 – 30 minute detentions

2nd Offense – Friday Late Stay Detention, or equivalent

3rd Offense – One day of AER

4th and Subsequent – Multiple days AER

CONSEQUENCES FOR UNEXCUSED ABSENCES AND CLASS CUTTING (NOT ON SCHOOL PROPERTY) – PER YEAR:

These violations will be handled on a case-by-case basis with considerations taken in regards to length of time the student was not in class and repeated offenses. Consequences could include, but are not limited to:

- Detention
- Friday Late Stay Detention (5pm)
- AER
- Loss of all incentives for the remainder of the semester (high school only)
- Withholding of Privileges (Social Probation)

Any Student who has seven or more unexcused absences during a semester shall be considered a chronic or habitual truant, and such shall be offered supportive services which may include:

- Parent/Administrator conferences
- Counseling services
- Exploration of alternative education programs
- Truancy/drop-out prevention services

If these interventions fail to help the problem, and the absences accumulate to ten without a doctor's excuse, class failure and loss of credit may result.

DISCIPLINE

The administration reserves the right to address discipline issues or any other issues not specifically covered in this handbook as they arise during the school year.

One of the most important lessons education should teach is discipline. It is the training that develops self-control, character, orderliness, and efficiency. It is the key to good conduct and proper consideration for other people. All students/parents within 15 days of the first day of classes or the first day of enrollment will be provided with a copy of all discipline rules. The student and parent will complete the sign-off form and return the form to the office.

The School District has the right to make and enforce policies, rules, and regulations including those for discipline. (ILCS 5/10-20.5) In addition, each principal, within his or her school, may establish certain written rules and regulations not inconsistent with those established by the Board of Education and the Superintendent of Schools.

With an understanding of the purpose of discipline in a school, the student may form a correct attitude toward it; and not only do their part in making the school an effective place of learning, but develop the habit of self-restraint which will make the student a better person.

Students are expected to conform their conduct to the following norms of behavior. Students shall:

1. Use school time intelligently and strive for achievement commensurate with ability;
2. Use accepted patterns of courtesy and decency in relationship with others; use appropriate language;
3. Respect the rights of others and the contribution they make to the school program; and their belongings;
4. Abide by State and district attendance regulations;
5. Conduct themselves in a safe manner while on school property, during all school functions, and while riding the bus;
6. Be encouraged to contact school officials when they have concerns or difficulties.

The policies covered in the STUDENT BEHAVIOR CODE are in effect on school buses, in school buildings, on school grounds, and at all school-sponsored activities, be they home or away. Situations have occurred at away events and students must be aware that such violations will result in the enforcement of the policy.

The specific STUDENT BEHAVIOR CODE has been developed by the Sullivan Schools, the Community Advisory Council and approved by the Sullivan Board of Education. It is the student's responsibility to read and become familiar with the policy.

The STUDENT BEHAVIOR CODE has been created within the methodology of the Positive Behavior Intervention System framework and is based on a tiered system. Students will be issued an Office Discipline Referral (ODR) if they violate the policy. **Refusal to sign the ODR by the student does not mean the student does not have to serve the assigned consequenc**e. The STUDENT BEHAVIOR CODE follows:

PROHIBITED STUDENT CONDUCT

Students may be disciplined for gross disobedience or misconduct, including but not limited to the following:

1. Using, possessing, distributing, purchasing, selling or offering for sale tobacco or nicotine materials, including lighters, electronic cigarettes, e-cigarettes, vapes, vape pens, or other vaping related products.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession. For purposes of this section, the term "alcoholic beverage" shall mean any beverage with any alcoholic content. Such substances as may be prescribed by a physician for medicinal use must be kept with the school nurse. Use may be confirmed by admission, unsteady motor control, incoherent speech, breath odors or other obvious evidence at school, at school activities or on school grounds. Students suspended for being under the influence of drugs/alcohol may be reinstated to school without penalty, by providing negative results of a drug/alcohol test completed within 2 hours after the student was suspended. If the results of the test are negative, the parents will be reimbursed for the cost of the test. Failure to undergo any drug testing or a positive drug test will be considered an admission of responsibility for being under the influence and may result in a recommendation for expulsion in addition to the suspension.
3. Using, possessing, distributing, purchasing, selling or offering for sale:
    a. Any illegal drug, controlled substance, or cannabis (including marijuana, hashish, and medical cannabis unless the student is authorized to be administered a medical cannabis infused product under Ashley's Law).
    b. Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.
    c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
    d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited unless the student is authorized to be administered a medical cannabis infused product under Ashley's Law.
    e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended

the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.

f. "Look-alike" or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance or other substance that is prohibited by this policy.

g. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.

h. Any substance inhaled, injected, smoked, consumed or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in a tablet or powdered form.

i. Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they have the prohibited substance, as applicable, in their possession.

4. Using, possessing, controlling, or transferring a weapon, or any object that can reasonably be considered, or looks like, a weapon.
5. Using or possessing an electronic paging device.
6. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
7. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a staff member's request to stop, present school identification or submit to a search.
8. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards and wrongfully obtaining test copies or scores.
9. All students have the right to an educational atmosphere that is free from verbal and/or physical abuse.
10. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.
11. Engaging in teen dating violence.
12. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property.
13. Entering school property or a school facility without proper authorization.
14. In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 9-1-1); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus or at any school activity.
15. Being absent without a recognized excuse; State law and School Board policy regarding truancy control will be used with chronic and habitual truants.
16. Being involved with any public school fraternity, sorority, or secret society, by: (a) being a member; (b) promising to join; (c) pledging to become a member; or (d) soliciting any other person to join, promise to join, or be pledged to become a member.
17. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia. "Gang" is defined as any group, club or organization of two or more persons whose purposes include the commission of illegal acts. No student on or about school property or at any school activity or whenever the student's conduct is reasonably related to a school activity, shall: (1) wear, possess, use, distribute, display, or sell any clothing, jewelry, paraphernalia or other items which reasonably could be regarded as gang symbols; commit any act or omission, or use either verbal or non-verbal gestures, or handshakes showing membership or affiliation in a gang; or (2) use any speech or commit any act or omission in furtherance of the interest of any gang or gang activity, including, but not limited to, soliciting others for membership in any gangs; (3) request any person to pay protection or otherwise intimidate, harass or threaten any person; (4) commit any other illegal act or other violation of district policies, (5) or incite other students to act with physical violence upon any other person.

18. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, hazing, and vandalism. In cases of vandalism, the school district will seek restitution from students and their parents/guardians for the acts that cause damage to school property.
19. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
20. Sending, receiving or possessing sexually explicit or otherwise inappropriate pictures or images, commonly knowing as "sexting." Prohibited conduct specifically includes, without limitation, creating, sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device, smartphone or cellular phone
21. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
22. Operating an unarmed aircraft system (AUS) or drone for any purpose on school grounds or at any school event unless granted permission by the building principal.
23. Sexting, which, for purposes of this procedure, is the act of creating, sending, sharing, viewing, receiving, or possessing sexually explicit messages, images, or videos electronically, regardless of whether they are authentic or computer-generated, through the use of a computer, electronic communication device, or cellular phone. Sexting also includes creating, sending, sharing, viewing, receiving, or possessing indecent visual depictions, non-consensual dissemination of private sexual images, and non-consensual dissemination of sexually explicit digitized depictions, as defined in State law.
24. A student who is determined to have brought one of the following objects to school, any school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school shall be expelled for a period of not less than one year but not more than 2 calendar years: (1) A firearm, meaning any gun, rifle, shotgun, weapon as defined by Section 921 of Title 18 of the Unites States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act, or firearm as defined in Section 24-1 of the Criminal Code of 1961. The expulsion period may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis. (2) A knife, brass knuckles or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including "look alikes" of any firearm as defined above. The expulsion requirement may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.

For purposes of these rules, the term "possession" includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is: (a) on the student's person; (b) contained in another item belonging to, or under the control of, the student, such as in the student's clothing, backpack, or automobile; (c) in a school's student locker, desk, or other school property; (d) at any location on school property or at a school-sponsored event; or (e) in the case of drugs and alcohol, substances ingested by the person.
Efforts, including the use of positive interventions and supports shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else.
No disciplinary action shall be taken against any student that is based totally or in part on the refusal of the student's parent/guardian to administer or consent to the administration of psychotropic or psychostimulant medication to the student.

WHEN AND WHERE CONDUCT RULES APPLY

The grounds for disciplinary action also apply whenever the student's conduct is reasonably related to school or school activities, including but not limited to:

1. On, or within sight of, school grounds before, during, or after school hours or at any time;
2. Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function, or event; or
4. Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
5. During periods of remote learning.

DISCIPLINARY MEASURES

School officials shall limit the number and duration of expulsions and out-of-school suspensions to the greatest extent practicable, and, where practicable and reasonable, shall consider forms of non-exclusionary discipline before using out-of-school suspensions or expulsions. School personnel shall not advise or encourage students to drop out of school voluntarily due to behavioral or academic difficulties. Potential disciplinary measures include, without limitation, any of the following measures:

1. Notifying parents/guardians.
2. Disciplinary conference.
3. Withholding of privileges (Social Probation).
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen or damaged property.
6. Assignment to the Alternative Education Room (referenced as AER)
7. After-school detention or Friday Late Stay Detention provided the student's parent/guardian has been notified. **Lack of transportation or activity commitments may not be recognized as an excused absence from an assigned disciplinary action.**
8. Community service.
9. Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules.
10. Suspension of bus riding privileges.
11. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.
12. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years. An expelled student is prohibited from being on school grounds.
13. Transfer to an alternative program if the student is expelled or otherwise qualifies for transfer under State law.
14. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, such as, illegal drugs (controlled substances), "look-alikes," alcohol or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

The above list of disciplinary measures is a range of options that will not always be applicable in every case. In some circumstances, it may not be possible to avoid suspending or expelling a student because behavioral interventions, other than a suspension or expulsion, will not be appropriate and available, and the only reasonable and practical way to resolve the threat and/or address the disruption is a suspension or expulsion.

Isolated Time Out, Time Out, and Physical Restraint- Isolated time out, time out, and physical restraint shall only be used if the student's behavior presents an imminent danger of serious physical harm to the student or others and other less restrictive and intrusive measures were tried and proven ineffective in stopping it. The school may not use isolated time out, time out, and physical restraint as discipline or

punishment, convenience for staff, retaliation, a substitute for appropriate educational or behavioral support, a routine safety manner, or to prevent property damage in the absence of imminent danger of serious physical harm to the student or others. The use of prone restraint is prohibited.

Corporal Punishment- Corporal punishment is illegal and will not be used. Corporal punishment means a discipline method in which a person deliberately inflicts pain upon a student in response to the student's unacceptable behavior or inappropriate language, with an aim to halt the offense, prevent its recurrence, or set an example for others.

Detention Guidelines- Detention is a disciplinary consequence designed to improve student attendance and behavior *with minimal disruption to the student's school day*. Detentions may be given for a variety of misconduct including, but not limited to, tardiness, classroom disruption or misconduct, truancy, and various types of misconduct on school grounds. The certified staff member that assigns the detention supervises the detention during the designated time. Detentions assigned by administration will be served in the office during the designated time. Detentions are to be attended on the day for which they are assigned. Students are required to complete assigned schoolwork while in detention. Students who are tardy, truant, misbehave, fail to cooperate, leave detention without permission, exhibit gross misconduct, fail to follow the detention procedures, etc., will be subject to additional disciplinary consequences. The original assignment will stand, and disciplinary action may result, including, but not limited to, assignment of AER. If a student is suspended, absent with valid cause, misses' detention, or school is cancelled for any day of an assigned detention, the assignment shall continue once school resumes until all assigned detentions have been attended. When a detention is assigned, the student will be given adequate notice to arrange for alternative transportation. When the detention time and location is set, the student will be expected to arrive on-time and stay for the duration of the assigned detention. Students will not be permitted to use personal electronic devices or sleep during an assigned detention. This time should be used to work on academic activities and to conference with the teacher about the offense which resulted in the detention. A **Friday Late Stay** will have the same guidelines as an office detention and will dismiss at 5pm.

AER Guidelines- AER is established to offer direction and intervention needed to deal with behavior. When an AER is assigned, the student will be given adequate notice to collect school work which will be covered during the duration of the assignment. **While assigned to AER, students will be required to do their schoolwork. Expectations for AER are as follows:**

1. Students must report to the main office by 8:10 a.m. for each day assigned and stay until 3:45 p.m. All students will remain in AER for the time assigned. The student may be required to make up time away from AER. Time away must be approved by administration or made up on the next day of student attendance. If the student is suspended, absent with valid cause, or school is cancelled for any day of AER, the assignment shall continue once school resumes until all assigned days have been attended.
2. Students must report with all school related materials from their locker. It may be the student's responsibility to secure his/her assignments prior to reporting each day. Additional discipline may result if assignments/teacher's signatures are not secured.
3. Students will report to AER with everything they need: books, paper, pencils, pens, etc. Backpacks, book bags, large purses, and similar large carrying items are to be left at the front of the AER room.
4. Food and drink are not allowed to be brought into AER (except a sack lunch). Students will have the option of purchasing a school lunch or bring a sack lunch from home.
5. Students may speak only with the permission of the supervisor.
6. Students are to be awake, alert, and working on class assignments at all times. Students are expected to bring a school-appropriate book to read in the event that all assignments for any given class period are completed during the time in AER
7. Restroom privileges will be determined by the AER supervisor. Generally, one restroom break will be allowed in the morning, and one restroom break will be allowed in the afternoon.
8. There will be no personal electronic devices.
9. Students who are tardy, truant, misbehave, fail to cooperate, leave the office without permission, exhibit gross misconduct, or fail to follow the above AER procedures will be subject to additional disciplinary consequences. In this case, the original AER assignment will stand, and additional action may result, including, but not limited to, additional AER, Friday Late Stay Detention, or Out-of-

School Suspension, and/or possible Expulsion. Upon satisfactory completion of the assigned day(s) to the AER and course work while assigned to the AER, the student will return to the normal school routine.

10. Expectations may change, if deemed necessary by administration.

Withholding of Privileges (Social Probation)- Social probation is a disciplinary consequence that is used when other corrective measures (e.g. Office Detentions, Friday Late Stay Detentions, Alternative Educational Placements, and Out-of-School Suspensions) have been unsuccessful in deterring repeated student misconduct or unexcused absences. However, not all corrective measures must have been applied in order for the administration to implement social probation. During Social probation, students are not allowed to do the following:

1. Attend extracurricular and co-curricular events (home or away).
2. Attend dances (Homecoming, Prom, etc.)
3. Attend Student celebrations (e.g. Homecoming assembly)

Social probation may be issued for a period of time ranging from two weeks to two years depending on the severity and frequency of the behavior.

Referral to Alternative Schools/Community Agencies – Students may be referred to alternative schools and community agencies when, in the opinion of school officials, such a referral or placement would be in the best interest of the student and/or the school community. Alternative schools and community agencies may include Bridges, Regional Office of Education/Youth Services, and other community agencies and resources.

Out-of-School Suspension – Suspension is a disciplinary consequence that is utilized when the student has committed a severe single infraction, has had repeated incidents of violating school rules, or when the safety and health of the student or other students has been endangered.

A student disciplinary suspension is a temporary removal from school or from riding a school bus for a maximum of 10 days for any one offense. Only the Superintendent, Principal, and/or Assistant Principal are authorized to suspend students. The Board of Education may suspend a student from riding a school bus in excess of 10 days for safety reasons.

During the period of an out-of-school suspension, a student is not to be within school buildings, on campus, or in attendance at practice/participation in any school activities or functions (including, but not limited to, athletic events, concerts, dances, plays, sporting events, or any other extra-curricular event) without prior permission of the administration. Violation of this condition may result in additional disciplinary action and possibly prosecution for trespassing. A parent/guardian conference must be held before the student will be reinstated to school.

Expulsion – The Board of Education may expel students for gross disobedience or misconduct. Expulsion is the removal of a student from school for a period exceeding ten school days, but not exceeding two calendar years. The student and his/her parent/guardian will be requested to appear before the Board of Education. During the expulsion period, a student is not to be within school buildings, on campus, or in attendance at practice/participation in any school activities or functions (including, but not limited to, athletic events, concerts, dances, plays, sporting events, or any other extra-curricular event) without prior permission of the administration. Violation of this condition may result in additional disciplinary action and possibly prosecution for trespassing.

A student who is subject to suspension or expulsion may be eligible for a transfer to an alternative school program.

Notification of Juvenile Authorities – Whenever prohibited conduct involves illegal drugs (controlled substances), look-alikes, alcohol, weapons, aggressive behavior, or behavior that is a substantial disruption of the school environment, the local law enforcement agency may be notified.

Appeal – If a student believes that points and/or consequences have been unfairly assigned, then an appeal may be made first to the staff member involved, then, if necessary, to the school's administration.

SUSPENSION / EXPULSION PROCEDURES

SUSPENSION PROCEDURES

1. Pre-suspension Conference

a. The Principal shall confer with any student who is under consideration for suspension prior to taking such disciplinary action. The student shall be advised of the reasons for the proposed suspension and questioned as to his/her version of the action and/or incident that is the basis of the proposed suspension.
b. If the student denies gross disobedience or misconduct, the student shall be advised of the evidence upon which the suspension may be predicated.
c. The student shall be given an opportunity to respond to the evidence.
d. If the pre-suspension conference does not result in the charges being dropped, the suspension procedure set forth below shall be followed.
e. The persons conferring with the student shall make a written anecdotal record of the conference.
f. The Principal, after following the pre-suspension procedure as set forth above, may immediately suspend the student.
g. When, in the opinion of the Principal, a student poses an immediate threat to school personnel, other students, or school property or poses an ongoing threat of disruption to the educational process, the student may be summarily removed from school without following the pre-suspension procedures set forth above. In such event, written notice must be given to the student and his parents within two (2) school days of the date of summary suspension. The notice shall request the student to attend a pre-suspension conference within 48 hours after the notice is received or a waiver of such conference shall be deemed to have occurred. Regardless of their attendance at such pre-suspension conference, the parents must be given written notice of any subsequent decision resulting from the conference.

2. Suspension Notification
   a. If the pre-suspension conference results in a decision to suspend, the parents of the student shall be advised within 24 hours of such decision to suspend by written notice, which shall include the following:
   b. A full statement of the reasons for the suspension;
   c. The dates and duration of the suspension;
   d. An explanation of the parents' rights to request a review of the suspension with the Board of Education.
   e. A statement that the failure to request such review within five (5) days after receipt of notice shall be deemed a waiver of the right to such review.
   f. Notification of the right to be represented at the review by legal counsel.
   g. An explanation of the suspension review hearing procedures.

3. Suspension Review
   a. If a request for review of the suspension is timely made, the parents of the suspended student shall be given written notification of the time and place at least one (1) week prior to the review with the Board of Education. The notification shall also set forth the review hearing procedures.
   b. The review hearing shall be conducted by a hearing officer, a committee of the Board, or by the entire Board. If a hearing officer or committee of the Board conducts the review hearing, a written summary of the evidence heard shall be submitted to the Board.
   c. A review of the evidence as contained in the summary of the suspension hearing conducted by a hearing officer or Board committee shall be made by the Board in executive session within thirty (30) days of such hearing.
   d. The Board may take such action after the review hearing as it deems appropriate, including affirming or overruling the suspension.

e. If the Board determines that the suspension was not justified, the student's records shall be expunged of all notations regarding the suspension and the student's absence shall be marked "excused". The student shall be afforded every opportunity to make up all lost educational opportunities including, but not limited to, tests and class work.

f. The decision of the Board shall be final and shall be made in public session, except that the name of the student need not be announced.

g. Written notification of the Board decision on the suspension review shall be mailed to the parents within two (2) school days after the review.

Expulsion Procedures

1. Only the Superintendent may recommend a student for expulsion
2. Expulsion Notification
    a. The Superintendent shall send a letter by certified mail, return receipt requested, to the parents of the student notifying them of the recommended expulsion. If the expulsion is preceded by a suspension, the pre-suspension procedures must be followed.
    b. The Superintendent may determine after a suspension is initiated to recommend expulsion, in which even the parents must be informed that a suspension review will be combined with the expulsion hearing.
    c. The notice of the parents of the recommended expulsion shall include:
        i. A full statement of the reasons for the proposed expulsion.
        ii. The proposed duration of the expulsion.
        iii. Notification of the right to be represented at the review by legal counsel.
        iv. An explanation of the expulsion hearing procedures.
3. Expulsion Hearing
    a. The expulsion hearing shall be conducted by a hearing officer, by a committee of the Board, or by the entire school board. If a hearing officer or committee of the Board conducts the hearing, a written summary of evidence heard shall be submitted to the Board.
    b. A review of the evidence as contained in the summary of the suspension hearing conducted by a hearing officer or Board committee shall be made by the School Board in executive session within thirty (30) days of such hearing.
    c. The Board may take such action after the review hearing as it deems appropriate, including affirming or overruling the expulsion. Expulsion from school may be for any period of time up to two (2) calendar years.
    d. If the Board determines that the expulsion was not justified, the student's records shall be expunged of all notations regarding the expulsion and the student's absence shall be marked "excused". The student shall be afforded every opportunity to make up all lost educational opportunities including, but not limited to, tests and class work.
    e. The decision of the Board shall be final and shall be made in public session, except that the name of the student need not be announced.
    f. Written notification of the Board decision on the recommended expulsion shall be mailed to the parents within two (2) school days after the hearing.
4. Mandatory Expulsion

    Any student found in possession of a "weapon" is expelled from school for any period of time up to two (2) calendar years. Weapon is defined to be a firearm, including any weapon which expels (or is designed to expel) a projectile by action of an explosive, and any destructive device: meaning any explosive, incendiary, or poison gas, including bombs, grenades, rockets, missiles or mines.

General Procedure for Suspension and Expulsion Hearings

1. A student discipline hearing shall be held in closed session.
2. The student shall attend the hearing with his/her parents and may be represented by legal counsel.

3. Presentation of Evidence
    a. The school officials and the student may make short opening statements as to their positions on the issues of the commencement of the hearing.
    b. The school officials shall present their evidence first. Such evidence may be in oral or written form. The school officials need not present their witness for confrontation if the officials determine that such witness would be subject to physical or mental harassment. In such event, a written summary of the witnesses' testimony must be presented to the student at the hearing.
    c. The student may present evidence either orally or in writing to refute the charges. The student shall be afforded an opportunity for cross examination of the witnesses and an examination of any written evidence presented.
    d. All pertinent and relevant evidence shall be received by the Board, without regard to the legal rules of evidence, in such a manner as is appropriate to the circumstances.
    e. The school officials and the student may make closing statements at the conclusion of the hearing on both the issues and the appropriateness of the type and length of the recommended discipline.
4. The hearing may be recorded steno graphically or by tape. If either party causes a recordation to be made, the other party shall be offered an opportunity to purchase a copy of the transcript or the tape.
5. A request to exclude witnesses during the hearing may be made by either party.

CORPORAL PUNISHMENT

Corporal punishment is prohibited in all circumstances. Corporal punishment is defined as a discipline method in which a person deliberately inflicts pain upon a student in response to the students' unacceptable behavior or inappropriate language, with an aim or set an example for others. It includes slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm. Corporal punishment does not include reasonable force as permitted by State law.

RE-ENGAGEMENT OF RETURNING STUDENTS

The building principal or designee shall meet with a student returning to school from an out-of-school suspension, expulsion or alternative school setting. The goal of this meeting shall be to support the student's ability to be successful in school following a period of exclusion and shall include an opportunity for students who have been suspended to complete or make-up missed work for equivalent academic credit.

SCHOOL DRESS CODE

Student dress and grooming will be the responsibility of the individual student and his or her parents. Students are expected to wear clothing in a neat, clean, and well-fitting manner while on school property and/or in attendance at school sponsored activities. Students are to use discretion in their dress and are not permitted to wear apparel that causes a substantial disruption in the school environment.

- Dress and grooming will be clean and in keeping with health, sanitary, and safety requirements.
- Student dress (including accessories) may not advertise, promote, or picture alcoholic beverages, illegal drugs, drug paraphernalia, violent behavior, or other inappropriate images.
- Student dress (including accessories) may not display lewd, vulgar, obscene, or offensive language or symbols, including gang symbols.
- Articles of clothing and/or accessories that cause physical damage such as spiked piercings, cleated boots/shoes, shoes that scratch the floors, and clothing with metal rivets or chains (such as those worn with wallets) which scratch furniture are unacceptable. Such items are a threat to the safety of the students.
- Hats, hoods, coats, backpacks, and sun glasses (unless authorized by a doctor's note) may not be worn in the building during the school day.
- Hair styles, dress, and accessories that pose a safety hazard are not permitted in the shop, laboratories, or during physical education.
- Poorly fitting clothing that exposes undergarments is prohibited. This also includes, holes, rips, or tears in long pants.
- The length of shorts or skirts must be appropriate for the school environment.
- Shirts or tops must be worn in a way where the midriff is not exposed.
- No spike piercings are allowed.
- Halloween costumes, face-paint, and masks are not allowed during the school day.
- Appropriate footwear must be worn at all times.
- Student whose dress causes a substantial disruption of the orderly process of school functions or endangers the health or safety of the student, other students, staff or others may be subject discipline.
- Students shall not wear pants that, when fastened, sag or fit below the waist. All pants must fit around the waist and be properly fastened.
- Students shall not wear tube tops, halter-tops, backless garments, garments with spaghetti straps, or strapless garments. Garments that are "see-through," cut low, or expose one's midriff are not acceptable. Tank tops and/or cutoff t-shirts must have shoulder straps the width of the student's hand and fit tightly under the arm to be acceptable.
- Appropriate/Inappropriate student dress will be monitored by the staff and ultimately determined by the principal/designee. Students in violation of the dress code will be excused from class or classes until appropriately attired. Alternative clothing may be provided if the principal deems the clothing is inappropriate. Students with severe violations of the dress code will be sent home (unexcused absence) until compliance with the dress code is evident. Repeated offenses will result in further disciplinary actions.

Student Appearance:

A student's appearance, including dress and hygiene, must not disrupt the educational process or compromise standards of health and safety. The school does not prohibit hairstyles historically associated with race, ethnicity, or hair texture including but not limited to, protective hairstyles such as braids, locks, and twists, or religious hairstyles, hair related religious practices, or facial hair worn in accordance with sincerely held religious beliefs, observance, or practice, including but not limited to, uncut hair or sidelocks, or beards, mustaches, or other facial hair. The school will not prohibit students from wearing or accessorizing the student's graduation attire with items associated with the student's cultural, ethnic, or religious identify or any other protected characteristic or category identified in the Illinois Human Rights Act. Students who disrupt the educational process or compromise standards of health and safety must modify their appearance.

Along with modifying their appearance, the following consequences for violating the dress code are as follows:

First offense- A written warning will be documented in Skyward.

Second offense- A 30-minute office detention will be assigned.

Third offense- A 30-minute office detention will be assigned.

Fourth and subsequent offenses- A Friday Late Stay Detention will be assigned.

STUDENT USE OF PERSONAL ELECTRONIC DEVICES

The use of electronic devices and other technology at school is a privilege, not a right. Students are prohibited from using electronic devices, except as provided herein. An electronic device includes, but is not limited to, the following: cell phone, smart phone, audio or video recording device, personal digital assistant (PDA), iPod©, iPad©, laptop computer, tablet computer, smartwatches, Meta Glasses or other similar electronic device not issued by the school. Pocket pagers and other paging devices are not allowed on school property at any time, except with the express permission of the building principal.

Sullivan Schools is committed to increasing student interpersonal skills and interactions with others. Sullivan Schools goal is to help students focus and learn by reducing distractions caused by student cell phone usage.

Middle and High School- High School and Middle School: Cell phones/smartwatches/headphones are to be placed in students' Yondr pouch upon entering the building each morning. Devices are to be put on “Do Not Disturb” to silence all notifications. MS students are to place Yondr pouches in their locker once dismissed to 1st hour. HS students are permitted to carry Yondr pouches with them during the school day. The only exceptions to this policy are (a) permission is granted by an administrator to use the phone; (b) use of the device is provided in a student’s individualized education plan (IEP) or medical 504 plan.

ALL cell phone violations will result in confiscation of the cell phone for the remainder of the day.

1st offense - Friday Late Stay Detention

2nd offense - 1 AER assigned and cell phone turned into office daily

3rd offense - 3 AER assigned

Students will be responsible for their Yondr pouch and are to bring it to school each day. In the event a student does not bring their pouch to school, students will be required to turn their cell phones/smartwatches into the MS or HS office in a cell phone caddy.

Note: Tampering with the pouches will result in property misuse and further consequences being assigned at the discretion of the administration. Students will be required to pay a replacement fee for lost or damaged pouches.

Students who go off campus during the school day will have to unlock their devices in designated locations, upon return from their off campus duties, students are to place devices in the Yondr pouch in the HS or MS office in front of available office staff. Students arriving later in the day will sign in through the office and office staff will ensure devices are in pouches. Devices will be unlocked at the end of the day by teachers. Early out students will unlock phones at the end of 8th hour with their teacher. Students who are released early for athletic events, coaches will have an unlocking device on their bus and will unlock devices for students at their discretion.

In the event of an emergency, parents can contact the main office to reach their child immediately.

Elementary School- During instructional time, which includes class periods, lunch, and passing periods, **electronic devices must be kept powered-off stored in the student's locker or other personal storage area** unless: (a) permission is granted by an administrator; (b) use of the device is provided in a student's individualized education program (IEP); or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.

Electronic devices (this also includes IPADs) may never be used in any manner that disrupts the educational environment, violates student conduct rules or violates the rights of others. This includes, but is not limited to, the following: (1) using the device to take photographs in locker rooms or bathrooms; (2) cheating; and (3) creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction or non-consensual dissemination of private sexual images (i.e., sexting). Students found to be in violation of any of the aforementioned measures will be subject to disciplinary consequences including but not limited to AER, Friday Late Stay Detention, and Out-Of-School Suspension.

The school and school district are not responsible for the loss, theft or damage to any electronic device brought to school.

Students in violation of this procedure are subject to the following consequences:

First offense – The device will be confiscated by school personnel. A written warning will be documented in Skyward. The student will receive the device back at the end of the day in the school office.

Second offense – The device will be confiscated. A detention will be assigned. The student will receive the device back at the end of the day in the school office.

Third offense – The device will be confiscated. A detention will be assigned. The student will receive the device back at the end of the day in the school office. Additionally, the student will be prohibited from bringing the device to school for the next 10 school days. If the student is found in possession of the device during this 10-day period, the student will be prohibited from bringing the device to school for the remainder of the school year. The student will also face consequences for insubordination.

Fourth and subsequent offense – The device will be confiscated. The student will receive the device back at the end of the day in the school office. The student will be assigned a Friday Late Stay detention and will be prohibited from bringing the device to school for the remainder of the school year. The student will also face consequences for insubordination.

Note- These offenses are tracked on a per year basis and can occur across multiple classrooms or situations. For example, if a student has an electronic device with Teacher A as their first offense during first semester and at some point during the second semester has an offense with Teacher B, it will be treated as the student's second offense of the year.

School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination.

HEADPHONES/EARBUDS MISUSE AND CONSEQUENCES

No headphones/earbuds are to be used during the school day (with the exception of during high school lunch where a student may use one earbud). Having headphones/earbuds plugged into any personal device during the regular school day will be considered usage of that device.

Students in violation of this policy are subject to the following consequences:

First offense – The headphones and/or both earbuds will be confiscated by school personnel. A written warning will be documented in Skyward. The student will receive the headphones and/or both earbuds back at the end of the day in the school office.

Second offense – The headphones and/or both earbuds will be confiscated. A detention will be assigned. The student will receive the headphones and/or both earbuds back at the end of the day in the school office.

Third offense – The headphones and/or both earbuds will be confiscated. A detention will be assigned. The student will receive the headphones and/or both earbuds back at the end of the day in the school office. Additionally, the student will be prohibited from bringing the

headphones and/or both earbuds to school for the next 10 school days. If the student is found in possession of the headphones and/or both earbuds during this 10-day period, the student will be prohibited from bringing the headphones and/or both earbuds to school for the remainder of the school year. The student will also face consequences for insubordination.

Fourth and subsequent offense – The headphones and/or both earbuds will be confiscated. The student will receive the headphones and/or both earbuds back at the end of the day in the school office. The student will be assigned a Friday Late Stay detention and will be prohibited from bringing the headphones and/or earbuds to school for the remainder of the school year. The student will also face consequences for insubordination.

Note- These offenses are tracked on a per year basis and can occur across multiple classrooms or situations. For example, if a student has headphones and/or earbuds with Teacher A as their first offense during first semester and at some point during the second semester has an offense with Teacher B, it will be treated as the student's second offense of the year.

INTERNET AND TECHNOLOGY USE

The Sullivan Schools all have the ability to enhance your child's education through the use of technology and the Internet. The Internet offers vast, diverse and unique resources. The district's goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation, and communication. Your authorization is needed before your child may use this resource. With this educational opportunity also comes responsibility. You and your child will receive an *Authorization for Acceptable Use* when you register. You should discuss this with your child. If you agree to allow your child to have access to technology, you should sign the *Authorization* form and return it to your school. Students assigned a district-owned iPad will be subject to the *iSullivan Handbook* portion of the *Student Handbook*. If you agree to allow your child to have this device, both you and the student will need to sign this form and return it to school.

IPAD MISUSE AND CONSEQUENCES

Tier 1

-Playing of games during class that are not approved as being part of a course curriculum

-Use of social media or messaging

-Taking pictures of students/teachers without their permission (this will result in a Friday Late Stay Detention being assigned).

-Attempt to find inappropriate material or pictures

The Sullivan School District provides iPads to enhance the educational experience. Access to these devices is a privilege, not a right. To ensure students remain focused on instruction, the following consequence system applies to minor infractions (playing games, accessing non-educational social media, or off-task app usage).

Weeks-Based Consequence Tiers

Disciplinary actions for minor infractions will be reset after a 6-week period, providing students a fresh start similar to the district's Tardy policy.

1st offense- A Warning will be documented in Skyward.

2nd offense- Office Detention will be assigned and documented in Skyward.

3rd offense- Parent/Student/Administrator conference to be held. Revoke access to applications that are causing the infractions. 3 Office Detentions assigned

4th offense and all subsequent offenses- iPad access revoked for the remainder of the 6-week period.

Tier 2

-Attempt to circumvent the school's safety measures and filtering tools (Tier 2 or Tier 3 depending on administrator's discretion regarding severity)

-Attempt to hack or access sites, servers, or content not intended for student use (Tier 2 or Tier 3 depending on administrator's discretion regarding severity)

- Taking pictures of students/teachers without their permission and posting on social media platforms (Tier 2 or Tier 3 depending on administrator's discretion regarding severity).

1st offense- Confiscation of the iPad for remainder of the day to be picked up by parent/guardian or designee over the age of 21 in that school's office at which point a meeting will take place between the parent/guardian, student, and an administrator, and other consequences deemed appropriate by the school's administration (detentions, Friday Late Stay Detention, AER, etc.)

2nd offense- Confiscation of the iPad for remainder of the day to be picked up by parent/guardian or designee over the age of 21 in that school's office at which point a meeting will take place between the parent/guardian, student, and an administrator, and other consequences deemed appropriate by the school's administration (detentions, Friday Late Stay Detention, AER, etc.)

3rd offense- Confiscation of the iPad for remainder of the day to be picked up by parent/guardian or designee over the age of 21 in that school's office at which point a meeting will take place between the parent/guardian, student, and an administrator, and other consequences deemed appropriate by the school's administration (detentions, Friday Late Stay Detention, AER, etc.) Possible loss of iPad for the remainder of the school year.

Tier 3

-1 Tier 2 violation + 1 Tier 1 violation (separate incidents)

-Cyberbullying: use of technology for emotionally malicious intent

-Agree to meet an online entity in person

-Use of device for illegal activities or pursue information on illegal activities

-Attempt to circumvent the school's safety measures and filtering tools (Tier 2 or Tier 3 depending on administrator's discretion regarding severity)

-Attempt to hack or access sites, servers, or content not intended for student use (Tier 2 or Tier 3 depending on administrator's discretion regarding severity)

- Taking pictures of students/teachers without their permission and posting on social media platforms (Tier 2 or Tier 3 depending on administrator's discretion regarding severity).

1st offense- Confiscation of the iPad for remainder of the day to be picked up by parent/guardian or designee over the age of 21 in that school's office at which point a meeting will take place between the parent/guardian, student, and an administrator, and other consequences deemed appropriate by the school's administration (detentions, Friday Late Stay Detention, AER, etc.) Incentive apps will be removed for the remainder of the school year.

2nd offense (and any possible subsequent offenses)- Confiscation of the iPad for remainder of the day to be picked up by parent/guardian or designee over the age of 21 in that school's office at which point a meeting will take place between the parent/guardian, student, and an administrator, and other consequences deemed appropriate by the school's administration (detentions, Friday Late Stay Detention, AER, etc.) Possible loss of iPad for the remainder of the school year.

STUDENT RELATIONSHIPS

Student relations should remain at the very highest level. Public displays of affection are not appropriate in a professional learning environment. Please use discretion – your actions may embarrass or offend others. Examples of inappropriate displays of student relationships may include, but are not limited to, hand holding, hugging, and kissing.

Consequences for inappropriate behavior include:

1st Occurrence- Office referral, parent contact, and conference with students

Subsequent Occurrences- Lunch detentions

PREVENTION OF AND RESPONSE TO BULLYING, INTIMIDATON, AND HARASSMENT

Sullivan CUSD 300 finds that a safe, civil, and healthy school environment is necessary for all students to learn and achieve. Bullying causes physical, psychological, and emotional harm to students which interferes with this safe, civil, and healthy learning environment. Additionally, bullying has been linked to other forms of antisocial behavior, such as vandalism, shoplifting, skipping, or dropping out of school, fighting, use of drugs/alcohol, sexual harassment, and sexual violence.

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important district and school goals.

Bullying on the basis of actual or perceived race, color, national origin, military status, unfavorable discharge from military service, sex, sexual orientation, gender orientation, gender-related identity or expression, ancestry, age, religion, physical or mental disability, physical appearance, socioeconomic status, academic status, order of protection status, homelessness, actual or marital status, parenting status, pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic **is prohibited** in each of the following situations:

Bullying **is contrary to State law and the policies of** Sullivan CUSD 300. No student shall be subjected to bullying:

1. During any school-sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a non-school-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school. This item applies only in cases in which a school administrator or teacher receives a report that bullying through this means has occurred and does not require a district or school to staff or monitor any non-school related activity, function, or program.

Bullying includes cyber-bullying and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing the student or students in reasonable fear of harm to the student's or students' person or property;
2. Causing a substantially detrimental effect on the student's or students' physical or mental health;
3. Substantially interfering with the student's or students' academic performance; or
4. Substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.

Cyberbullying means bullying through the use of technology or any electronic communication, including without any limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. Cyberbullying includes: (1) the creation of a webpage or weblog in which the creator assumes the identify of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of bullying; (2) the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or

posting creates any of the effects enumerated in the definition of bullying; and (3) the posting or distribution of an unauthorized digital replica by electronic means if the posting or distribution creates any of the effects enumerated in the definition of bullying.

Bullying may take various forms, including without limitation one or more of the following: harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, posting or distributing sexually explicit images, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. This list is meant to be illustrative and non-exhaustive.

Restorative measures are a continuum of school-based alternatives to exclusionary discipline, such as suspensions and expulsions, that: (i) are adapted to the particular needs of the school and community, (ii)contribute to maintaining school safety, (iii) protect the integrity of a positive and productive learning climate, (iv) teach students the personal and interpersonal skills they will need to be successful in school and society, (v) serve to build and restore relationships among students, families, schools, and communities, (vi) reduce the likelihood of future disruption by balancing accountability with an understanding of students' behavioral health needs in order to keep students in school, and (vii) increase student accountability if the incident of bullying is based on religion, race, ethnicity, or any other category that is identified in the Illinois Human Rights Act.

Students are encouraged to immediately report bullying. A report may be made orally or in writing to any member of school personnel. School personnel include persons employed by, on contract with, or who volunteer in a school district, charter school, or non-public, non-sectarian elementary or secondary school, including without limitation school and school district administrators, teachers, school social workers, school counselors, school psychologists, school nurses, cafeteria workers, custodians, bus drivers, school resource officers, and security guards. Furthermore, any school personnel, parents, or students may immediately report bullying to any administrator within Sullivan CUSD 300. Alternatively, reports may be made orally or in writing to the bullying report manager:

Bryce Wagner, Sullivan CUSD 300 Assistant Principal
725 North Main Street, Sullivan IL 61951
217-728-8311
wagnerb@sullivan.k12.il.us

Anonymous reports are accepted by calling the contact listed above and specifically indicating that you would like to remain anonymous. However, formal disciplinary action cannot be taken solely on the basis of an anonymous report.

Upon receipt of a report of bullying, Sullivan CUSD 300 will investigate whether such reported act of bullying is within the permissible scope of its jurisdiction.

Consistent with federal and State laws and rules governing student privacy rights, the parents or guardians of all students involved in an alleged incident of bullying will be notified of such, along with threats, suggestions, or instances of self-harm determined to be the result of bullying, within 24 hours after the school's administration is made aware of the student's involvement in the incident. As appropriate, the school's administration shall also discuss the availability of social work services, counseling, school psychological services, other interventions, and restorative measures. The school shall make diligent efforts to notify a parent or legal guardian, utilizing all contact information the school has available or that can be reasonably obtained by the school within the 24-hour period.

Further, the administrator or report manager will promptly investigate and address the report of bullying by doing the following:

1. Making all reasonable efforts to complete the investigation within ten school days after the date the report of the incident of bullying was received, taking into consideration additional relevant information received during the course of the investigation about the reported incident of bullying.
2. Involving appropriate school support personnel and other staff persons with knowledge, experience, and training on bullying prevention, as deemed appropriate, in the investigation process.
3. Notifying the principal, school administrator, or his/her designee of the report of the incident of bullying as soon as possible after the report is received (if the principal or administrator is not the person who received the report).
4. Consistent with federal and State laws, and rules governing student privacy rights, providing the parents and guardians of the students who are parties to the investigation information about the investigation and an opportunity to meet with the principal, school

administrator, or his/her designee to discuss the investigation, its findings, and the actions taken to address the reported incident of bullying.

The principal, administrator, or his/her designee may implement interventions to address reports of bullying. This includes, but is not limited to, school social work services, restorative measures, social-emotional skill building, counseling, school psychological services, and community-based services. Additionally, Sullivan CUSD 300 shall provide the victim with information regarding services that are available within the district and community, such as counseling, support services, and other programs.

A reprisal or retaliation against any person who reports an act of bullying is prohibited. A student's act of reprisal or retaliation will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.

A student will not be punished for reporting bullying or supplying information, even if the school's investigation concludes that no bullying occurred. However, knowingly making a false accusation or providing knowingly false information will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.

Students and parents/guardians are also encouraged to read the following school district policies: 7;20, *Harassment of Students Prohibited* and 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment.*

Consistent with federal and State laws and rules governing student privacy rights, the school shall make diligent efforts to notify a parent or guardian within 24-hours after the school's administration is made aware of a student's involvement in an alleged bullying incident. The term "bullying incident" includes individual instances of bullying, as well as all threats, suggestions, or instances of self-harm determined to be a result of bullying. Notification to a parent or guardian shall include, as appropriate, the availability of social work services, counseling, school psychological services, other interventions, and restorative measures.

This policy is based on the engagement of a range of school stakeholders, including students and parents or guardians. Furthermore, the policy is consistent with the other policies of Sullivan CUSD 300. This policy will be posted on Sullivan CUSD 300's existing, publicly accessible Internet website. Additionally, it will be included in the student handbook and where applicable, posted where other policies, rules, and standards of conduct are currently posted in the school. The policy will be provided periodically throughout the school year to students and faculty and will be distributed annually to parents, guardians, students, and school personnel, including new employees when hired.

Sullivan CUSD 300 shall conduct a review and re-evaluation of this policy every two years to assess the outcomes and effectiveness of this policy and shall make any necessary and appropriate revisions. As part of this process, Sullivan CUSD 300 shall review various factors including, but not limited to:

1. The frequency of victimization
2. Student, staff, and family observations of safety at school
3. Identification of areas of a school where bullying occurs
4. The types of bullying utilized
5. Bystander intervention or participation

Sullivan CUSD 300 may use relevant data and information it already collects for other purposes in the policy evaluation. The information developed as a result of the policy evaluation must be made available on the Internet website of Sullivan CUSD 300. If an Internet website is not available, the information must be provided to school administrators, school board members, school personnel, parents, guardians, and students.

No later than September 30 of the subject year, the policy must be filed with the State Board of Education after being updated.

SEXUAL HARASSMENT & TEEN DATING VIOLENCE

Harassment Prohibited

No person, including a school district employee, agent, or student, shall harass, intimidate, or bully a student on the basis of actual or perceived: race; color; national origin; military status; unfavorable discharge status from military service; sex; sexual orientation; gender identity; gender-related identity or expression; ancestry, age; religion; physical or mental disability; order of protection status; status of being

homeless; actual or potential marital or prenatal status, including pregnancy; physical appearance; socioeconomic status; academic status; association with a person or group with one or more of the aforementioned actual or perceived characteristics; or any other distinguishing characteristic. The District will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, sexual, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Sexual Harassment Prohibited (Title IX)

Sexual harassment as defined in Title IX (Title IX Sexual Harassment) is prohibited. Any person, including a District employee or agent, or student, engages in Title IX Sexual Harassment when that person engages in conduct on the basis of an individual's sex that satisfies one or more of the following:

1. A District employee conditions the provision of an aid, benefit, or service on an individual's participation in unwelcome sexual conduct; or
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's educational program or activity; or
3. Sexual assault as defined in or stalking as defined in District policy and federal law.

Examples of sexual harassment include, but are not limited to, touching, rape, sexual battery, sexual abuse, sexual coercion, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities.

Teen Dating Violence Prohibited

Engaging in teen dating violence that takes place at school, on school property, at school-sponsored activities, or in vehicles used for school-provided transportation is prohibited. For purposes of this policy, the term *teen dating violence* occurs whenever a student who is 13 to 19 years of age uses or threatens to use physical, mental, or emotional abuse to control an individual in the dating relationship; or uses or threatens to use sexual violence in the dating relationship.

For more information about this issue, please see the Centers for Disease Control and Prevention's educational materials at www.cdc.gov/injury/features/dating-violence/index.html.

Making a Report or Complaint

Students are encouraged to promptly report claims or incidents of bullying, intimidation, harassment, sexual harassment, or any other prohibited conduct to the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any employee with whom the student is comfortable speaking. A student may choose to report to an employee of the student's same gender.

Non-Discrimination Coordinator:

Name: Bryce Wagner, Assistant Principal
Address: 110 W. Magill St.
Email: wagnerb@sullivan.k12.il.us
Telephone: (217) 728-8311

Complaint Managers:

Name: Leslie Guyot (SES Principal), Nathan Ogle (SMS Principal), Dan Allen (SHS Principal
Address: 725 N Main St.
Email: guyotl@sullivan.k12.il.us, oglen@sullivan.k12.il.us, allend@sullivan.k12.il.us
Telephone: (217) 728-8341

Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to discipline.

Investigation Process:

All complaints will be investigated by the District in accordance with state and federal law and corresponding District policies.

Enforcement

Any District employee who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to remedial action and/or disciplinary action, up to and including discharge.

Any District student who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to remedial action and/or disciplinary action, including but not limited to, suspension and expulsion, consistent with the student discipline information in this handbook.

Any third party who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be addressed in accordance with the authority of the Board in the context of the relationship of the third party to the District, e.g., vendor, parent/guardian, invitee, etc. Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to remedial and/or disciplinary action.

Retaliation Prohibited

Retaliation against any person for bringing complaints, participating in the complaint process, or otherwise providing information about discrimination or harassment based on race, color, or national origin is prohibited.

Individuals should report allegations of retaliation to the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager.

STUDENTS WHO ARE PARENTS, EXPECTANT PARENTS, OR VICTIMS OF DOMESTIC OR SEXUAL VIOLENCE

Domestic and sexual violence affect a student's ability to learn. Students who are parents or expectant parents have unique needs. Providing support services that enable students who are parents, expectant parents, or victims of domestic or sexual violence (Article 26A Students) to succeed in school are important school and district goals and are required by law.

Requesting Support Services

To facilitate the full participation of Article 26A Students, the school district provides in-school support services and information regarding non-school-based support services. Article 26A Students are also able to make up work missed on account of circumstances related to their status as a parent, expectant parent, or victim of domestic or sexual violence.

In-school support services include, but are not limited to, enabling a student to meet with counselors or other service providers, excusing the student from class as necessary for circumstances consistent with their Article 26A status, and assisting students with the development of a student success plan.

An Article 26A Student and/or their parent/guardian may request a complete copy of the District's policies related to Article 26A Students and information on support services by contacting the Article 26A Resource Person listed below.

Filing a Complaint

An Article 26A Student and/or their parent/guardian may file a complaint for violations of this procedure with the Nondiscrimination Coordinator, Title IX Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any employee with whom the person is comfortable speaking.

Article 26A Resource Person:

Name: Micah Wiley, District Social Worker

Address: 110 W. Magill St.

Email: wileym@sullivan.k12.il.us

Telephone: (217) 728-8311

Nondiscrimination Coordinator:

Name: Bryce Wagner, Assistant Principal
Address: 110 W. Magill St.
Email: wagnerb@sullivan.k12.il.us
Telephone: (217) 728-8311

Title IX Coordinator:
Name: Haley Seeley, Special Education Coordinator/SES Dean of Students
Address: 910 N. Graham St.
Email: seeleyh@sullivan.k12.il.us
Telephone: (217) 728-2321

Complaint Manager:
Name: Leslie Guyot (SES Principal), Nathan Ogle (SMS Principal), Dan Allen (SHS Principal
Address: 725 N Main St.
Email: guyotl@sullivan.k12.il.us, oglen@sullivan.k12.il.us, allend@sullivan.k12.il.us
Telephone: (217) 728-8341

Retaliation Prohibited

Retaliation against an Article 26A Student or their parent/guardian for exercising or attempting to exercise their rights under this procedure is prohibited. Individuals should report allegations of retaliation to the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager.

DISCRIMINATION AND HARASSMENT ON THE BASIS OF RACE, COLOR, AND NATIONAL ORIGIN PROHIBITED

Discrimination and harassment on the basis of race, color, or national origin negatively affects a student's ability to learn and an employee's ability to work. Providing an educational and workplace environment free from such discrimination and harassment is an important District and School goal. The District and School do not discriminate on the basis of actual or perceived race, color, or national origin in any of its education programs or activities and comply with federal and State non-discrimination laws.

Examples of Prohibited Conduct

Examples of conduct that may constitute discrimination on the basis of race, color, or national origin include: disciplining students more harshly and frequently because of their race, color, or national origin; denying students access to high-rigor academic courses, extracurricular activities, or other educational opportunities based on their race, color, or national origin; denying language services or other educational opportunities to English learners; and assigning students special education services based on a student's race, color, or national origin.

Harassment is a form of prohibited discrimination. Examples of conduct that may constitute harassment on the basis of race, color, or national origin include: the use of racial, ethnic or ancestral slurs or stereotypes; taunts; name-calling; offensive or derogatory remarks about a person's actual or perceived race, color, or national origin; the display of racially-offensive symbols; racially-motivated physical threats and attacks; or other hateful conduct.

Making a Report or Complaint; Investigation Process

Individuals are encouraged to promptly report claims or incidences of discrimination or harassment based on race, color, or national origin to the Nondiscrimination Coordinator, a Complaint Manager, or any employee with whom the student is comfortable speaking. Reports will be processed under the District's Uniform Grievance Procedure.

Reports and complaints of discrimination or harassment will be confidential to the greatest extent practicable, subject to the District's duty to investigate and maintain an educational environment that is productive, respectful, and free of unlawful discrimination, including harassment.

Federal and State Agencies

If the District fails to take necessary corrective action to stop harassment based on race, color, or national origin, further relief may be available through the Illinois Dept. of Human Rights (IDHR) or the U.S. Dept. of Education's Office for Civil Rights. To contact IDHR, go to: https://dhr.illinois.gov/about-us/contact-idhr.html or call (312) 814-6200 (Chicago) or (217) 785-5100 (Springfield).

Prevention and Response Program

The District maintains a prevention and response program to respond to complaints of discrimination based on race, color, and national origin, including harassment, and retaliation. The program includes procedures for responding to complaints which:

1. Reduce or remove, to the extent practicable, barriers to reporting discrimination, harassment, and retaliation;
2. Permit any person who reports or is the victim of an incident of alleged discrimination, harassment, or retaliation to be accompanied when making a report by a support individual of the person's choice who complies with the District's policies and rules;
3. Permit anonymous reporting, except that an anonymous report may not be the sole basis of any disciplinary action;
4. Offer remedial interventions or take such disciplinary action as may be appropriate on a case-by-case basis;
5. Offer, but do not require or unduly influence, a person who reports or is the victim of an incident of harassment or retaliation the option to resolve allegations directly with the accused; and
6. Protects a person who reports or is the victim of an incident of harassment or retaliation from suffering adverse consequences as a result of a report of, investigation of, or a response to the incident.

Enforcement

Any District employee who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to remedial action and/or disciplinary action, up to and including discharge.

Any District student who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to remedial action and/or disciplinary action, including but not limited to, suspension and expulsion, consistent with the student discipline information in this handbook.

Any third party who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be addressed in accordance with the authority of the Board in the context of the relationship of the third party to the District, e.g., vendor, parent, invitee, etc. Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to remedial and/or disciplinary action.

Retaliation Prohibited

Retaliation against any person for bringing complaints, participating in the complaint process, or otherwise providing information about discrimination or harassment based on race, color, or national origin is prohibited.

Individuals should report allegations of retaliation to the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager.

TIERED DISCIPLINE SYSTEM

Sullivan Schools use a three tiered discipline system to categorize differing levels of student misconduct. In general, Tier 1 offenses will be handled at the classroom/teacher level, though building administrators may handle some Tier 1 offenses. Tier 2 offenses are generally handled by building administrators, though teachers could also assign a Tier 2 offense. Tier 3 offenses will be handled by building administrators. In some cases, an offense could be a Tier 1 or a Tier 2 or 3 offense depending on the severity of the offense. The following classifications are guidelines. In all cases, administration has the final decision in all matters related to student discipline and reserves the right to handle each situation in accordance with current policy and past precedence based on the specific details of the incident.

TIER 1

Aggression	Electronic Device	Property Misuse
Dress Code Violation	Inappropriate Contact	Tardy
Defiance	Inappropriate Language	Technology Violation
Disruption	Physical Contact	
Disrespect	Public Display of Affection	

CONSEQUENCES FOR TIER 1 VIOLATIONS

The following are the ranges of consequences that could accompany a Tier 1 violation. All violations will be logged in the student management system, and parents will be contacted.

Warning and conference with student

Removal from classroom

Detentions (before school, lunch, or after school)

TIER 2

Chronic Tier 1	Forgery	Skipped Class
Cheating	Harassment	Chronic Tardy
Disruption	Insubordination	Tobacco
Disrespect	Inappropriate Language	Technology Violation

CONSEQUENCES FOR TIER 2 VIOLATIONS

The following are the ranges of consequences that could accompany a Tier 2 violation. All violations will be logged in the student management system, and parents will be contacted.

Removal from classroom

Detention (before school, lunch, or after school)

AER

Friday Late Stay Detention

TIER 3

Alcohol	Gross Disrespect	Tobacco
Bullying	Gross Disobedience	Truancy
Controlled Substance	Sexual Harassment	Vandalism
False Alarm	Theft	Weapons
Fighting		

CONSEQUENCES FOR TIER 3 VIOLATIONS

The following are the ranges of consequences that could accompany a Tier 3 violation. All violations will be logged in the student management system, and parents will be contacted.

Removal from classroom

Detention (before school, lunch, or after school)

AER

Friday Late Stay Detention

Out-of-School Suspension

Expulsion

Restitution

STAFF REPORTING OF DISCIPLINE VIOLATIONS

A school staff member shall immediately notify the Building Principal/designee in the event that he or she (1) observes any person in possession of a firearm on or around school grounds, however, such action may be delayed if immediate notice would endanger students under his or her supervision, (2) observes or has reason to suspect that any person on school grounds is or was involved in a drug-related incident, or (3) observes a battery committed against any staff member. Upon receiving such a report, the Building Principal/designee shall immediately notify a local law enforcement agency and, if a student is reportedly in possession of a firearm, also the student's parent(s)/guardian(s). The Superintendent shall notify the Department of State Police of any drug-related incident or battery of a staff member.

Efforts, including the use of early intervention and progressive discipline, shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or physiological harm to someone else. The Superintendent/designee shall ensure that the parent(s)/guardian(s) of a student who engages in aggressive behavior are notified of the incident. The failure to provide such notification does not limit the Board's authority to impose discipline, including suspension or expulsion, for such behavior.

DELEGATION OF AUTHORITY

Each teacher, and any other school personnel when students are under his or her charge, is authorized to impose any disciplinary measure, other than suspension, expulsion, corporal punishment or AER, which is appropriate and in accordance with policies and rules on student discipline. Teachers, other certified educational employees, and other persons providing a related service for or with respect to a student, may use reasonable force as needed to maintain safety for other students, school personnel, or their person, or for the purpose of self-defense or defense of property. Teachers may remove students from a classroom for disruptive behavior.

The Superintendent, Building Principal, Assistant Building Principal or Dean of Students is authorized to impose the same disciplinary measures as teachers and suspend students guilty of gross disobedience or misconduct from school. This includes school functions and riding the school bus. Students may be suspended up to ten (10) consecutive school days provided the appropriate procedures are followed. The School Board may suspend a student in excess of ten (10) school days for safety reasons.

USE OF REASONABLE FORCE

A teacher, other certified employee and any other person, whether or not a certified employee, providing a related service for or with respect to a student may use reasonable force as needed to maintain safety for the other students, school personnel or persons or for the purpose of self-defense or the defense of property shall provide that a teacher may remove a student from the classroom for disruptive behavior and shall include provisions which provide due process to students.

INTERROGATION OF STUDENTS

The District shall maintain a policy of cooperating with local, state and federal law enforcement officials. Law enforcement officials may interview students in school, providing such officials present proper identification to the building principal/designee and explain the purpose of the interview. Every attempt will be made to notify the parent(s)/guardian(s) of the interview before it is conducted. The interview shall be conducted in the presence of a school official. The student's parent(s)/guardian(s) may be present for such interview upon request.

SEARCH AND SEIZURE

In order to maintain order safety and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. "School authorities" includes school liaison police officers.

School Property and Equipment as well as Personal Effects Left There by Students

School authorities may inspect and search school property and equipment owned or controlled by the school (such as, lockers, desks, and parking lots), as well as personal effects left there by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there.

The building principal may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

Students Searches

School authorities may search a student and/or the student's personal effects in the student's possession (such as, purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the school or district's student rules and policies. The search will be conducted in a manner that is reasonably related to its objective of the search and not excessively intrusive in light of the student's age and sex, and the nature of the infraction. School authorities may also utilize a metal-detector Wand as a part of a student search when a situation involving reasonable suspicion warrants.

School officials may require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates the school's disciplinary rules or school district policy. In the course of the investigation, the student may be required to share the content that is reported in order for the school to make a factual determination. School officials may not request or require a student or his or her parent/guardian to provide a password or other related account information to gain access to the student's account or profile on a social networking website.

Seizure of Property

If a search produces evidence that the student has violated or is violating either the law or the school or district's policies or rules, evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, evidence may be transferred to law enforcement authorities.

Questioning of Students Suspected of Committing Criminal Activity

Before a law enforcement officer, school resource officer, or other school security person detains and questions on school grounds a student under 18 years of age who is suspected of committing a criminal act, the building principal or designee will: (a) Notify or attempt to notify the student's parent/guardian and document the time and manner in writing; (b) Make reasonable efforts to ensure the student's parent/guardian is present during questioning or, if they are not present, ensure that a school employee (including, but not limited to, a social worker, psychologist, nurse, guidance counselor, or any other mental health professional) is present during the questioning; and (c) If practicable, make reasonable efforts to ensure that a law enforcement officer trained in promoting safe interactions and communications with youth is present during the questioning.

ACCESS TO STUDENT SOCIAL NETWORKING PASSWORDS & WEBSITES

School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination.

BREATHALYZER AND ALCO SCREEN

A student may be asked to submit to a breathalyzer or Alco screen saliva analysis when school officials have a reasonable suspicion the student has used or is under the influence of any chemical as defined above. The administration of the Breathalyzer or Alco screen will be done in the presence of a minimum of one (1) certified staff member and one (1) other adult.

Student conduct at Sullivan Schools will always be compatible with the philosophical beliefs and objectives of the school. The handling of discipline cases is directed toward developing the best possible solution for the individual pupil while protecting the welfare and rights of the total school population. The grounds for disciplinary action apply whenever the student's conduct is reasonably related to school or school activities, including, but not limited to, the following:

1. On school grounds before, during, or after school hours or at any other time when the school is being used by a school group;
2. Off school grounds at a school activity, function, or event or any activity or event which bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function or event; or
4. Anywhere, if the conduct may reasonably be considered to be a threat or an attempted intimidation of a staff member, or an interference with school purposes or an educational function.

BUILDINGS

ALARMS

You will, during the year, hear two types of alarms - a fire alarm and a tornado alarm.

When a fire alarm sounds, you should leave the building by the appointed exit as directed by your teacher. You should move to a distance of 100 feet from the building, and return to the building only on a signal from the faculty.

Tornado alarms and directions are announced through the public address system. Generally, all students move into the corridors of the first and second floors away from all glass areas.

Fire and tornado alarms are to be taken seriously because they involve the safety of everyone on campus. Any person sounding false alarms will be referred to the administration and police for disciplinary action.

SAFETY DRILL PROCEDURES AND CONDUCT

Safety drills will occur at times established by the superintendent, building principal, and/or the school board. Students are required to be silent and shall comply with the directives of school officials during emergency drills. There will be a minimum of three (3) evacuation drills, a minimum of one (1) law enforcement lockdown drill to address a school shooting incident, and a minimum of one (1) bus evacuation drill each school year. The law enforcement lockdown drill will be announced in advance and a student's parent/guardian may elect to exclude their child from participating in this drill. All other drills will not be preceded by a warning to students.

TARGETED SCHOOL VIOLENCE PREVENTION PROGRAM

Threats and acts of targeted school violence harm the District's environment and school community, diminishing students' ability to learn and a school's ability to educate. Providing students and staff with access to a safe and secure environment is an important goal of the School and District. While it is not possible to completely eliminate threats, the School and District maintain a Targeted School Violence Prevention Program and a Threat Assessment Team to reduce these risks to its environment.

Parents/guardians and students are encouraged to report any expressed threats or behaviors that may represent a threat to the community, School, or self. Reports can be made to any school administrator, law enforcement authorities, or the Safe2Help Illinois helpline (www.safe2helpil.com/).

Students and parents are urged to participate in behavioral threat assessment and intervention programs if the Behavioral Threat Assessment Team believes that intervention is necessary to prevent a student from harming themselves or others. However, if for some reason there is a reluctance to participate in the process by the threat maker(s) or parent/guardian(s), the threat assessment process will continue in order to ensure a safe and caring learning environment for all.

For further information, please contact the Building Principal.

EVENING USE OF BUILDING

Because we have a great number of people and organizations using our buildings after school hours, it is imperative that all afternoon and evening meetings be scheduled by the Director of Student Activities (DSA) and cleared through the office.

Regular school activities will not be displaced by outside agencies.

Students participating in an activity are reminded to:

1. Remain within the limits of activity;
2. Have a sponsor;
3. Protect school property and clean up after the function.

ASBESTOS MANAGEMENT PLAN

SULLIVAN HIGH SCHOOL/SULLIVAN MIDDLE SCHOOL

This is to inform you of the status of Sullivan School District asbestos management plan. As required our building(s) were initially inspected for asbestos. Our inspection was conducted on September 7, 1988. The AHERA law requires that a visual surveillance of asbestos containing areas be completed every six months, and a re-inspection conducted every three years. The re-inspection was completed during July 2010. The inspection/management plan is available for public review in the Unit office.

HAZARDOUS AND INFECTIOUS MATERIALS ADMINISTRATIVE PROCEDURE

Hazardous and/or infectious materials are any substances, or mixture of substances, that constitute a fire, explosive, reactive, or health hazard. The Buildings and Grounds Supervisor:

1. Maintains a perpetual inventory of hazardous materials.
2. Makes available inventory lists to the appropriate police, fire, and emergency service agencies.
3. Compiles Material Safety Data Sheets (MSDS) and distributes them to employees. The data sheets will be maintained and updated when necessary.
4. Makes available MSDS to all persons requesting the information.
5. Stores hazardous materials in compliance with local, state, and federal law. Storage containers will be labeled and stored in a location which limits the risk presented by the materials. Containers will be stored in a limited-access area.
6. Transports hazardous materials in a manner which poses the least possible risk to persons and the environment and which is in compliance with local, state, and federal law.
7. Classifies hazardous materials as current inventory, waste, excess, or surplus. Disposal of hazardous materials will be done in compliance with local, state, and federal law.

Pesticide Application

The Building and Grounds Supervisor provides an annual schedule of pesticide application to the supervisor of each District Building. The supervisor of each District building notifies students and employees in their building, as well as the parent(s)/guardian(s) of students, at least 2 business days before a pesticide application in or on school buildings or grounds.

PARENT/SCHOOL COMMUNICATION

CHAIN OF COMMAND

As situations in the school setting that causes concern arise, the chain of command should be followed when communicating these concerns. The chain of command is as follows:

1. Student-Teacher communication
2. Teacher
3. Building Administrator
4. Superintendent
5. School Board

PARENT/TEACHER CONFERENCES

An opportunity for parent/teacher conferences is provided at any time during the year through the initiative of either the parent or teacher as the need arises. Scheduled parent/teacher conferences will be held in October. Attempts are made to arrange conference times that are convenient for parents. Understanding and cooperation between parents and teachers is necessary if the best conditions for satisfactory learning experiences are to be developed in the home, the school and the community. All parents are encouraged to attend their scheduled conferences.

PARENT VISITATION

Parents are invited to visit school at any time and are urged not to wait for special occasions. The only times not appropriate for classroom visits would be the day before a vacation, the week of standardized testing, or the last week of school. All visitors are required to check in at the office before visiting a classroom.

TELEPHONE USE

Students wishing to use the telephone in the main office must have a pass from his/her teacher. Phone calls must be school related. High school and middle school students are to use the phone in the respective offices from 8:14 a.m. through 3:15 p.m., and not their cell phone. Students may use their cell phone to place calls before school and after school, outside of the building and during lunch off school property (Juniors-Seniors).

ACADEMIC POLICIES

COUNSELING AND GUIDANCE SERVICES

The school provides a guidance and counseling program for students. The school's counselors are available to those students who require additional assistance. Under Illinois law, any student 12 years of age or older may receive counseling services without consent of the student's parent/guardian. However, until the consent of the student's parent/guardian has been obtained, counseling services provided to a student under the age of 17 are generally limited to not more than eight 90-minute sessions.

The guidance program is available to assist students in identifying career options consistent with their abilities, interests, and personal values. Students are encouraged to seek the help of counselors to develop class schedules that meet the student's career objectives. High school juniors and seniors have the opportunity to receive college and career-oriented information. Representatives from colleges and universities, occupational training institutions, and career-oriented recruiters, including the military, may be given access to the school campus in order to provide students and parents/guardians with information.

STUDENT TRANSFER

A student may transfer into or out of the District according to State law and procedures developed by the Superintendent. The Superintendent is delegated all authority granted to the School Board in order to implement this policy, subject to specific Board action to the contrary. A student seeking to transfer into the District must serve the entire term of any suspension or expulsion, imposed for any reason by any public or private school, in this or any other state, before being admitted into the School District.

NOTIFICATION OF INTENT TO TRANSFER RECORDS

The parent(s)/guardian(s) of eligible students are hereby notified that upon notification of student enrollment or intent to enroll in another school, the records will be transferred. It is understood that parent(s)/guardian(s) or the eligible student have the right to view contents and/or receive a copy under conditions previously specified.

STUDENT WITHDRAWAL

Parent(s) or guardian(s) of students who intend to withdraw from school must notify the building principal. Information that will assist enrollment in another school will be provided by the school office. A student transferring to an Illinois school must have a **Student Transfer Form** completed by the principal to indicate to the school whether the student left Sullivan Schools "in good standing". School records will be sent when requested by school officials after enrollment in another school.

Students withdrawing from school should return all school property to each teacher. It is the student's responsibility to secure a "Withdrawal" form from the main office. Each teacher must sign the form indicating that all books, fees, etc. have been returned or paid. After the form has been completed, it should be returned to the Guidance Office. Failure to do so will result in the school not releasing records.

If withdrawal is due to transferring to another school, a "Parental Release" form must be signed by a parent or guardian. This form may be obtained from the main office. It is the school policy that all books are cleared and fees are paid before records can be released. Failure to do so will result in the school not releasing records.

RE-ENROLLMENT

Re-enrollment shall be denied to any individual above the age of 17 years who had dropped out of school and who could not earn sufficient credits during the normal school year(s) to graduate before his or her 22nd birthday. A person denied re-enrollment will be provided counseling and be directed to alternative educational programs, including adult education programs, that lead to graduation or receipt of a GED diploma. This section does not apply to students eligible for special education under the Individuals with Disabilities Act or accommodation plans under the Americans with Disabilities Act.

SULLIVAN HIGH SCHOOL

GRADING SCALE

90-100	A
80-89	B
70-79	C
60-69	D
59-below	F

REQUIREMENTS FOR GRADUATION [HS]

Students in District #300 are expected to spend four years meeting the high school graduation requirements. To graduate from high school, unless otherwise exempted, each student is responsible for:

1. Completing all State mandated graduation requirements listed below.
2. Completing all District graduation requirements that are in addition to State graduation requirements.
3. Passing an examination on patriotism, principles of representative government, and proper use and display of the American flag.
4. Participating in the State assessment required for graduation.

The following credits are necessary from Sullivan High School:

COURSE	CREDITS REQUIRED
ENGLISH	4.0
SCIENCE	3.0
MATH	3.0
WORLD GEOGRAPHY	.5
U.S. HISTORY	1.0

20th Century	.5
CIVICS	.5
HEALTH	.5
ART/WORLD LANGUAGE/CAREER AND TECHNICAL/FORENSIC SPEECH	1.0
CONSUMER EDUCATION (Includes Resource Management)	.5
P.E. (Every semester unless student has an exemption)	4.0
COMPUTER LITERACY	1.0
TOTAL REQUIRED CREDITS	18.5
ELECTIVE CREDITS REQUIRED	8.5
TOTAL CREDITS REQUIRED FOR GRADUATION	27.0

*25 Hours of Service Are Required for Graduation.

(Parents or students may obtain a course description book from the high school office or access it on the school's website at home.sullivan.k12.il.us.)

As a prerequisite to receiving a high school diploma, the parent or guardian of each student or, if a student is at least 18 years of age or legally emancipated, the student must comply with either of the following:

1. File a Free Application for Federal Student Aid (FAFSA) with the United States Department of Education or, if applicable, an application for State financial aid.
2. File a waiver indicating that the parent or guardian or, if applicable, the student understands what the FAFSA and application for State financial aid are and has chosen not to file an application.

Upon request, the school will provide a student and his or her parent or guardian any support or assistance necessary to comply with this requirement.

The following individual(s) has/have been designated by the school to assist senior students with questions related to the Free Application for Federal Student Aid (known as FAFSA) or to refer senior students to other appropriate resources.

The school offers a variety of services aimed at helping senior students complete FAFSA paperwork, including the opportunity to receive help during the school day in completing the student's portion of the FAFSA application.

FAFSA Contact Person:

Elizabeth Alva, High School Counselor

alvae@sullivan.k12.il.us

(217) 728-8311

A school district must award a high school diploma to a student who is unable to meet this requirement due to extenuating circumstances, as determined by the school district if (1). The student has met all other graduation requirements, and (2). The Principal attests that the school district has made a good faith effort to assist the student or, if applicable, his or her parent or guardian in filing an application or a waiver.

Of Note: A student will not be able to walk during the graduation ceremony if they are short on the total credits required for graduation.

PHYSICAL EDUCATION [HS]

Every student must be enrolled in physical education on a daily basis unless he/she meets the following exemptions: 1) Participation in athletics while the sport is in season; 2) Marching Band, first semester; 3) Course required for graduation interferes; 4) Course required for college admission interferes; 5) Enrollment in Reserve Officer's Training Corps (ROTC) program sponsored by the District; 6) Medical reasons where a signed statement has been provided by an individual licensed under the Medical Practice Act excusing the student for medical purposes; 7) Religious reasons where a signed statement has been provided from a member of a religious clergy excusing the student for

religious purposes; 8) During a period of religious fasting provided written notice from a student's parent/guardian is obtained. Students may include up to 4 credits of P.E. in their high school course work. P.E. courses count .5 credits per semester. Waivers are not allowed until the student is in his/her fifth semester and junior class standing has been achieved with the exception of Marching Band during the first semester each year for those freshmen and sophomores (enrolled in band) if they so request.

A student in grades 3-12 who is eligible for special education may be excused from physical education courses if:

1. The student's parent/guardian agrees that the student must utilize the time set aside for physical education to receive special education support and services.
2. The student's Individualized Education Program team determines that the student must utilize the time set aside for physical education to receive special education support and services. The agreement or determination must be made a part of the Individualized Education Program.
3. The student has an Individualized Education Program and is participating in an adaptive athletic program outside of the school setting, and the student's parent or guardian documents this participation.
4. If a person licensed under the Medical Practices Act determines that the student cannot participate in the physical education course due to a physical or emotional condition. In this circumstance, special activities in physical education would be provided.

A student requiring adapted physical education will receive that service in accordance with the student's Individualized Education Program.

***State law prohibits the School District from honoring parental excuses based upon a student's participation in athletic training, activities, or competitions conducted outside the auspices of the School District.**

Students who have been excused from physical education shall return to the course as soon as practical. The following considerations will be used to determine when a student shall return to a physical education course:

1. The time of year when the student's participation ceases.
2. The student's class schedule.
3. The student's future or planned additional participation in activities qualifying for substitutions for physical education, as outlined above or in Handbook Procedure 10.30.

BEHIND THE WHEEL PREREQUISITES

To ensure student and instructor safety, students must demonstrate basic vehicle control before entering school-led instruction.

Students must complete 20 hours of supervised driving with a parent/guardian and documented sign off prior to beginning school-led instruction. It is mandated by state law that students may not exceed three absences from their Driver's Education class; excessive absences will result in removal from the course. Students may re-enroll at a later date.

REPEATING PASSED COURSES [HS]

A student may request to repeat a passed course in any area where the skill level needs to be increased before moving on to the next course in a sequence.

A student repeating a course will receive the grade from the course taken the second time. The course and grade for the first time the course was completed will remain on the transcript. Credit is earned only once.

PROCESS FOR CHANGING COURSE REQUESTS AND SCHEDULES [HS]

The decision to take a course is an important one. Students should seriously consider their educational and career goals and develop a program of study to work toward them. Parents are requested to be actively involved with their student in selecting an appropriate program of courses for the coming year. Students have three days at the beginning of each semester to make schedule changes. During this time only absolutely necessary changes will be made. Changes include the following.

1. Failure or near failure in a prerequisite course and/or in a semester or year course.
2. Successful completion of Summer school courses.
3. Teacher requests.

ALL other changes must be approved by the High School Principal prior to the end of the third day.

COLLEGE PREPARATORY CURRICULUM [HS]

The following high school subjects are recommended for freshmen entering community college transfer programs and public universities.

Units (Credits)	Subjects
4	English (emphasizing written and oral communications and literature)
3	Social Studies (emphasizing history and government)
3	Mathematics (introductory through advanced algebra, geometry, trigonometry, or fundamentals of computer programming)
3	Science (laboratory sciences)
2	World language or music and art

Individual public universities and community colleges may have subject requirements in effect.

CLASS RANK AND GRADE POINT AVERAGE (GPA) [HS]

Grades for each semester are assigned on an A=4, B=3, C=2, D=1, F=0 basis.

Class rank is based upon the accumulated grade point average that students have during their years in high school. The letter grades that students earn are converted to a grade point and an additional weighted factor is assigned to each course. Class rank for each class is determined by way of a weighted grading system.

Courses at Sullivan High School are assigned a weight for the purpose of computing class rank. Each course at Sullivan High School is given a weight based upon the difficulty of the course. Courses are weighted as 1, 2, or 3. The grade earned is assigned a value on the 4.0 grade scale listed above.

VALEDICTORIAN AND SALUTATORIAN HONORS [HS]

Students who earn the minimum number of credits for graduation earn a standard diploma. To be considered for the "Top 10" and Valedictorian or Salutatorian honors, a student must take a minimum of 24 "three-weight" semesters during their high school careers. The following tie breakers, in order, will be: (1) GPA; (2) highest number of three-weighted "A's"; and (3) highest total number of three-weighted classes taken.

TRANSFER CREDIT [HS]

Transfer students entering Sullivan Unit #300 Schools will have their placement determined after an official evaluation of their transcript by the building principals of their designee. Such evaluation will be guided by the following criteria:

1. All transfer credit, to be accepted, must be from an accredited institution. Accreditation must be from the State from which the credit is transferred or, where lack of a State Accrediting Institution exists, a Regional Accrediting Association.
2. Instruction for acceptable transfer credit must have been provided by a teacher certified by the Illinois State Board of Education or an equivalent state governing board, if from outside Illinois.
3. Students may have correspondence course credit and dual credit approved. The number of correspondence course credits is limited to six (6) credits. These credits may not be used to accelerate graduation earlier than 4 years after the student's initial enrollment in a high school.
4. No credit, regular or approved, may be accepted for the purpose of accelerating graduation.

5. Students seeking entry within 15 days of the semester or other grading period will be temporarily enrolled in the Sullivan Schools. The principal/designee will act within 15 school days to determine final placement and issuance of appropriate, and approved, academic credits.

For the placement of a student where credits are not acceptable as determined using the above criteria, any or all of the following may be applied (at the discretion of Sullivan Unit #300):

Enrollment Window:

Students transferring to Sullivan Schools should note that the following enrollment windows exist:

1. Students not enrolled in school at a previous site will be allowed to begin classes within the first five (5) school days of a new semester.
2. Students transferring to Sullivan Schools from another public school will be allowed to enroll within five (5) school days of their last attendance date at the prior school.
3. Students transferring from a private or parochial school will be allowed to enroll within the first five (5) days of any grading period, provided transferability of course work has been established.
4. Transfer students must be enrolled at Sullivan High School for at least one semester prior to graduation. **(see Board Policy 7.31)**

After determination of placement of the student, should the parent(s)/guardian(s) feel that the decision is unacceptable, formal appeal may be made to the Superintendent of Schools. This report for appeal must be made within five (5) working days of the Superintendent's ruling.

COURSE ALTERNATIVES AND SUBSTITUTIONS [HS]

Credit for Non-District Experiences

A student may receive high school credit for successfully completing any of the listed courses or experiences even when it is not offered in or sponsored by the District:

Correspondence Courses

A student enrolled in a correspondence course may receive high school credit for work completed, provided:

1. The course is given by an institution accredited by the North Central Association of Colleges and Secondary Schools;
2. The student is a fourth or fifth year senior;
3. The student assumes responsibility for all fees; and
4. The building principal or designee approves the course in advance.

A maximum of 6 units of credit may be counted toward the requirements for a student's high school graduation.

Credit for Proficiency

Proficiency credit is available in limited subjects where a student demonstrates competency. Contact the building principal for details.

Distance Learning Courses, Including Virtual or Online Courses

A student enrolled in a distance learning course, including a virtual or online course, may receive high school credit for work completed, provided:

1. The course is offered by an institution approved by the superintendent or designee;
2. The course is not offered at the student's high school;
3. The student assumes responsibility for all fees (including tuition and textbooks); and
4. The building principal or designee approves the course in advance.

Students may be limited as to the number of distance learning courses that apply toward high school credit. Grades earned in approved distance learning courses count toward a student's grade point average, class rank, and eligibility for athletic and extracurricular activities. The district may pay the fee for expelled students who are permitted to take virtual or online courses in alternative settings.

Exchange Programs

An exchange student will be granted a diploma if he or she completes the criteria for graduation established by the State of Illinois and the School Board. The board may grant a certificate of attendance to exchange students.

District students will receive high school credit for world exchange courses that meet the criteria established in the curriculum and that are approved by the building principal or designee. International study course work not meeting district requirements may be placed in the student's permanent record and recorded as an international study experience.

Summer School and Independent Study

A student will receive high school credit for successfully completing: (1) any course given by an institution accredited by the North Central Association of Colleges and Secondary Schools, and (2) independent study in a curriculum area not offered by the District, provided the student obtains the consent of a supervising teacher as well as the building principal or designee.

College Courses

A student who successfully completes community college courses may receive high school credit, provided:

1. The student is a senior in good academic standing;
2. The course is not offered in the high school curriculum;
3. The course is approved in advance by the student's guidance counselor and the building principal or designee; and
4. The student assumes responsibility for all fees.

A maximum of 6 units of credit may be counted toward the requirements for a student's high school graduation.

Dual Credit Courses

A student who successfully completes a dual credit course may receive credit at both the college and high school level.

*Of Note: Students who do not otherwise meet a community college's academic eligibility to enroll in a dual credit course taught at the high school may enroll in the dual credit course, but only for high school credit.

World Language Courses

A student will receive high school credit by studying world language in an approved ethnic school program, provided such program meets the minimum standards established by the State Board of Education.

The amount of credit will be based on world language proficiency achieved. The building principal or designee may require a student seeking World language credit to successfully complete a world language proficiency examination.

Military Service

The board may accept military service experience as credit toward graduation, provided the student making the request has a recommendation from the U.S. Commission of Accreditation of Service Experiences. The student seeking credit shall supply any documents or transcripts necessary to support the request.

Volunteer Service Credit Program

A student may earn high school credit towards graduation through community service activities or through participation in the District's Volunteer Service Credit Program. The Superintendent shall implement the volunteer service credit program to ensure student enrichment, educational growth, and personal welfare. Students shall receive the amount of credit given for the completion of one semester of language arts, math, science, or social studies.

Advanced Placement Computer Science

The advanced placement computer science course is equivalent to a high school mathematics course. A student in grades 9-12 may substitute the advanced placement computer science course for one year of mathematics. The transcript of a student who completes the advanced placement computer science course will state that it qualifies as a mathematics-based, quantitative course.

Accelerated Placement

The District provides for an Accelerated Placement Program (APP) for qualified students. It provides students with an educational setting with curriculum options that are usually reserved for students who are older or in higher grades than the student. Accelerated placement includes but may not be limited to: early entrance to kindergarten or first grade, accelerating a student in a single subject and grade acceleration.

Participation is open to all students who demonstrate high ability and who may benefit from accelerated placement. It is not limited to students who have been identified as gifted or talented.

For each student who exceeds State standards in English language arts, mathematics, or science on a State assessment, the school district is required by State law to automatically enroll the student in the following school year in the next most rigorous level of advanced coursework offered by the high school as follows:

1. A student who exceeds State standards in English language arts shall be automatically enrolled into the next most rigorous level of advanced coursework in English, social studies, humanities, or related subjects.
2. A student who exceeds State standards in mathematics shall be automatically enrolled into the next most rigorous level of advanced coursework in mathematics.
3. A student who exceeds State standards in science shall be automatically enrolled into the next most rigorous level of advanced coursework in science.

Contact the building Principal or designee for any additional questions.

Tech Prep

Students participating in a Tech Prep program may earn credit toward graduation for work-related training received at manufacturing facilities or agencies.

Vocational Academy

Students enrolled in the Vocational Academy earn credit toward graduation as provided in the Academy's design.

Substitutions for Courses

A student in grades 9-12 who is 16 years or older may satisfy one or more high school courses (including physical education) or graduation requirements by successfully completing related vocational or technical education courses or a registered apprenticeship program listed by the school district. Students may find a registered, but, not listed, apprenticeship program with a business or organization if a registered apprenticeship program is not offered in the school district. Furthermore, the following must also occur prior to this approval being granted:

1. The building principal or designee approves the substitution and the vocational or technical education course is completely described in curriculum material along with its relationship to the required course; and
2. The student's parent/guardian request and approve the substitution in writing on forms provided by the district.

Students must receive pre-approval from the building principal or designee to receive credit for any non-District course or experience. The building principal or designee will determine the amount of credit and whether a proficiency examination is required before the credit is awarded. Students assume responsibility for any fees, tuition, supplies, and other expenses. Students are responsible for (1) providing documents or transcripts that demonstrate successful completion of the experience, and (2) taking a proficiency examination, if requested. The building principal or designee shall determine which, if any, non-District courses or experiences, will count toward a student's grade point average, class rank, and eligibility for athletic and extracurricular activities.

STUDENT PARTICIPATION IN OUTSIDE ACTIVITIES THAT COUNT TOWARD CALCULATION OF CLASS HOURS

Pupil attendance in any of the following activities shall be counted toward the calculation of clock hours of school work per day:

1. Instruction in a college course where the student is dually enrolled for both high school and college credit.
2. Participation in a Supervised Career Development Experience in which student participation and learning outcomes are approved by a licensed educator assessment of competencies. Participation may include, but is not limited to, scheduled events of local, State, and national youth organizations, career and technical education organizations, FFA associations, and 4-H programs as part of organized competitions, exhibitions, or conferences.

3. Participation in any work-based learning experience, including supervised agricultural experiences, in which student participation and learning outcomes are approved by an educator who holds an Educator License with Stipulations with a career and technical educator endorsement and a work-based learning designation.
4. Participation in a youth apprenticeship in which student participation and learning outcomes are approved by a licensed educator for assessment of competencies.
5. Participation in a blended learning program approved by the district in which course content, student evaluation, and instructional methods are supervised by a licensed educator.

Students shall not be penalized for work missed for participating in any of the above activities and will be permitted to make up all missed work, including homework and tests, for equivalent academic credit. A student and the student's parent or legal guardian are responsible for obtaining coursework that is missed while the student participates in any of the above activities.

Students who desire to participate in any of the above activities should contact the building principal for approval.

HOMEWORK [HS]

Each student should expect to spend some time each night in the preparation for the next day's lessons. Regular home study enables a student to make consistent progress in the lessons. The student should make an effort to see that the homework is done to his/her level of accomplishment. Each teacher will expect the student's work to be completed neatly and accurately. Concern with the basic skills of penmanship, spelling, mathematical computation and neatness will be emphasized in all classes. Plagiarism is not tolerated.

Frequency/Amounts - The following guidelines represent the average amount of time an individual student spends on homework. The actual amount may vary among individual students and classes. Nothing stated below precludes parents and/or students from expending more time on their own initiative. Sixth Grade through Twelfth Grade - Homework may be regularly expected in all classes. More specific information for each class will be provided in the Course Description Book and in each course syllabus.

Late/Incomplete Homework - Homework assignments are expected to be completed and handed in on time. Students who turn in a late or incomplete assignment will be dealt with in a fair and equitable manner. The teacher may give reduced credit for the assignment based upon the stated classroom policy.

Students who chronically turn in late or incomplete assignments will be assigned to an intervention program designed to ensure all assignments are being completed. The teacher will give reduced credit for the assignments based upon the stated classroom policy.

Make-Up Assignment - Students shall be given the opportunity to make-up schoolwork missed due to absences that are considered unavoidable in a reasonable time frame. <u>They shall have the same number of days as their absence plus one day to complete their work for credit</u>.

Parents shall notify the school prior to a family trip and may request homework assignments. Parents/students should check Skyward for homework assignments during a student illness. In all cases, if homework has not been requested and received, students in grades 9-12 are responsible for obtaining the assignments upon their return to school.

Student absenteeism considered avoidable is classified as truancy. The student will be given the opportunity to make-up work missed due to an unexcused absence even though no credit will be earned.

Progress Reports are sent out to parents at the midpoint of each quarter. These reports are designed to inform the parents/students of the students' progress during that particular grading period. Parents are urged to contact the students' teachers if the student is doing unsatisfactory work in a class.

Cheating and Plagiarizing- All work submitted for credit in any class is expected to be the original work of the student submitting it. If work is not the original effort of the student, that student may be found guilty of cheating or plagiarism.

Cheating- Cheating can include but is not limited to:

a. Copying another student's work or computer files or allowing work or computer files to be copied by another student.
b. Illegal notes or "cheat sheets" or in any way obtaining answers for questions from an outside source in a test-taking situation.
c. Copying from another student's test, helping another student during a test, or providing another student with information regarding a test.
d. Stealing copies of tests or answer keys.
e. Sharing individual work through social media, Google Drive, or any other digital means.
f. Changing answers on a test or assignment of any kind after grading.
g. Using an electronic device in a manner not specified by the teacher (ex: taking a picture of a test or assignment, storing answers in a calculator, etc.).
h. Using, sharing, or distributing written materials such as cheat sheets or study guides.

"Cooperative Learning" is a recognized instructional practice. When this practice is acceptable to the teacher for a project or assignment, the teacher must clearly explain this expectation to the students. If it is not clearly delineated as approved, the copying of the project or assignment will be considered cheating.

Plagiarism- Plagiarism occurs when material is presented as though it is original, when it actually comes from an outside source. Plagiarism is stealing another person's ideas about a subject, his or her method of presenting or organizing ideas, or the actual work itself. Plagiarism includes the following but is not limited to:

a. Failure to identify with quotation marks, words, or symbols copied from another source.
b. Failure to note in a citation or a phrase the author and/or the source of material used in writing or speaking.
c. Failure to provide a "resource list" for a written or an oral report that requires research.
d. The use of another source's ideas or plan as the basis of a project, report, or composition.
e. The use of another person's words or ideas as one's own for homework, speeches, themes, poems, musical compositions, art work, projects, and the like.
f. Turning in someone else's work as your own.
g. Copying words or ideas from someone else without giving credit.
h. Giving incorrect information about the source of information.
i. Changing words but copying the sentence structure without giving credit to the source.
j. Copying so many words or ideas from a source that it makes up the majority of the work, whether credit is given or not.

A student found guilty of cheating or plagiarizing may receive the following consequences (per class):

1st offense- A "0" for the assignment, test, quiz, or project. The "0" will be averaged into the semester grade and make-up privileges will not granted. When cheating and plagiarizing constitute a deliberate act of deception, the student's parent/guardian will be contacted. A student guilty of plagiarizing a course requirement (i.e. term paper) risks loss of credit for the entire semester.

2nd offense- Same as the first offense and a loss of 10% of the final class grade.

3rd offense- Failing grade for the course and removal from the class.

Students who willingly aid in other students' efforts to cheat may receive the following consequences (assigned by the office and accumulative in nature):

1st offense- 1 week of lunch detentions.

2nd offense- Friday Late Stay Detention and conference with parents.

3rd offense- 1 day AER and 2 Friday Late Stay Detentions.

Artificial Intelligence- "Artificial intelligence" or "AI" is intelligence demonstrated by computers, as opposed to human intelligence. "Intelligence" encompasses the ability to learn, reason, generalize, and infer meaning. Examples of "AI" include Chat GPT and other chatbots and large language models. "AI" is not a substitute for schoolwork that requires general thought. Students may not claim "AI" generated content as their own work. The use of "AI" to take tests, complete assignments, create multimedia projects, write papers, or complete schoolwork without permission of a teacher or administrator is strictly prohibited. The use of "AI" for these purposes constitutes cheating or plagiarism and consequences will be assigned to students found guilty of this as outlined previously in the school handbook.
In certain situations, "AI" may be used as a learning tool or a study aid. Students who wish to use "AI" for legitimate educational purposes must have permission from a teacher or an administrator. Students may use "AI" as authorized in their Individualized Education Program (IEP).
Students may not use "AI" including "AI" image or voice generator technology, to violate school rules or school district policies.
In order to preserve academic integrity, tests, assignments, projects, papers, and other schoolwork may be checked by "AI" content detectors and/or plagiarism recognition software.

PROGRAMS AVAILABLE FOR DROPOUTS [HS]

Students withdrawing from Sullivan High School should be aware that there are alternative programs available to replace their high school diploma. Students who are short fewer than six (6) credits may take courses at Lake Land College or through an approved correspondence school and have them transferred into Sullivan High School for the purposes of meeting the graduation requirements. Students may also take the General Educational Development (GED) Test through the Regional Office of Education. Further information about any of these programs may be obtained through the Regional Office of Education in Charleston, Lake Land College in Mattoon, or the Sullivan High School counselor.

HONOR ROLL [HS]

Students who have excelled in their academic classes are recognized on the Honor Roll at the conclusion of each semester at the High School and at the conclusion of each quarter at the Middle School. Recognition for students in grades 6-12 is given for three degrees of excellence:

Straight A Honor Roll:	4.0 GPA
High Honor Roll:	3.5 or higher GPA
Honor Roll:	3-3.49 GPA

Any grade below a C– in any subject disqualifies a student from any honor roll.

COLLEGE VISITATIONS/COLLEGE TESTING [HS]

Junior and Senior students desiring to visit a college or university must make arrangements with the guidance office prior to the visitation. Written verification of the visit must be provided within 24 hours upon the student returning to school in order for the visit to not count as one of the student's 5 parent-call-in excused absences in a semester. The student's parent(s)/guardian(s) must call the attendance office to verify the absence. **Junior and Senior students may use up to two (2) college visitation days per year.** Students needing to schedule any additional college visits that exceed this limit must obtain a pre-approval from the principal prior to doing so. Students should make arrangements 3 days in advance of a visit.

TESTING [HS]

Testing is another service coordinated through the guidance office. Information on vocational careers and college entrance is available through your counselor. Sullivan High School will administer the prescribed college entrance and state exams as required by state law. Students will take the ACT for their college entrance exam. If students wish to take the PSAT or SAT, then they must do so on their own time and through another school.
Test results shall be recorded in the student's temporary school record and are available only to the student, the student's parent(s)/guardian(s), and school personnel directly involved with the student's educational program, pursuant to Board policy 7:340, Student

Records. Overall student assessment data on tests required by State law will be aggregated by the District and reported, along with other information, on the District's annual report card.

In addition to the above requirements, all graduates of Sullivan High School must pass an examination demonstrating knowledge of the United States Constitution, the Constitution of the State of Illinois, and the proper use of the Flag of the United States.

SEAL OF BILITERACY

Sullivan High School is proud to offer our students the opportunity to earn the Illinois State Board of Education's Seal of Biliteracy or Commendation Toward Biliteracy. The program is designed to recognize high school students who have shown proficiency in two languages by graduation.

At Sullivan High School, this opportunity exists for students who are enrolled in AP Spanish as seniors.

To qualify for the Seal of Biliteracy, students must:

- Meet or exceed the college-ready benchmark for the English portion of the SAT

  AND

- Earn a 4 or 5 on the AP Spanish exam.

To qualify for the Commendation Toward Biliteracy, students must:

- Meet or exceed the college-ready benchmark for the English portion on the SAT

  AND

- Earn a 3 on the AP Spanish exam.

ENGLISH LEARNERS

The school offers opportunities for resident English Learners to achieve at high levels in academic subjects and to meet the same challenging State standards that all children are expected to meet. Parents/guardians of English Learners will be informed how they can: (1) be involved in the education of their children; (2) be active participants in assisting their children to attain English proficiency, achieve at high levels within a well-rounded education, and meet the challenging State academic standards expected of all students; and (3) participate and serve on the District's Transitional Bilingual Education Programs Parent Advisory Committee.

For questions related to this program or to express input in the school's English Learners program, please contact the building principal

SULLIVAN MIDDLE SCHOOL

PROMOTION POLICY [MS]

1. Students shall pass the five core academic courses. In order to pass the courses, the student shall have a 60% average for each semester of each course.
2. Students who fail to meet certain academic standards may be required or encouraged to complete Summer School.
   Those that meet the following criteria below will be **required** to complete Summer School:
   a. A failing grade in a core academic course for at least one semester.
   b. More than one core academic course with a two semester average less than a 65%

   Those that meet the following criteria below will be **encouraged** to complete Summer School:
   a. One core academic course with a two semester average of less than 65%
   b. More than one core academic course with a two semester average of less than 69%
3. As a general guideline, students will complete 20 hours (maximum of 80 hours) of Summer School for each of the above criteria met. For example, a student who fails two academic courses for one semester each would be assigned 40 hours of Summer School. Any student meeting the criteria for Required Summer School will need to achieve a 75% or higher in the Summer School

program in order to gain promotion. Failure to satisfactorily attend and complete the program will result in the student being retained.

4. Core Academic courses include: Literature, Language Arts, Mathematics, Social Studies, and Science.

Parents will be notified if a student earns a 59% or below for the first semester average. The notification will request a meeting which will include but is not limited to the student, parent/guardian, grade level team, and administration. During the conference, an Individual Remediation Plan will be developed. If failures occur, students will be recommended for academic assistance which may include but not limited to: required before and after school tutorial program, required summer school attendance; participation in mentoring program; academic probation; and/or consideration for retention.

All students who do not qualify for promotion may be offered one or more of the following:

- Tutorial assistance
- Increased instruction in the learning area(s) in need of remediation
- Modifications to instructional materials
- Individual Remediation Plan

Student may not be promoted to the next grade level based upon age or any other social reasons not related to academic performance of students.

PHYSICAL EDUCATION CLASSES [MS]

Physical Education participation is required by state law. Each student is required to wear gym shorts not to extend below knees or above mid-thigh and t-shirt. Undergarments that extend below the gym shorts are not permissible. Gym shoes will also be worn. Not wearing any part of complete uniform will be considered a no dress and participation points will be deducted from student's participation grade. Underarm deodorant is recommended.

A student who does not participate must present to instructor a parent/guardian note explaining reason for not participating. This excuse will only be accepted for one day. If the injury or illness is for more than one day in a row, only a note from a physician or an individual licensed under the Medical Practices Act can excuse the student from participation. A student may also be excused from participation in Physical Education for religious reasons where a signed statement has been provided from a member of a religious clergy excusing the student for religious purposes (e.g. fasting). Also, a student in grades 7-8 may be excused from Physical Education if he or she submits a written request to the building principal requesting to be excused because of ongoing participation in an interscholastic or extracurricular athletic program and the building principal chooses to excuse such request.

Students who are unable to participate in physical education, as certified by a physician, may be assigned to an alternate place during that period of non-participation. In order for this to occur: students must provide the instructor with the physician's letter indicating the medical reason to be excused and approximate duration of non-participation, student will receive a grade of M for physical education for that quarter, students may be required to furnish an upgraded letter from a physician if non-participation exceeds a semester. Students who have been excused from physical education shall return to the course as soon as practical. The following considerations will be used to determine when a student shall return to a physical education course:

2. The time of year when the student's participation ceases.
3. The student's class schedule.

HOMEWORK [MS]

Each student should expect to spend some time each night in the preparation for the next day's lessons. Regular home study enables a student to make consistent progress in the lessons. The student should make an effort to see that the homework is done to his/her level of accomplishment. Each teacher will expect the student's work to be completed neatly and accurately. Concern with the basic skills of penmanship, spelling, mathematical computation and neatness will be emphasized in all classes.

Frequency/Amounts- The following guidelines represent the average amount of time an individual student spends on homework. The actual amount may vary among individual students and classes. Nothing stated below precludes parents and/or students from expending more time on their own initiative. Homework may be regularly expected in all classes for students in sixth through eighth grade. More specific information for each class will be provided in the Course Description Book and in each course syllabus.

Homework Hangout - Homework assignments are expected to be completed and handed in on time. We offer an after school homework program for our students titled "Homework Hangout". A student will be referred to Homework Hangout if they have one missing assignment from any academic class. Homework Hangout is used as a Tier 2 RtI academic intervention for students that have missing or late assignments. The school will contact parent(s)/guardian(s) the day their student is assigned. Students will be notified by the office. Homework Hangout is required. If students are unable to attend, they must make arrangements with the office to make up an assigned Homework Hangout. Students who fail to attend Homework Hangout without administrative approval are subject to receiving a "0" on the assignment and disciplinary action.

Students who chronically turn in late or incomplete assignments will be dealt with as a discipline problem. The teacher will give reduced credit for the assignments based upon the stated classroom policy.

Make-Up Assignment - Students shall be given the opportunity to make-up schoolwork missed due to absences that are considered unavoidable. They shall have the same number of days as their absence plus one day to complete their work for credit.

Parents shall notify the school prior to a family trip and may request homework assignments. Parents/students should contact the Middle School during a student illness. In all cases, if homework has not been requested and received, students are responsible for obtaining the assignments upon their return to school.

Student absenteeism considered avoidable is classified as truancy. The student will be given the opportunity to make-up work missed due to an unexcused absence even though no credit will be earned.

ANNUAL ACHIEVEMENT TESTING [MS]

Tests are given which provide additional information about each child and about the differences that affect what and how the child learns. These test scores become part of each student's permanent school record. All sixth, seventh, and eighth grade students take the Partnership for Assessment of Readiness of College and Careers (PARCC), Measures of Academic Progress (MAP), and other formative assessments administered periodically throughout the year.

GRADE REPORTING [MS]

MS-PROGRESS REPORT - Midway through each 9 weeks grading period each student will receive a mid-term progress report (carried home by student). Conferences between parents and teachers are strongly urged when the situation indicates a need. Dates are listed on the district calendar.

MS-REPORT CARD - Grade reports are sent home with students at the close of each nine-week grading period. All grade cards are computerized and contain the total number of days absent, and teacher comments.

All incompletes should be made up within 10 school days after the end of the quarter unless otherwise approved by the teacher or Principal. The grade becomes an F if the work is not made up within the designated time.

MS – HONOR ROLL - Students who have excelled in their academic classes are recognized on the Honor Roll at the conclusion of each quarter. Recognition for students in grades 6-12 is given for three degrees of excellence:

Straight A Honor Roll:	4.0 GPA
High Honor Roll:	3.5 or higher GPA
Honor Roll:	3-3.49 GPA

Any grade below a C– in any subject disqualifies a student from any honor roll.

ACADEMIC INTERVENTION POLICY [MS]

Students are responsible for earning passing grades at Sullivan Middle School. When a SMS student accumulates 3 F's or more in a grading period*, a student conference will be held to address the student's grade deficiencies. A conference with the student in attendance will be held to develop the Individual Remediation Plan (IRP). The principal will receive a copy of the completed IRP. Should failures occur, students will be recommended for academic assistance which may include but not limited to: required before or after school tutoring, required summer school attendance (if available); participation in mentoring program; academic probation; and/or consideration for retention.

**A grading period is a midterm report or the end of the nine weeks' report card.*

ACADEMIC PROBATION [MS]

Academic Probation occurs when a student fails three classes for two grading periods. When academic probation occurs, a student is not allowed to attend any extracurricular activity without administrative approval. Academic probation discontinues when the student is no longer failing three or more classes at the end of a grading period. A student can be re-instated on academic probation if three or more F's are earned in a future grading period.

MS- Purpose of the Response to intervention

1. Assist teachers in developing academic and behavioral strategies to support students who are struggling
2. Serve as data base for intervention efforts
3. Connect parents and educators to problem solve and collaborate for student success
4. Improve individualized support for students without special education identification
5. Ensure appropriate referrals for initial case student evaluations

PROCESS FOR CHANGING COURSE REQUESTS AND SCHEDULES

To withdraw from band or chorus, students must secure a form withdrawal from the guidance counselor, discuss the change with the classroom teacher and have his/her parent's written permission to drop the class. Classes may be dropped only at the end of each quarter unless otherwise specified by the principal or teacher.

SULLIVAN ELEMENTARY SCHOOL

PROMOTION POLICY [ES]

Kindergarten Students must master 90% of the skills that are assessed on the report card in the month of May.

1st Grade Students must meet the following criteria:

- Students will be expected to pass the subject areas of reading, phonics, and math by maintaining a combined average of 75% for all 4 quarters in each subject area.

2nd Grade Students must meet the following criteria:

- Students will be expected to pass the subject areas of reading and math by maintaining a combined average of 75% for all 4 quarters in each subject area.

3rd Grade Students must meet the following criteria:

- Students will be expected to pass the subject areas of reading and math by maintaining a combined average of 70% for all 4 quarters in each subject area.

4th Grade Students must meet the following criteria:

- Students will be expected to pass the subject areas of reading and math by maintaining a combined average of 70% for all 4 quarters in each subject area.

5th Grade Students must meet the following criteria:

- Students will be expected to pass the subject areas of reading and math by maintaining a combined average of 70% for all 4 quarters in each subject area.

All students who do not qualify for promotion to the next higher grade may be offered one or more of the following:

- Remedial assistance which may include a summer school program.
- Tutorial sessions.
- Increased or concentrated instructional skills.
- Modifications to instructional material.

Students who must attend summer school must maintain the same percentage listed above for their particular grade level. Students who do not maintain this percentage may be retained in their current grade. **Students may not be promoted to the next higher grade level based upon age or any other social reasons not related to academic performance of the students.**

REPORT CARDS [ES]

Report cards are issued 4 times throughout the year. Students should expect to receive their report cards approximately one week after the completion of each grading period, so long as no fines, fees, or other outstanding debts are owed.

PROGRAMS, SERVICES, & SUPPORTS

SOCIAL WORK SERVICES

Students and parents have access to our school social worker by appointment or need. The purpose of the social work support is…

1. To provide students with the social-emotional support they need;
2. To help students make decisions that will prepare them for their future goals and plans;
3. To oversee the students' general academic progress in school;
4. To provide guidance and support for students who have personal or social concerns.
5. To provide resources to parents or guardians to support their child(ren)'s needs at home.

The social worker's office is located in the main office. When a student wishes to talk with one of these staff members, the best procedure is to make an appointment. Students should always report to their class first for attendance.

INTERVENTION SERVICES

The Intervention Room is a federally funded educational program equipped to aid the academic needs of children and provide educational support to parents. In the Sullivan School District, Intervention Room services are provided in grades K-5 at Sullivan Elementary School. Students who are not performing at grade level are eligible for Intervention Room services

Identified students will be re-evaluated periodically to determine if continued services are necessary through the Intervention Room Program. Decisions regarding continued participation in the program are made by the parent, classroom teacher, and the Intervention Room teachers.

The objective of the Intervention Room Program is to help students improve reading and math skills in order to achieve grade level competency.

SES MULTI-TIERED SYSTEM OF SUPPORT (MTSS)

Multi-Tiered System of Support (MTSS) is a scientifically based, problem solving solution. MTSS identifies students who are at-risk either academically or behaviorally, monitors student progress, provides evidence-based interventions, and adjusts the intensity and nature of those interventions depending on a student's responsiveness. There are two processes used, one for a behavioral MTSS plan and one for academic MTSS.

The process for the behavioral plan consists of the following steps that will help find better ways of meeting the needs of all children in the district and to use our resources more effectively.

1. At an MTSS meeting, a case coordinator (a specially trained person to gather information about a problem and summarize it at the meeting) will briefly tell the team about a specific learning or behavior problem your child is experiencing. The coordinator will tell about the history of the problem, provide more information about what the problem looks like, and provide information about how often the problem occurs. The team will then develop a goal for improvement in the problem area.
2. Next, the team will brainstorm ideas to help your child improve their skills/behavior in the problem area.

3. The team will choose two or three interventions and develop an action plan.
4. The team will reconvene in 8 weeks and use data to determine if the action plan improved the problem area.
5. The child's classroom teacher will contact the parent to review the MTSS Plan each time the team meets.

For academic MTSS processes, there are three tiers of intervention for math and reading. All students are given a screener to determine their knowledge on these subjects. Students who meet the standards on these screeners are placed in Tier 1. These students will receive enrichment instruction for 30 minutes daily on the particular subject. Tier 2 is for students who do not meet the standards on the screeners. These students will receive 30 minute interventions daily. They are then progress monitored every 2 weeks to determine whether intervention is still needed. Once they have met expectations twice on the progress monitoring, they are moved into the Tier 1 group. Tier 3 students are students who test well below the standards. They will receive the daily 30 minute interventions along with the Tier 2 students, as well as extra intervention in the aforementioned Intervention Room.

SES POSITIVE BEHAVIORAL INTERVENTIONS AND SUPPORTS (PBIS)

PBIS is a framework for developing strategies that help students learn good behavior. PBIS has been successful in many schools in Illinois and across the country because the PBIS approach to teaching and practicing good social skills relies on the same concepts that are used to teach academic skills.

At Sullivan Elementary School the expectations for behavior are BE SAFE, BE RESPONSIBLE, BE RESPECTFUL, BE HERE and BE READY. There is a monthly Good Behavior Celebration at SES for students who did not receive any office referrals that month, thereby meeting the above expectations for behavior.

The school social work team goes into classrooms to deliver lessons on the Zones of Regulation and Character Education, in which students identify emotions and feelings based on colors and develop coping skills or strategies to regulate their feelings to a statue conducive with a productive learning environment.

SES CHARACTER EDUCATION

The students at SES focus on a community value each month. We believe that education of the whole child is not simply the transmission of knowledge and skills, but also the transmission of habits of the mind and heart. At Sullivan Elementary we focus on monthly character development traits.

The principal reads a weekly message concerning the value of the month over the intercom each Monday morning and teachers integrate the monthly topic into their daily instructions and daily situations that may occur in an elementary school setting.

SES MENTORING PROGRAM

Volunteers from the Sullivan community come to the school once a week to mentor a student. The program matches one adult with one student who has been identified as being "at risk" socially, economically, or educationally. The objective of the program is to improve attendance, attitude about school, performance, and most importantly, how the children view themselves. It is intended to prevent students from dropping out of school when they are older.

SES Homework Hangout/Redskin Review

Homework Hangout - An afterschool program designed for students who are struggling to complete homework or classroom work, and their grade is impacted as a result. The program meets Monday - Thursday from 3:10 p.m. - 4:10 p.m. beginning the third week of the school year. The program continues throughout the school year and concludes the week before the final week of the school year.

Redskin Review - An afterschool program designed to support students who are struggling with certain academic skills within the curriculum. The students work with teachers on remediation of skills and skill support work. The program meets Monday - Thursday from 3:10 p.m. - 4:10 p.m. beginning the third week of the school year. The program continues throughout the school year and concludes the week before the final week of the school year.

Both programs are filled by teacher recommendations and forms are sent home with additional information for parents to sign and return before the student can begin.

STUDENT ACTIVITIES

SES SINGERS MINI

There is one choir at Sullivan Elementary School, the Sullivan Singers Mini. This group of fourth and fifth grade students is chosen by audition and performs for school, community and area functions during the school year.

SES ART CLUB

Art Club is a group of third and fourth grade students interested in developing their art skills. Students are taught art strategies and techniques and work on projects to practice those skills. The program is limited to 30 students and is filled on a first come, first serve basis.

CURRICULUM REVIEW

Curriculum content may contain certain topics/activities that a parent may find objectionable, and the pupil shall not be required to take that portion of the course if the parent submits a written objection. i.e.

1. Recognizing and avoiding sexual abuse
2. Activities/courses based on religious beliefs (swimming, co-ed PE, etc.)
3. Sex education/family life courses

Parents may review textbooks and preview films or videos. Please contact the teacher, guidance counselor, or principal to schedule such a preview.

COMPLAINTS ABOUT CURRICULUM, INSTRUCTIONAL MATERIALS, AND PROGRAMS; ABILITY TO OPT-OUT OF CERTAIN COURSE CONTENT AND PROGRAMS

Complaints About Curriculum, Instructional Materials, and Programs

Parents/guardians have the right to inspect any instructional material used as part of their child's educational curriculum.

A parent/guardian may request that his/her child be exempt from using a particular instructional material or program by completing a Curriculum Objection Form.

Request to Examine Family Life and National Sex Ed Standards Materials

A sample of the District's instructional materials and course outline for family life instructional materials are available from the classroom teacher for parent/guardian inspection.

The scope and sequence of instructional materials for the National Sex Ed Standards (NSES) is posted on the District's Internet website, along with the name and contact information, including an email address, of staff members who can respond to your inquiries.[2]

You may request to examine the above instructional materials by completing the "Request to Examine Materials and Statutory Opt-Outs" form.

Parent or Guardian Opt-Outs

No student is required to take or participate in the following classes or courses, and no disciplinary or academic penalty exists for refusing to take or participate in such a course or program.

- Family life (emotional, psychological, physiological, hygienic and social responsibilities, including evidence-based and medically accurate information regarding sexual abstinence).
- AIDS, including in grades 6 through 12, its prevention, transmission and spread.
- Comprehensive Personal Health and Safety and Sexual Health Education Program NSES Standards, including sexual abuse and sexual violence education.
- Donations and transplants of organs/tissue and blood organ/tissue transplantation, in grades 9 and/or 10.

- CPR, including training on how to properly administer CPR in accordance with standards of the American Red Cross, the American Heart Association, or another nationally recognized certifying organization.
- How to use an AED.
- In grades pre-K through 8, instruction for recognizing and avoiding sexual abuse in accordance with *Erin's Law*.

If you do not want your child to participate in these classes or courses, please complete the "Request to Examine Materials and Statutory Opt-Outs form.

GUIDANCE AND COUNSELING

The school provides a guidance and counseling program for students. The school's counselors are available to those students who require additional assistance. Under Illinois law, any student 12 years of age or older may receive counseling services without consent of the student's parent/guardian. However, until the consent of the student's parent/guardian has been obtained, counseling services provided to a student under the age of 17 are generally limited to not more than eight 90-minute sessions.

ATHLETIC PROGRAMS AND STUDENT ACTIVITIES

HS/MS- STUDENT CONDUCT

Athletic activities are privileges extended by the district to students who want to participate and who agree to comply with the rules and regulations established for the respective activity. Compliance allows for ongoing participation in the particular activity. The failure to comply with the rules and regulations shall result in appropriate sanctions as described within the Athletic Code of Conduct.

Because these activities are regarded as privileges and not property interests of the students, only those procedural and substantiated considerations as provided for within the handbook shall be afforded the students when a disciplinary sanction must be considered.

Attendance at Athletic Events – Participants as well as student spectators are under all normal school rules. This includes away contests, Saturday events, events at a neutral site, as well as field trips and on school buses.

Transportation – For events and activities, in which transportation is provided by the district, all student participants shall travel to events and return home from events with the group for which the student participates by use of school-approved means of transportation. A coach/sponsor or administrator upon advance written request of a student's parent or guardian and provided the parent may issue a written waiver of this rule or guardian appears and accepts custody of the student. In no case shall a waiver be issued unless the parent will provide the alternate means of transportation anticipated by the waiver. Oral requests shall not be honored and oral permissions shall not be valid.

Courtesy and Sportsmanship – Each student, either as a participant or a spectator, shall follow the rules of courtesy and sportsmanship at all times. He or she shall behave in a manner that will bring credit to them and to their school, recognizing that the good name of the school is valuable to both the students and the community. This applies to all activities at school, at other schools, or any other location. Failure to abide by these standards may result in being removed and further prohibited from attending all school-sponsored activities for a period of time to be determined by school administration.

Spectator Conduct: Spectators (including but not limited to students, parents/guardians, and the general public at large) need to be sure that they are being respectful towards all game personnel (event workers, coaches, teams, and officials, etc.) at all times. Failure to do so may result in being removed from attendance. In the event that a spectator is removed for any reason due to inappropriate conduct, a meeting with

school administration will be required prior to the individual being allowed to attend future contests. During this meeting, it is possible that an additional game suspension will be imposed.

Athletic Program – Our athletic program provides an opportunity for competition at the interscholastic level. Equally beneficial is the development in the student athlete of high standards of conduct, fair play, and teamwork. All students are encouraged to participate in our athletic programs, providing they have the following information on file in the school office:

1. Parental Permission: A signed parent permission form provided by the school for each sport.
2. Physical: A current physical examination record in which a physician certifies the student is fit for inter-scholastic competition.
3. Birth Certificate: A copy of this legal document is necessary to verify age.
4. Insurance: Proof of coverage either through school insurance or other family policy.

Additionally, the student athlete must meet local and I.E.S.A. or I.H.S.A. policy and eligibility requirements, meet the academic eligibility requirements for the Sullivan Middle and Sullivan High School, and follow all rules and regulations of their coach.

Interscholastic sports currently offered include:

HIGH SCHOOL

FALL	WINTER	SPRING
Girls' Volleyball	Girls' Basketball	Girls' Track
Football	Boys' Basketball	Boys' Track
Golf	Boys' Swim	Boys' Baseball
Cheer	Cheer	Girls' Softball
Girls' Swim	Dance	Bass Fishing
Cross-Country		

Eligibility requirements for these sports are governed by the Illinois High School Association and the local school code of conduct (see addendum in the back of this Student/Parent Handbook). The policy is in effect for the entire school year. Local requirements include, but may not be limited to the following:

1. physical signed by a licensed physician
2. insurance or insurance waiver
3. IHSA Steroids Testing Form
4. residence with parent/guardian in the local school district
5. currently passing all courses, and have passed all courses during the previous semester (No Pass/No Play)
6. second semester failures may be made up during Summer School to be eligible for Fall Sports

STUDENT ACTIVITY PRIORITY

Students involved in multiple extra-curricular or co-curricular activities must fill out a priority form at the beginning of the school year. Selections on this form will be used in eliminating conflicts that may arise between different activities.

ATHLETIC CONFERENCES

Sullivan High School is a member of the Lincoln Prairie Conference. The Lincoln Prairie Conference schools compete not only in the boys' and girls' athletic sports, but also in Scholastic Bowl and Music Festival. Sullivan Middle School is a member of the Junior High Okaw Conference.

COLLEGE FRESHMAN ELIGIBILITY REQUIREMENTS

(NCAA Division I)

The NCAA Division I institutions have adopted more demanding academic requirements that must be met for a student to qualify for participation in intercollegiate athletics and for the receipt of athletically related financial aid as a Freshman. Students entering NCAA Division I institutions as freshmen must meet the following requirements:

1. A high school graduate who has earned an accumulated minimum grade-point average of 2.00 based upon a maximum of 4.00
2. Complete core curriculum of at least 11 academic courses including at least three years of English, two years in mathematics, two years in social studies, two years in natural or physical science, and two additional academic courses
3. A 700 combined score on the SAT verbal and math sections or a minimum 17 composite score on the ACT test.

These requirements currently do not apply to Division II and III institutions, where eligibility for financial aid, practice and competitions is governed by institutional, conference and other NCAA regulations. Division II member institutions recently adopted initial eligibility requirements similar to those applicable to Division I institutions. This legislation establishes a minimum standard only for athletics eligibility; it is not a guide to a student's qualifications for admission to the institution. A student's admission is governed by the regularly published entrance requirements of each member institution.

CLUBS AND ACTIVITIES

ART CLUB [HS]

You do not have to take an art class or be an artist to join Art Club; everyone is welcome. Art Club members share art-related ideas, promote skills in the arts, create artwork, and bring art into the school and community.

CHEERLEADERS [HS]

Cheerleaders are selected through tryouts in the Spring of the previous year. Varsity and Junior Varsity squads are selected for basketball and Varsity only for football. Cheerleaders are to promote school spirit at athletic events, pep rallies, and other special events. Cheerleaders enter into competition during the Summer and Fall clinics. Fund-raising activities are a major responsibility.

FAMILY, CAREER, AND COMMUNITY LEADERS OF AMERICA (FCCLA) [HS]

FCCLA is a service organization made up of students enrolled in various family and consumer economic courses. There are a variety of fund raising activities that the organization promotes to provide funds for the FCCLA.

FELLOWSHIP OF CHRISTIAN ATHLETES [HS]

FCA is an organization whose mission is to present to student-athletes the influence, challenge and adventure of a religious life in athletics. This group meets either before or after school as needed and has occasional lunch meetings to enjoy each other's company and discuss their lives in athletics with a religious focus. This is a total voluntary student group supervised by a volunteer adult.

FFA [HS]

The FFA is a national youth organization for students enrolled in agriculture courses. FFA members participate in a variety of activities including educational competitions, service projects, leadership programs, and recreational events.

FUTURE EDUCATORS [HS]

Future Educators is an organization whose mission is to provide a support system for students who have expressed interest in pursuing careers in education-related fields. Students will participate in activities intended to expand their understanding of what a career in teaching would entail.

JAZZ BAND [HS]

Members are selected through audition with the band director. The Jazz Band performs popular type music for the school and community at a variety of functions.

MIRROR IMAGES [HS]

Mirror Images is Sullivan High School's prevention theater group. The purpose of the group is to share prevention, self-esteem, and problem-solving messages with elementary and junior high school students. Members write their own original skits and then perform them in local and area schools. Any high school student who is dedicated to prevention is encouraged to apply and tryout for a position. The group is active all year long.

NATIONAL HONOR SOCIETY [HS]

National Honor Society is for those students that excel in areas of leadership, service, character, and scholarship.
Selection to NHS is a privilege, not a right. Students do not apply for membership in the National Honor Society. Instead, they provide information to be used by the local selection committee to support their candidacy for membership. Sophomore, Junior, and Senior Students with a 3.5 grade point average are eligible to be considered for membership into National Honor Society. Membership is granted only to those students selected by the Faculty Council in each school. The Faculty Council reviews the students' information form along with teacher evaluations to determine eligibility for membership. This is not an election, nor is membership automatically conveyed because a student has achieved a specified level of academic performance. The four criteria of NHS are Scholarship, Character, Leadership, and Service. Each eligible member must meet high standards in each of these four categories to be accepted into NHS and to remain in NHS for the rest of their high school career. All eligible members selected into membership will be notified in writing and honored at a ceremony.
Anyone wishing a copy of the NHS bylaws or rules and regulations may request one at the high school office.

NATIONAL ENGLISH HONOR SOCIETY [HS]

The Best-Shirey-Little Chapter of The National English Honor Society (NEHS) is an organization that recognizes excellence in English-Language Arts. Membership requires that students meet grade point and other requirements. The group sponsors literary contests, book drives, trips to view plays, etc.

SCHOLASTIC BOWL [HS]

Membership on the Scholastic Bowl Team is determined by the sponsors of the team. Students compete in College Bowl format of competition against various other schools as well as in the I.H.S.A. State series.

SHOW CHOIR [HS]

Show Choir membership is selected through audition with the choral director. It is a select choir that performs music for school and community functions. The Show Choir also competes in District, State and National music contests.

SCHOOL NEWSPAPER – SHS SIGNAL

A school newspaper is published throughout the year by the journalism/multimedia class. Items of school news, activities and student interest are provided about school life at Sullivan High School.

SCIENCE CLUB [HS]

Science Club is an organization whose mission is to enhance the science education of students. There are no course requirements for students to join Science Club. Science Club members participate in a variety of activities including science-related demonstrations, discussions, service projects, and field trips.

SPANISH CLUB [HS]

Membership is open to all students currently enrolled in Spanish classes. The club promotes the language, culture, and background of the Spanish-speaking people.

STUDENT COUNCIL [HS]

Members of the Student Council are elected by the student body. Student Council is a service organization and oversees a wide variety of school and community-related activities such as student government, assemblies, homecoming dances, blood drive, and fund-raising projects.

YEARBOOK [HS]

The school yearbook is published for the student body by those students enrolled in the yearbook class. Activities include photography, layout, editorial and feature writing, and business-related aspects.

MIDDLE SCHOOL

ATHLETICS

Boys – Baseball 7th,8th; Basketball 7th, 8th; Track 6th,7th,8th

Girls – Softball 7th, 8th; Basketball 7th, 8th; Volleyball 7th, 8th; Track 6th, 7th, 8th; Cheerleading 7th, 8th

EXTRA-CURRICULAR

Singers Jr., Band, Scholastic Bowl, Student Council

SCHOLASTIC BOWL [MS]

Sixth, seventh and eighth grade team members compete in regular season with other area schools. The interscholastic season runs from January to April, culminating in the I.E.S.A. state tournament series. The meets involve answering questions from various subjects or general knowledge areas. Team members must meet I.E.S.A. and local eligibility requirements.

YEARBOOK [MS]

A yearbook highlighting special events and activities, athletic, musical, scholastic and service organizations, and individual photos of each student is available for purchase. The book is produced by students under the direction of a faculty sponsor.

BAND [MS]

The band program begins for students at the 6th grade level. Band students receive sectional as well as full band lessons. The combined 7th and 8th grade band meets daily. Activities such as Band and Solo and Ensemble contests are also available to members.

SHOW CHOIR [MS]

In addition to the instrumental music program provided through 6th grade, our students have numerous opportunities to develop their musical talent. Students in 6th, 7th and 8th grades may participate in chorus and 7th and 8th grade students may be selected as members of the Sullivan Singers, Jr.

CHEERLEADERS [MS]

Our cheerleading squads (5th-8th) work hard to promote school spirit through various activities and by cheering at athletic events. Students are encouraged to actively and vocally participate with the cheerleaders. Cheerleaders must meet all requirements of students participating in the athletic program.

HS/MS- CODE OF CONDUCT AND ELIGIBILITY

Participation in extracurricular activities in the Sullivan School District is a privilege extended to the student body by the Board of Education. The Code of Conduct is an attempt to state expectations and help influence positive behavior of those students representing Sullivan High School and Sullivan Middle School and to combat the presence and use of drugs, alcohol, and tobacco by Sullivan students. Students who participate in certain extracurricular activities serve as role models for other students and may instill high standards of conduct, composure and integrity in other students at Sullivan High School and Sullivan Middle School.

The Student Code of Conduct shall be enforced by the Administration during the school calendar year only, starting on the earliest practice date approved by the Illinois High School Association and the Illinois Elementary School Association. The last date for the Code of Conduct will be the last student attendance day of the school year except for students participating in activities that officially extend after the school calendar year will adhere to this Code through the final dates of that activity (when appropriate). Consequences from this policy carry from one year to the next.

Prior to the imposition of discipline for violation of this Code, a student shall be afforded due process, including notice of the alleged violation and an opportunity to offer an explanation of the facts. Any student alleged to have violated this Code shall be afforded the rights and privileges allowed to a student subject to suspension, including the right to a hearing as delineated in that section of the Student Handbook entitled "Suspension/Expulsion Procedures and Review." Disciplinary actions for an alleged violation may only be taken if reported by a student who is self-reporting, a parent reporting their child, a school administrator, a faculty member, or a coaching staff member.

Modification of Athletic or Team Uniform:

Students may modify their athletic or team uniform for the purpose of modesty in clothing or attire that is in accordance with the requirements of the student's religion or the student's cultural values or modesty preferences.

DISCIPLINE GUIDELINES —CODE OF CONDUCT

A tournament (competition) will constitute the number of guaranteed games in that Tournament. Should a team play more games than the guaranteed number, that amount of games will be applied to the total number for which the student is suspended. Middle School suspension will be based on similar proportionate criteria.

First Offense

Tobacco Related Misconduct, Drug or Alcohol Related Misconduct, or Other Acts of Misconduct

Suspension from 1/3 of contests and student participation in an approved student assessment program at the student's expense before returning to activity OR suspension from 1/6 of contests if a student self-reports a violation before a determination is made by the administration AND student participation in an approved student assessment program at the student's expense.

Second Offense

Tobacco Related Misconduct, Drug or Alcohol Related Misconduct, or Other Acts of Misconduct

Suspension for one calendar year and mandatory student participation in an approved student assessment program and random drug testing, both at the student's expense OR suspension from one season of contests if a student self-reports a violation before a determination is made by the administration AND student participation in an approved student assessment program at the student's expense. Student must satisfactorily complete all assigned aspects of season. Inability to do so or removal from the team will revert consequence to full calendar year.

Third Offense

Tobacco Related Misconduct, Drugs or Alcohol Related Misconduct, or Other Acts of Misconduct

Permanent suspension from all contests for remainder of school career.

ACADEMIC ELIGIBILITY

The student must be in attendance for the last half of school on the day of the event. Exceptions are a medical appointment, judicial appointment, or a funeral. The principal may request verification for the reason of the absence and may make exceptions based on special circumstances.

Eligibility will be checked on a **weekly basis** and will be based on the student's **semester average** at that point in the semester at the **High School** and the **Middle School**.

1. To be ruled eligible or ineligible, a student must have at least three major grades and at least three weeks will have passed in the semester.
2. A student must pass all classes at the **Middle School** and may have no more than one failing grade at the **High School**. Any student who is ineligible for an activity may practice but may not compete until declared eligible again.
3. Eligibility runs from Sunday through the following Saturday.
4. If a student is ineligible for four consecutive weeks, that student will be removed from participation.
    a. Athletics-Removal from team for the remainder of the season.
    b. Co-Curriculars - Ineligible for five (5) weeks.

These actions are taken to facilitate more study time for the student.

HS ONLY - If a student fails two classes for the semester, then that student is ineligible for all extra-curricular and co-curricular activities for the entire following semester.

MS-IESA ELIGIBILITY

You are Eligible for Athletics at Sullivan Middle School:

1. If you are representing a school (SMS) where you are in attendance in grades seven through eight or have been approved for a cooperative team activity.
2. If you have provided your principal with a birth certificate or hospital record. **A baptismal record is NOT acceptable.**
3. If you have a licensed physician's certificate of physical fitness to participate issued within a year preceding your current participation.
4. If you are doing **passing** work in **all** of your school **subjects**.
5. If you have not competed in the same academic grade during the previous school year in the same sport. This is true whether or not you attended a member or non-member school.
6. If you transfer, you become eligible for participation when you meet all eligibility requirements.
7. If you do not participate as an individual or on a non-school team in any contest in a sport during the IESA season for the sport. The IESA season is defined as the date practice may begin until your school's last contest.

Note: IESA By Laws are published in the official handbook. Your building principal should be contacted to check with the Executive Director on any questions you may have concerning your eligibility. There are minor exceptions to the above regulations, which may need further clarification.

MS-INDEPENDENT TEAM PARTICIPATION POLICY

During the school season for a given sport, in a school which maintains a school team in that sport, a student shall not participate on any non-school team, nor as an individual unattached in non-school competition, in that given sport or in any competition that involves the skill of the sport in question. This policy will go into effect 7 days after the date on which the school team engages in its first practice or tryout in that sport. Violation shall cause the individual to be removed from the school team for the remainder of that sport's season. The only exception to this policy is an individual may try out for a non-school team while a member of the school team in the same sport provided that tryout is exclusively a demonstration of skills with no practice or instruction involved.

STUDENT ATHLETE CONCUSSIONS AND HEAD INJURIES

A student athlete who exhibits signs, symptoms, or behaviors consistent with a concussion in a practice or game will be removed from participation or competition at that time. A student athlete who has been removed from an interscholastic contest for a possible concussion or head injury may not return to that contest unless cleared to do so by a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer. If not cleared to return to that contest, a student athlete may not return to play or practice until the student athlete has provided his or her school with written clearance from a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer working in conjunction with a physician licensed to practice medicine in all its branches in Illinois.

INCLUDED ACTIVITIES

High School - Athletics

Football, Golf, Volleyball, Cross Country, Swimming, Basketball

Baseball, Softball, Track, Cheerleading, Bass Fishing.

High School - Extra-Curricular/Co-Curricular

Singers, New Generation, SHS Musical, Marching Band, Pep Band, Scholastic Bowl, FCCLA Competitions, Student Council, Flags, Combo & Crew, FFA competitions.

Middle School - Athletics

Boys – Baseball 6th, 7th,8th; Cross Country 5th, 6th, 7th, 8th, Golf 5th, 6th, 7th, 8th, Basketball 5th, 6th, 7th, 8th; Track 6th,7th,8th

Girls – Softball 6th, 7th, 8th; Basketball 5th, 6th, 7th, 8th; Volleyball 5th, 6th, 7th, 8th; Track 6th, 7th, 8th; Cheerleading 5th, 6th, 7th, 8th

Middle School - Extra-Curricular/Co-Curricular

Singers Jr., Band, Scholastic Bowl, Student Council.