

2016-2017



*THINKING
OF
STUDENTS
FIRST*

SULLIVAN ELEMENTARY 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			

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. Some students may be unable to pay these fees. Students will not be denied educational services or academic credit 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 does not exempt a student from charges for lost and damaged books, locks, materials, supplies, and/or equipment.

Applications for fee waivers 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 if the student currently lives in a household that meets the income guidelines, with the same limits based on the household size, that are used for the federal free meals program.

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.

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.

ITEMS DEEMED TO BE DISRUPTIVE TO THE EDUCATIONAL PROCESS MUST BE STORED IN THE STUDENT'S LOCKER OR IN THE SCHOOL OFFICE DURING THE SCHOOL DAY.

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 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 main lobby of the ES. 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. Any student found in the halls without a proper pass will be subject to disciplinary action.

CAFETERIA/FREE AND REDUCED PRICE MEALS

Application forms for free and reduced breakfast/lunch for students that qualify are available in the school 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.

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 who have no money in their account may go through the lunch line, but will need to request a cheese sandwich. The cafeteria will also give them fresh fruit and milk for that day. **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, 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.

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 to 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. 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.

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 athletic events are held in the elementary school which is handicap accessible. All musical programs are held in the high school gym which is also handicap accessible. All other events that may require parental/guardian attendance may be held in the high school cafeteria, media center, or a first floor classroom in the Middle school.
- Sullivan High School is also 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 Media Center.

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. 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.

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

Sullivan Community Unit School District #300 has designated Superintendent of Schools 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 Superintendent of Schools at 725 N. Main Street, Sullivan, IL 61951, (217)728-8341 between 8:00 a.m. and 4:00 p.m. during the school year.

SEX EQUITY/TITLE IV

It is the policy of Sullivan Community School that educational programs, vocational and coop programs, extracurricular activities, employment practices, and general services and benefits are offered without regard to sex, race, color, national origin, religion, handicap, or age.

Sullivan High School and Sullivan District #300 do not discriminate in the employment practices or educational and extracurricular programs, activities, services and benefits because of sex, race, color, religion, national origin, handicap, or age.

Any student may file a sex equity complaint by using the Uniform Grievance Procedure. A student may appeal the School Board's resolution of the complaint to the Regional Superintendent of Schools (pursuant to 105 ILCS 5/3-10 of The School Code).

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 insure 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-	Special Education Coordinator 725 N. Main Sullivan, IL 61951 (217) 728-8341
Title IX Sex Equity-	Superintendent of Schools 725 N. Main Sullivan, IL 61951 (217) 728-8341
Title VI Minorities-	Superintendent of Schools 725 N. Main Sullivan, IL 61951 (217) 728-8341

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 Complainant 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. If the complainant is a student, the Complaint Manager will notify his/her parent(s)/guardian(s) that they may attend any investigatory meetings in which their child is involved. 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	Superintendent of Schools	Elementary School Principal
Address	725 N Main, Sullivan, IL 61951	910 N Graham, Sullivan, IL 61951
Telephone No.	217-728-8341	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 Ill. Admin. Code 1.240 and 200-40.

EQUAL EMPLOYMENT OPPORTUNITY

In compliance with School Board policies, state and federal statutes, rules and regulations, the school district declares its absolute commitment to equal opportunity employment for all persons 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 following local TV stations.

WAND-TV Decatur – Channel 7 or 17

WCIA-TV Champaign – Channel 3

In addition to these sources, the School District will send a recorded message via the SKYLERT Instant Messaging System to home and cell phone numbers registered with the District. PLEASE USE THESE SOURCES FOR INFORMATION TO AVOID TYING UP THE SCHOOL PHONE LINES!

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 call TV stations and request a “no school” announcement in addition to SKYLERT messages. Please do not call TV stations as it prevents school officials from getting through to the station with information.

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 18 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. Students who do not comply with the State Guidelines of physicals and immunizations by the first day of school 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.

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:

Entering kindergarten or the first grade;

Entering the sixth and ninth grades; and

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, 7 and 12. 6th and 7th graders are required to have one dose and 12th graders are required to have two doses. 12th graders need to receive one dose on or after the eleventh birthday and the second dose received on or after 16th birthday, at least eight weeks after the first dose. If the first dose is received at sixteen years of age or older, only one dose is required.

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. All students entering, transferring, or advancing into K, 1st, 2nd, 6th, 7th, 8th, 9th, 10th, and 11th grades will be required to show proof of receipt of two doses of the varicella vaccine (Chicken pox).

Failure to comply with the above requirements by October 15 of the current school year will result in the student's exclusion from school until the required health forms are presented to the school, subject to certain exceptions. 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 and sixth 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:

Medical grounds if the student's parent/guardian presents to the building principal a signed statement explaining the objection;

Religious grounds if the student's parent/guardian presents to the building principal a completed Certificate of Religious Exemption;

Health examination or immunization requirements on medical grounds if a physician provides written verification;

Eye examination requirement if the student's parent/guardian shows an undue burden or lack of access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist, or

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 an epinephrine auto-injector (EpiPen®) and/or an asthma inhaler prescribed for use at the student's discretion, 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 or epinephrine auto-injector or the storage of any medication by school personnel. A student's parent/guardian must agree to 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 auto-injector and/or asthma inhaler, or the storage of any medication by school personnel.

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.

HEAD LICE

Head lice are a common problem that can affect all students. Parents are required to notify the school nurse if they suspect their child has head lice. Students identified as having head lice will be sent home for proper treatment. Upon return to school, they must present proof of treatment (note from parent or doctor) and be rechecked by school staff. Treatment must be satisfactory with no evidence of active infestation

to be readmitted. The parent or guardian will be required to bring the student to school to be checked by the school nurse or principal. Infested children are prohibited from riding the bus to school to be checked for head lice.

Head lice can spread rapidly in a school community so it is important to be alert for evidence of infestation. All parents should examine their children for indications of infestation. The students at Sullivan Elementary School will be examined on a monthly basis by the school nurse and the principal.

Head scratching and intense itching of the scalp are the main indications of head lice; and their presence can be confirmed by a close visual inspection of the hair and scalp under a good light and magnifying glass. Look for tiny grayish crawling forms and/or tiny whitish oval eggs (similar in appearance to grains of sugar) attached to the hair shafts about 1/4 inch from the scalp, at the nape of the neck and behind the ears. Head lice are generally transmitted from one person to another by direct personal contact and by sharing personal items such as combs and brushes, hats, scarves, and coats. They do not normally spread disease, but they can spread rapidly throughout a community if preventive measures are not taken as soon as the lice or their eggs have been detected.

Although an annoying problem, head lice infestation should not cause undue alarm—just immediate action. In most cases, all that is required is shampooing with an effective and safe anti-lice shampoo available at your local drugstore or through your family doctor. All persons in the infected individual's household should also be examined for the presence of lice and eggs. If the problem is detected, all infected persons should likewise undergo treatment with the anti-lice shampoo. Also, please inform the school of this problem so other students can be screened for infestations.

Lice infestation can cut across all social-economic groups and do not necessarily denote any lack of personal cleanliness. Infestations usually occur when infected people fail to report them due to a misguided notion of a social stigma attached to the problem. But the presence of head lice does require your immediate attention—and action.

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.

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. 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.
2. Arrive on time at the bus stop, and stay away from the street while waiting for the bus.
3. 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.
4. Take a seat right away and remain seated facing forward. Keep your hands, arms, and head inside the bus.
5. 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.
6. 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.
7. 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.
8. Wait until the bus pulls to a complete stop before standing up. Use the handrail when exiting the bus.
9. 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.
10. 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.
11. 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:

1st Offense – Warning, **2nd Offense** – One day bus suspension, **3rd Offense** – Three day bus suspension, **4th Offense** – Ten day bus suspension, **5th Offense** – Ten day bus suspension and 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.

PARENTAL RIGHTS NOTIFICATIONS

TEACHER QUALIFICATIONS

As a parent of a student at the Sullivan schools, you have the right to know the professional qualifications of the classroom teachers who instruct your child. Federal law allows you to ask for certain information about your child's classroom teachers, and requires us to give you this information in a timely manner if you ask for it. Specifically, you have the right to ask for the following information about each of your child's classroom teachers:

- Whether the teacher has met State certification requirements;
- Whether the teacher is teaching under an emergency permit or other provisional status by which State licensing criteria have been waived;
- The teacher's college major;
- Whether the teacher has any advanced degrees and, if so, the subject of the degrees; and
- Whether any instructional aides or paraprofessionals provide services to your child and, if so, their qualifications.

If you would like to receive any of this information, please call the Superintendent of Schools at (217) 728-8341.

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. Parents 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 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, assistant principal at Sullivan Schools and he can be reached at 728-8311.

HOMEBOUND AND HOSPITAL INSTRUCTION

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

A student who is unable to attend school because of pregnancy will be provided home instruction, correspondence courses, or other courses of instruction before (1) the birth of the child when the student's physician indicates, in writing, that she is medically unable to attend regular classroom instruction, and (2) for up to 3 months after the child's birth or a miscarriage.

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 course in comprehensive sex education 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.

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 request shall contain the reasons the hearing is being requested and all other information pertinent to the request.

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 statutes, rules, or regulations;
4. Include preschool, elementary school and secondary school education in Illinois;
5. Are in conformity with an Individual Education Plan.

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. It is the intent of the school to ensure that students with disabilities are identified, evaluated, and provided with appropriate educational services.

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

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.

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 that are created in part for law enforcement, security, or safety reasons or purposes; and electronic recordings made on school buses.

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 15 school 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. The principal will make arrangements for access and notify the parent/guardian or student of the time and place where the records may be inspected. 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 request removal from the student's academic transcript one or more scores received on college entrance examinations.**

A parent/guardian or eligible student may ask the District to remove certain scores of college entrance exams from their student's academic transcript. Students often take college entrance examinations multiple times in order to improve their results. Test publishers provide the results from each examination taken to the student's high school. Schools must include each of these scores

on the student's transcript, which may result in academic transcripts having multiple scores from a single college entrance exam. A parent/guardian or eligible student may not want certain scores to be sent to postsecondary institutions to which the student applies. To request the removal of scores on college entrance examinations, the parent/guardian or eligible student must submit a written request 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 removed.

3. **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; 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; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.

4. **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

5. **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.

6. **The right to request that military recruiters or institutions of higher learning 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, and telephone numbers, unless the parent/guardian, or student who is 18 years of age or older, request that the information not be disclosed without prior written consent. If you wish to exercise this option, notify the building principal.

7. **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.**
8. **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 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 program 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.

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.

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.

There are certain exceptions to the attendance requirement for children who: attend private school, are physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), are lawfully and necessarily employed, are between the ages of 12 and 14 while in confirmation classes, have a religious reason requiring absence, or are 16 or older and employed and enrolled in a graduation incentive program.

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.

All absences fall into one of the following categories:

1. Excused Absences – Absences resulting from illness, death in the family, doctor/dentist appointment, family obligations or religious holidays, 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, suspension, 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. 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.

ARRIVAL/DISMISSAL TIMES

The door unlocks at 7:30 a.m. Students are prohibited from entering any building until these times. 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:** 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.
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. **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.

11. **Other Circumstances:** Circumstances which cause reasonable concern to the parents for the safety or health of the student. 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 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.

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 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. Referral to the truancy officer
- b. Reporting to officials under the Juvenile Court Act
- c. Referral to the State's Attorney
- d. Appropriate school discipline

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

2. **Suspension:** Infraction of school rules carries with it an out-of-school suspension penalty.
3. **Forgery** of a parent or guardian's name on a note verifying the excused absence of a student.
4. **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.
5. **Missed the Bus**
6. **Car Trouble**
7. **Overslept**
8. **Vacation without Prior Approval of the Principal/designee**
9. **Job Hunting or Job Interview**
10. **Personal Student Business**

11. **Other Reasons** which may be unacceptable to the building principal/designee.

Students who miss school attendance for some unexcused reason shall not be afforded the opportunity to make up school work missed and shall receive a grade of zero for that missed work.

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 unless that student has been in attendance the last one-half day during the school day on the day of the activity on those days school is in session.

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.

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 upon return to school.

EXCESSIVE ABSENCES

Students will be permitted a maximum of six (6) days 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. 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 8:14 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 CLASSROOM WHEN THE 8:14 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 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 and all subsequent tardies during semester

A detention will be assigned by the principal or other consequences determined by the principal

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

- 1st Offense – 3 – 30 minute detentions
- 2nd Offense – Saturday 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:

- 1st Offense – Saturday Detention, or equivalent
- 2nd Offense – One day of AER
- 3rd and Subsequent – Multiple days AER

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 consequence.** 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, or e-cigarettes.

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, medical cannabis and hashish).
 - 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.
 - 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, vandalism and hazing.
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 known 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. 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 United 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.

24. "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.

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.

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.
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 Saturday 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.

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.

Saturday Detention Guidelines- When a Saturday detention is assigned, the student will be given adequate notice to arrange for transportation. When the date of the Saturday detention is set, the student will be expected to arrive on-time and stay for the duration of the Saturday detention. Saturday detentions run from 8am to 12pm. Students will not be permitted to use personal electronic devices or sleep during Saturday detention. This time should be used to work on academic activities or to perform light housekeeping tasks in and around the school. Failure to attend Saturday detentions will result in further disciplinary action.

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. 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, Out-of-School Suspension, or 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.

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 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 the end of the current school year.
 - 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 a period of not less than one calendar year. The school board may extend this expulsion for a period 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 stenographically 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 illegal and will not be used. Corporal punishment is defined as 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 needed to maintain safety for students, staff, or other persons, or for the purpose of self-defense or defense of property.

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 APPEARANCE

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 that cause physical damage such as 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. Students will not be allowed to have any type of hanging key chain on their backpacks. Such items are a threat to the safety of the students.
- Hats, hoods, coats, backpacks, bandannas, sweat bands, and sun glasses 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.
- Clothing with holes, rips, tears, and clothing that is otherwise poorly fitting, showing skin and/or undergarments may not be worn at school.
- The length of shorts or skirts must be appropriate for the school environment.
- Shirts or tops must extend past the waist. Bare midriffs are not acceptable.
- No spike piercings are allowed.
- Halloween costumes, make-up, 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. Additionally pajamas, pajama pants, and similar clothing items are not to be worn.
- Students shall not wear tube tops, halter-tops, backless garments, garments that don't cover the shoulder, garments with spaghetti straps, or strapless garments. Garments that are "see-through," cut low, or expose one's midriff are not acceptable. Sleeveless garments are not allowed. Sleeves must extend over the shoulders and fit closely under the arms.
- 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 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 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.

High School- During instructional time, which includes class periods, lunch, and passing periods, **electronic devices must be kept powered-off and out-of-sight** unless: (a) permission is granted by an administrator, teacher or school staff member; (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.

Elementary and Middle 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, teacher or school staff member; (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 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).

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 verbal warning will be assigned. 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's parent/guardian or designee over the age of 21 will be notified and required to pick up the device in the school office.

Third offense – The device will be confiscated. A detention will be assigned. The student's parent/guardian or designee over the age of 21 will be notified and required to pick up the device 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 be assigned a detention and will be prohibited from bringing the device to school for the remainder of the school year. The student's parent/guardian or designee over the age of 21 will be notified and required to pick up the device in the school office. 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.

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: 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). **2nd offense-** confiscation of the iPad for a period of 1 week at which point a meeting will take place between the parent/guardian, student, and an administrator. **3rd offense-** confiscation of the iPad and personalization privileges revoked for the remainder of the school year. **4th offense-** Loss of iPad for the remainder of the school year.

- 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
- Attempt to find inappropriate material or pictures

Tier 2: 1st offense- confiscation of the iPad for a period of 1 week 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, Saturday detention, AER, etc.) **2nd offense-** confiscation of the iPad and personalization privileges revoked for the remainder of the school year. **3rd offense-** Loss of iPad for the remainder of the school year.

- 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)

Tier 3: 1st offense- confiscation of the iPad and personalization privileges revoked for the remainder of the school year and other consequences deemed appropriate by the school's administration (Saturday detention, AER, out-of-school suspension, etc.) **2nd offense-** Loss of iPad for the remainder of the school year.

- 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)

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, Intimidation, and Harassment

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 school goals.

Bullying on the basis of actual or perceived race, color, national origin, immigration status, military status, unfavorable discharge status from the 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, or actual or potential marital or parental status, including 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:

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 nonschool-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.

Bullying includes cyber-bullying (bullying through the use of technology or any electronic communication) 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.

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.

Students are encouraged to immediately report bullying. A report may be made orally or in writing to the district complaint manager or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to a building administrator or any staff member. Anonymous reports are also accepted by phone call or in writing.

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.

SEXUAL HARASSMENT & TEEN DATING VIOLENCE

Sexual harassment of students is prohibited. A person engages in sexual harassment whenever he or she makes sexual advances, requests sexual favors, and/or engages in other verbal or physical conduct, including sexual violence, of a sexual or sex-based nature, imposed on the basis of sex, that:

1. Denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student's academic status; or
2. Has the purpose or effect of:
 - a. Substantially interfering with a student's educational environment

- b. Creating an intimidating, hostile, or offensive educational environment;
- c. Depriving a student of educational aid, benefits, services, or treatment; or
- d. Making submission to or rejection of such conduct the basis for academic decisions affecting a student.

The terms *intimidating*, *hostile*, and *offensive* include conduct that has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities. The term *sexual violence* includes a number of different acts. Examples of sexual violence include, but are not limited to, rape, sexual assault, sexual battery, sexual abuse, and sexual coercion.

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.

Making a Complaint; Enforcement

Students are encouraged to report claims or incidents of sexual harassment, teen dating violence or any other prohibited conduct to the building principal, assistant building principal, or school counselor. A student may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

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	Disruption	Forgery
Cheating	Disrespect	Harassment

Insubordination
Inappropriate Language

Skipped Class
Chronic Tardy

Tobacco
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
Saturday 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
Saturday 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

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 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.

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.

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.

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 cause 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 and February. 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

Students are assigned a counselor who will be their guide throughout the four years in high school. The purpose of the student-guidance program is...

1. To provide students with the educational guidance 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 administer a school-wide testing program for college, careers and personal appraisal;
5. To interpret to students and their parents test results and student progress;
6. To establish a congruency between the school program and student needs;
7. To provide guidance and support for students who have personal or social concerns.

The office of the counselor is located next to the main office. When a student wishes to talk with one of these staff members, the best procedure is to make an appointment a day or two in advance. Students should always report to their class first for attendance. At the counseling office students are expected to sign their arrival time and their departure time.

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 ELEMENTARY SCHOOL

(Policies that apply to all three schools are found in the Sullivan School District Section.)

ES- 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.

ES- 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 upon return to school.

ES- PROMOTION & RETENTION

ES- PROMOTION POLICY

Kindergarten	Students must master 95% of the skills that are assessed on the report card in the month of May.
1 st Grade	Students must meet the following criteria: <ul style="list-style-type: none">- Students will be expected to pass the subject areas of reading, phonics, and math by maintaining a combined average of 80% for all 4 quarters in each subject area.
2 nd Grade	Students must meet the following criteria: <ul style="list-style-type: none">- Students will be expected to pass the subject areas of reading and math by maintaining a combined average of 80% for all 4 quarters in each subject area.
3 rd Grade	Students must meet the following criteria: <ul style="list-style-type: none">- Students will be expected to pass the subject areas of reading, language, and math by maintaining a combined average of 70% for all 4 quarters in each subject area.
4 th Grade	Students must meet the following criteria: <ul style="list-style-type: none">- Students will be expected to pass the five core subject areas of reading, math, language, science, and social studies by maintaining a combined average of 70% for all 4 quarters in each subject area.
5 th Grade	Students must meet the following criteria: <ul style="list-style-type: none">- Students will be expected to pass the five core subject areas of reading, math, language, science, and social studies 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.**

ES- SCHOOL SAFETY

ES- CLOSED CAMPUS/PERMISSION TO LEAVE

Students are not permitted to leave the school grounds during school hours without the permission of the building principal. Parents must contact the principal in advance to arrange for dismissing a student when school is in session. Students MUST provide the office with a written excuse or telephone call from their parent indicating the reason for and time of departure. Parents are the only adults who may take students to lunch during the school day.

ES- GENERAL INFORMATION

ES- CELL PHONES, PAGERS & OTHER ELECTRONIC DEVICES

Using or possessing an electronic paging device. Using a cellular telephone, video recording device, personal digital assistant (PDA), or other electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Unless otherwise banned or modified under this policy by the Building Principal, all electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's individualized education program (IEP); (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals; (d) students in grades K-5 may only use electronic devices before and after school.

ES- 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.

ES- DRESS CODE

Student dress and grooming will be the responsibility of the individual student and his or her parents within the following guidelines:

1. Dress and grooming will be clean and in keeping with health, sanitary, and safety requirements.
2. When a student is participating in school activities, his or her dress and grooming will not disrupt the performance or constitute a health threat to the individual or other students.
3. Dress and grooming will not be such as to disrupt the teaching/learning process. Shirts or tops must extend past the waist. Bare midriffs are not acceptable! For health and safety reasons, no earrings/studs are allowed in mouth or tongue area.
4. Hairstyle or dress that may be hazardous will not be permitted in such areas as shops, laboratories, physical education, art, etc.
5. Articles of clothing that cause physical damage such as 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. Students will not be allowed to have any type of hanging key chain on their backpacks. Such items are a threat to the safety of the students.
6. Jackets, coats, bandanas, head scarves, and hats are not to be worn in the classroom or hallways during school hours except in cases deemed appropriate by the building principal/designee. In that case, coats may be worn. At no time will students be allowed to wear hats in the building during the school day!
7. Clothing with holes will not be allowed if it is considered obscene.
8. Appropriate/Inappropriate student dress will be monitored by the staff and ultimately determined by the principal. 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.

Brief and revealing clothing - Students must recognize that brief and revealing clothing are not appropriate apparel in school. The following guidelines on brief clothing are examples and do not cover all situations. 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. Sleeveless garments must extend to the end of the shoulders and fit closely under the arms. The length of skirts and shorts shall be appropriate. Undergarments must not be visible.

Sagging pants - 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.

Hats/Scarves/Bandanas - Students shall not wear hats, scarves, or bandanas in the district buildings during the school day except for a medical or religious purpose.

Clothing with messages - Students should not wear clothing items that contain messages that are vulgar, offensive, obscene, or libelous; that denigrate others on the basis of race, color, religion, creed, national origin, gender, sexual orientation, or disability; that promote alcohol or drug use or violence; or that are otherwise contrary to the school's educational mission.

ES- VISITORS/DELIVERIES

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.

ES- SCHOOL PARTIES

Birthday parties: Parents may send a treat in a baggy 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. Treats not in baggies and drinks other than water will not be allowed in the 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: We have two holiday parties a year: Christmas and Valentine's Day. One treat will be served and may be eaten in the classroom. Water is the only drink served.

ES- 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.

ES- REPORT CARDS

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.

ES- 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.

Recognizing and avoiding sexual abuse

Activities/courses based on religious beliefs (swimming, co-ed PE, etc.)

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.

ES- COMPLAINTS ABOUT CURRICULUM, INSTRUCTIONAL MATERIALS, AND PROGRAMS

Persons with complaints about curriculum, instructional materials, and programs should complete a curriculum objection form and use the Uniform Grievance Procedure. 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 and using the Uniform Grievance Procedure.

ES- PROGRAMS AND SERVICES

ES- INTERVENTION ROOM

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.

ES- RESPONSE TO INTERVENTION (RTI)

Response to Intervention (RTI) is a scientifically based, problem solving solution. RTI 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.

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

1. At an RTI 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 in the problem area.
3. The team will choose two or three interventions and develop an action plan.
4. The team will reconvene in 4 to 6 weeks and use data to determine if the action plan improved problem area.
5. The child's classroom teacher will contact the parent to review the RtI Plan each time the team meets.

ES- MEDIA CENTER/LIBRARY

The library is open from 8:00 a.m. through 3:30 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.

ES- COUNSELING AND GUIDANCE SERVICES

Counseling services are available for all students at Sullivan Elementary School. The purpose of our counseling program is...

- To provide guidance and support for students who have personal or social concerns;
- To establish a congruency between the school program and student needs;
- To oversee the students' general academic progress in school.

ES- 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.

ES- 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 seven values annually:

August/September	RESPECT
October	TRUSTWORTHINESS
November/December	SHARING/CARING
January	RESPONSIBILITY
February	FAIRNESS
March	COURTESY
April/May	CITIZENSHIP

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.

ES- 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.

ES- STUDENT ACTIVITIES

ES- SULLIVAN CHILDREN'S CHOIR

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

INTRODUCTION - ISULLIVAN

THE MISSION

iSullivan's mission is to provide equal access to technology in an effort to inspire excellence in ourselves, our community, and in every student every day!

THE GOAL

The goal of iSullivan is to create and support equitable opportunities for student learning through technology, using the device as an extension of the classroom.

THE TOOLS

iSullivan requires a shift when thinking about the traditional role of the teacher. Technology now offers the ability for the teacher to facilitate student-centered, authentic experiences to reinforce skills needed to be successful citizens in our world. Teachers can facilitate a more engaging learning experience at an individualized pace with the use of technology. *The initiative is not about the tool used, but about how it is used to effectively facilitate learning.* With that being said, a device selection committee has selected Apple as the vendor of choice for this endeavor. The device for student use will be the iPad. Instructors will use their classroom computer and an iPad for content creation and classroom use. This incorporation of technology will work in tandem more efficiently to align transformed teaching styles and methods to the diverse ways in which students learn.

THE FRAMEWORK FOR USING TECHNOLOGY IN EDUCATION

Teachers will not be expected to transform the way they teach overnight. Adequate and effective Professional Development is critical for teachers to have ample opportunity to achieve expertise and comfort level to implement iSullivan. Traditionally, technology tools given to teachers have been specific tools for the teacher. With this iSullivan, the tool becomes student-centered, therefore redefining the learning environment. Professional Development will focus on creation of lessons that are based in the SAMR Model for integrating technology in education. The SAMR Model, created by Dr. Ruben Puentedura, takes learning from the introductory level of "Substitution" to "Redefinition." This model is intended to provide teachers with a way to self-reflect and refine their practice and pedagogy using instructional technology. Furthermore, this model is used by Apple Professional Development Educators in training due to the research that supports its validity.

THIS HANDBOOK

The information, procedures, and policies set forth in this document apply to all Sullivan CUSD #300 iPads used in our schools, including any other device (cases, chargers, lightning cables) deemed by the Administration to come under this policy. Sullivan CUSD #300 reserves the right to make any additions or changes to this policy necessary to ensure the effective implementation of iSullivan as well as to maintain the safety and well-being of students enrolled in our school district.

All users of Sullivan CUSD #300 iPads will be required to review this document in full, as well as sign an agreement to protect the hardware and software inherent with this technology. Participation in this initiative includes frequent review by the administration to assess the included components and level of their use throughout the course of the instructional day.

In addition to this Handbook, all users of Sullivan CUSD #300 iPads will abide by all Board policies and rules, including, but not limited to, Technology Acceptable Use Policy and User Agreement for Students.

ACCEPTABLE USE POLICY – SULLIVAN CUSD

#300 IPADS

INTRODUCTION

Sullivan CUSD #300 recognizes that access to technology in school gives students greater and equal opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life, and citizenship. We are committed to helping students develop 21st century technology and communication skills. To that end, we provide access to technologies for student and staff use.

The Acceptable Use Policy must be signed by both parents and students prior to utilizing any of the Sullivan CUSD #300 technologies including being issued an iPad. A copy of the acceptable use policy can be found at <http://home.sullivan.k12.il.us/Page/179>. This is usually signed at registration or upon entering as a new student in a Sullivan school.

ASSIGNING OF DISTRICT IPAD (CHECK-OUT)

1. Students in 5th through 11th grade who wish to receive an iPad must carefully read the iPad Handbook and sign, along with their parents, the iSullivan User Agreement. This form must be signed and turned in with the \$20 technology fee or the student will not be assigned an iPad.

Students in 3rd and 4th Grade who wish to receive an iPad must carefully read this iPad Handbook and sign, along with their parents, the iSullivan User Agreement. This form must be signed and turned in prior to the student being assigned an iPad to use at school only.

2. All iPads remain the property of Sullivan CUSD #300. This district reserves the right to collect and/or inspect each device at any time and to delete any material or applications deemed inappropriate.

APPLE ID INFORMATION

Does my child need an Apple ID?

Yes. The committee selected the iPad as the device for use in this initiative. In order for the school to push applications, textbooks, and activities to the device assigned to your son/daughter, an Apple ID is required.

What is an Apple ID?

Your student will have a personal account with Apple, called an Apple ID, which provides easy access to school materials, including documents, textbooks, and courses.

With an Apple ID, your student can:

- Receive app licenses and redeem codes for textbooks purchased on the student's behalf.
- Take notes in iBooks and access them on all their iOS devices and Mac.
- Enroll in iTunes U courses.
- Download education content again, if needed for the next school year.
- Add personal content to a school-owned iOS device, if permitted by school policies.

This information comes directly from Apple's Parent Guide and can be read in its entirety by visiting this website: http://www.apple.com/education/docs/Apple_ID_Parent_Guide.pdf

How can I help make this work efficiently for my child?

Be sure the school has your accurate email address on file. If you receive email via the Skyward system, you can relax. This means the school district has your accurate email. Otherwise, please be sure to indicate your email address in Skyward.

NOTICE FOR SULLIVAN CUSD #300 PARENTS WITH STUDENTS UNDER 13 YEARS OF AGE

For students under 13, Apple IDs are requested from Apple by Sullivan CUSD #300. An email will then be sent to the parent/guardian from Apple asking a parent or guardian to review the Apple ID request form online. When the parent or guardian completes the request form, an Apple ID will then be created for the student.

Apple IDs for students under 13 include the following features:

- Account settings, such as email address and date of birth, cannot be changed.
- No credit card is attached to the account at setup.
- Limit Ad Tracking is turned on for the account to ensure the student does not receive targeted advertising from Apple.
- Students can't opt-in to receive marketing materials.
- A parent or guardian can be notified of any significant changes to the terms of the account.

Once your student reaches age 13, the Apple ID converts to a full account with full rights and privileges. Students can continue to access any classwork, notes, books, or apps associated with their Apple IDs.

The parent email address is only used by Apple to obtain your consent and to notify you of any changes to your student's account.

If you are a parent who does not have an email address, the district Instructional Technology Coordinator will be holding a parent email class to help you create an email account and learn to use it efficiently. If you are in need of this help, you will be able to sign up for that class when it is offered or you can call the elementary school to talk with her one on one at 728-2321.

NOTICE FOR SULLIVAN CUSD #300 STUDENTS 13 YEARS OF AGE AND OVER

Sullivan CUSD #300 will not be assigning an Apple ID to you for use with your assigned iPad. Here are your options:

1. Use your current personal Apple ID. If you have ever purchased anything from iTunes or have an iOS device, you should already have an Apple ID. This will probably be the easiest solution for most people. Once you have your district assigned iPad, sign into it with your personal Apple ID. But if you would rather start fresh or have an Apple ID that's not tied to a credit card you can try option 2.
2. Creating a new Apple ID. In order to create a FREE Apple ID – one not tied to any credit card – Securely store the password, the answers to the security questions and the rescue email for your Apple ID.

Before beginning this process, note that you will need an email address that is **NOT** already associated with an Apple ID. So, you may have to create a new Gmail account or use your school email account.

Important Note: The school will not be managing your Apple ID. We will not be able to look up your password if you forget it. Please be responsible and write down your security questions and answers!

RETURNING THE ASSIGNED DISTRICT IPAD (CHECK-IN)

1. The iPad, protective case, charger, and charging/lightning cable must be returned at the end of each school year in good condition for maintenance, cleaning and software installations. Students will most likely not receive the same device at the beginning of the next school year. If enrollment at Sullivan CUSD #300 is terminated for any reason (transfer, graduation, home-school, expulsion, etc.), all of these items must be returned on the date of termination or withdrawal. All iPads, cases, chargers, and charging/lightning cables will be checked in prior to summer break.
2. If a student fails to return the iPad at the end of the school year or upon termination of enrollment at Sullivan CUSD #300, that student will be subject to criminal prosecution for theft and/or civil liability. The student will also pay the replacement cost of the iPad, or, if applicable, any deductible. Failure to return the iPad will result in a theft report being filed with police authorities.

USING THE IPAD AT SCHOOL

1. The iPad is the property of Sullivan CUSD #300 and as a result may be seized and reviewed at any time. Students should have NO expectation of privacy of materials found on the iPad or school supplied accounts.
2. The Sullivan CUSD #300 assigned iPad is the only approved personal computing device allowed. All other computers/devices are not allowed and are subject to seizure.
3. The iPad is to be in the district-provided protective case at all times.
4. The iPad comes equipped with both a front and rear-facing camera and video and audio recording capacities. Use of the camera, video and audio equipment is prohibited unless permission is granted by district staff for the completion of academic work. As with all recording devices, it is best practice and common courtesy to ask permission before recording an individual or group. Sullivan CUSD #300 retains the rights concerning any recording and/or publishing of any student or staff member's work or image. Students must obtain permission to publish a photograph or video/audio recording of any school related activity.
5. iPads are intended for use at school each day. In addition to teacher expectations for iPad use, school messages, announcements, calendars and schedules may be accessed while using the iPad. Students must be responsible to bring their iPads to all classes, unless specifically instructed not to do so by their teacher.
6. If students leave their iPad at home, they will still be responsible for getting their course work completed. Not having the iPad when it is necessary for completing coursework is not a valid excuse for not completing work on time. If a student repeatedly leaves their iPad at home, they will be required to meet with the building principal and may lose the privilege of taking the iPad home permanently or for a period of time.
7. Under no circumstances should an iPad be left in an unsupervised area. Unsupervised areas include, but are not limited to, the lunchroom, locker rooms, the library, unlocked classrooms, and hallways. If an iPad is found in an unsupervised area, it will be taken to the school office and the student may be issued disciplinary action.
8. If an iPad is being repaired, a loaner iPad may be issued to students, if available. The loaner iPad must be returned to the school at the end of each school day.
9. iPads must be brought to school each day in a fully charged condition. Repeat violations of this rule may result in disciplinary actions and the potential loss of the privilege of taking the iPad home permanently or for a period of time. iPad batteries have a life of 8-10 hours. Therefore, if it is fully charged at the beginning of the school day, there should be sufficient charge to utilize the device all day.
10. During Passing Periods (time between classes - traveling from class to class), the iPad is to be carried carefully. Place the iPad on top of all books or other materials being carried. Do not attempt to view/work on the iPad while walking from one destination to another at any time.
11. Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. Students may only use earbuds or headphones in the classroom with permission of the teacher and for instructional purposes. Use of headphones, external or internal speakers is not permitted during passing periods. Again, sound must be muted at all times when in the hallway during passing periods.
12. Paper based printing will be restricted from the iPad. Students will be given information on sharing documents and submitting work using the iPad at school.
13. District Apps and the iPad software are updated periodically by district staff. It is the student's responsibility to update Apps they install using their own Apple ID.
14. The district-assigned iPad is designed as a tool for school work; any uses of the iPad should be limited to school activities.
15. All students should recognize and guard their personal and private information. While on the Internet, students shall not reveal personal information, including a home address or phone number, the address or phone numbers of other students, full names, passwords, or plans.
16. The iPad affords limited electronic storage space. As with all electronic files, it is good practice to back up, duplicate, or archive files to an independent storage space such as an iCloud account, Google Drive account, or a student setup Dropbox account.
17. Plagiarism is a violation of appropriate student conduct. Give credit to all sources used, whether quoted or paraphrased. This includes all forms of media on the internet, such as pictures, videos, music, text, etc.

18. Any attempt to circumvent the district web filter will result in disciplinary action and the possible revocation of the iPad for a period of time. These attempts include, but are not limited to, using proxies, phone tethering, or Wi-Fi Hot-Spots.

IPAD USE GUIDELINES

1. Abide by the district's Acceptable Use Policy, this Handbook, and all District policies at all times.
2. Honor the district's restrictions of access to Apps and websites that are not allowed at school.
3. Secure your district assigned iPad in your locker whenever it is not in your direct possession. Never leave it unattended.
4. All applications, games, and music on your district assigned iPad must be legitimately purchased and licensed.
5. You may not attempt to break the security protocols in place by the district. If an iPad is "Jail-Broken" the warranty is voided. If you "Jailbreak" (remove the limitations imposed by the manufacturer) your district assigned iPad, you are responsible for the cost of the device.
6. Repairs will be organized by district staff. Do not attempt any repairs yourself.
7. You are responsible for backing up personal data (school work) on the iPad. Documentation will be provided on best practices for backing up your data using iCloud and other Apps. Sullivan CUSD #300 accepts no responsibility for lost data.
8. If necessary, your iPad may need to be reset by district staff. Resetting causes all programs and files on the device to be erased and the device returned to its original state. Provided you have a good backup, most if not all of your data can be restored. However, the district accepts no responsibility for any lost data.
9. Apple Software allows for over the air syncing, updating and backing up to iCloud and other Apps.
10. Network administrators may review your files and communications to ensure you are using the iPad appropriately. Do not expect that files stored on your iPad will always be private; this is a district-owned and issued device.
11. You are responsible for the appropriateness of all files, data, and internet history on your district-assigned iPad.
12. You may not take any photos or video or audio recording of other students or staff without their permission and the permission of district staff. The possession, forwarding, or uploading of unauthorized photos, video, or audio to any website, network storage area, or person is strictly forbidden.
13. You may not access another individual's materials, information, or files on their iPad.
14. To prevent the risk of theft, never leave your iPad unattended. Never leave your iPad in an unsupervised area. Keep it in your possession or lock it in your locker.

IPAD PERSONALIZATION

1. Students may personalize the home screen with appropriate media. The presence of guns, weapons, inappropriate language, pornographic materials, drugs, alcohol, and/or gang symbols or pictures, or any image that is deemed inappropriate by any staff member, are not permitted per school/district policies.
2. Students will use their school ID as their lock screen to help with identification purposes.
3. You are required to passcode protect your iPad and may be required to unlock your device for a school official.
4. You may install Apps from your own personal iTunes account in accordance with the legal license agreements to support educational activities.
5. Loading music from your personal collection is permitted in accordance with the legal license agreements. The same consideration with regards to the items in number one above will be enforced when it comes to music selection.
6. If illegal or unauthorized software/Apps are discovered, the iPad will be restored from backup or reset to factory defaults. The district does not accept responsibility for the loss of any software or documents, pictures, media, etc., deleted due to a reset and further disciplinary action may occur. All iPads will be reset to factory defaults at the end of each school year and personalization settings, media, apps, etc. will be removed.

INSTRUCTIONAL USE OF THE IPAD

1. You are responsible for bringing your iPad to school, fully charged, every day. If you do not have it, you must complete all work as if it were present.
2. To prevent classroom distractions, sound must be muted during school hours unless instructed otherwise.
3. The software/Apps originally installed by Sullivan CUSD #300 must remain on the iPad.
4. Printing will not be allowed from the iPad as it allows you the opportunity to save and send items digitally.
5. Whether at school or at home, the district-issued iPad is intended for instructional/educational use.
6. Student professional development will be conducted as the iPads are being distributed to each grade level.

MANAGING YOUR FILES AND SAVING YOUR WORK

Saving to the iPad - Students should save work to the iPad and backup files via Apple's iCloud service. Other services such as Google Drive and Dropbox offer online storage areas as options as well. Storage space is available on the device, but it will not be backed up in case of resetting or restoring the iPad. It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. iPad malfunctions are not an acceptable excuse for not submitting work.

Network Connectivity - Sullivan CUSD #300 makes no guarantee that their network will be up and running 100% of the time. In the rare case that the network is down, the district will not be responsible for lost or missing data.

SOFTWARE ON THE IPAD

School Provided Apps / Software - The Apps/software originally installed by district staff must remain on the iPad in usable condition and be accessible at all times. From time to time, the district may add Apps/software for use in a particular class. Enough storage space must remain on the iPad for this capability. Sullivan CUSD #300 staff may remove any non-academic materials that limit this ability.

Additional Apps / Software - Students are given the privilege of adding Apps to their district-issued iPad. If these Apps cost money, students are allowed to purchase these items at their own expense. Misuse of the iPad or those Apps may result in disciplinary actions.

Procedures for Reloading Apps / Software - If technical difficulties occur from unauthorized Apps/software, the iPad will be reset to its original state. The district does not accept any responsibility for the loss of data or any software or documents that are deleted during this process. Furthermore, an expense may be charged to the parents/guardians if it is deemed appropriate by district personnel to recover time/expenses to restore the iPad to usable condition as a result of unauthorized App/software installation.

Jailbreaking and Hacking - Immediate appropriate disciplinary action will be taken if your district-issued iPad is found to have been Jailbroken, hacked, or in other ways deliberately altered to adjust or increase the level of access to otherwise restricted features or Internet privileges. Such disciplinary action may include an expense passed to the parent/guardian if it is deemed appropriate by district personnel to recover time/expenses to restore the iPad to usable condition as a result of the infraction.

USING THE IPAD AT HOME

1. Home Internet Access - Students are encouraged to have wireless access at home.
2. While at school, internet traffic is logged and filtered. When off school property, student internet traffic will not be filtered. Parents/guardians are responsible for monitoring their student's use of the Internet when off school property. We encourage parents/guardians to discuss their expectations that their child(ren) should take when accessing the Internet. We support parents by also having this discussion with students, including required Internet Safety Curriculum.
3. The district-issued iPad is intended for use by only the student to which it is assigned. Use by others in the household may prove to be detrimental to the student who is responsible for the device and the contents on it (and therefore, is not recommended or condoned).

IPAD CARE AND MAINTENANCE

GENERAL INFORMATION

- The iPad is the property of Sullivan CUSD #300 and all users must follow all rules and regulations outlined in this policy. Students are responsible for the general care of the iPad, charger, and charging/syncing cable they have been issued.
- Do not attempt to gain access to the internal electronics or to repair the iPad. If the iPad fails to work or is damaged, report the problem to the IT Director as soon as possible. The staff will determine iPad repair/replacement options. You may be issued a temporary device, or other materials, until the damaged iPad is working properly or replaced.
- Each iPad has the ability to be remotely located.
- Each iPad has a unique identification number. At no time should the numbers or labels be modified or removed (on either the iPad or the protective case).
- Do NOT lend the iPad to another person. Each iPad is assigned to one individual student, and the responsibility for the care of the iPad solely rests on that individual.
- Keep the iPad off of the floor (where it could be stepped on or tripped over).
- Unless an assignment requires the iPad to be brought out in public (at the store, restaurants, parks, etc...), iPads should only be used in school or at home. They should not be left out in plain sight or where they can easily be stolen or lost.
- Do NOT take the iPad on play-dates, sleep-overs, or to after-school activities such as sporting events, sporting practices, music practices, drama practices, or other such activities unless they can be locked up and stored safely and securely.
- NEVER LEAVE YOUR IPAD UNATTENDED!

BATTERY AND CHARGING

- The iPad comes with ports for charging and other accessories. Care must be exercised when plugging/unplugging accessories. Accessories issued to the student (charger, charging/syncing cable) are the responsibility of the student.
- The iPad is designed for daily use. Each iPad must be charged at home (using the provided wall charger and charging/syncing cable) and brought back to school ready or use each school day.
- Fully charged iPad batteries can actually last up to 15 hours of use. Waiting to charge the iPad until the charge is low (less than 20% battery life or red indicator light) will actually extend the battery life.
- iPads should never be left in a hot car or similar environment, as damage to the battery will result.

CASES

- The iPad comes with a protective case. This case provides the iPad with sufficient padding to protect the iPad from normal treatment and provide a suitable means for carrying the device in and out of school. Leave the iPad in the case at all times.
- iPad cases furnished by the school must be returned with only normal wear and no alterations to avoid paying a replacement fee.
- iPads must remain free of any writing, drawings, stickers, or extra labels.

SCREEN

- iPads do not respond well to liquids. Avoid applying liquids to the iPad. The iPad can be cleaned with a soft, lint-free cloth. Avoid getting moisture in the openings.
- Do NOT use window cleaners, household cleaners, aerosol sprays, solvents, alcohol, ammonia, or abrasives to clean the iPad. Use of unapproved cleaners may remove the protective film covering the face of the iPad.
- While the iPad is scratch resistant, the iPad will scratch. Avoid using any sharp objects on the iPad.

- The iPad screen is glass. It is vulnerable to cracking. Never place heavy objects on top of the iPad and never drop the iPad. Careful placement in your backpack is important!
- Do not “bump” the iPad against lockers, walls, car doors, floors, etc...as it will break the screen.

STORAGE AND CARRYING

- Never leave an iPad unattended. When not in your possession, the iPad should be in a secure, locked environment. Unattended iPads will be collected and stored in the school's main office.
- Never expose an iPad to long-term temperature extremes or direct sunlight. An automobile is NOT a good place to store an iPad. The iPad has been known to stop functioning outside when the temperature rises too high.
- Avoid placing weight on the iPad. Nothing should be placed on top of the iPad when it is stored.
- Never throw or slide an iPad.
- The iPad is an electronic device and care must be taken when handling it. Never throw a book bag that contains an iPad. Never place an iPad in a backpack that contains food, liquids, heavy or sharp objects.
- iPads must never be left in any unsupervised area. Unsupervised areas include, but are not limited to, the school grounds, lunchroom, locker rooms, bathrooms, hallways. If an iPad is found in an unsupervised area, it will be taken to the main office.
- Keep the iPad away from food and drinks. It should NOT be used at the table during meals.
- iPads WILL NOT be used outside on the playground, in the locker room, or in the bathrooms.
- Under no circumstances should iPads be left in unsecured areas. Unsecured areas include unlocked classrooms, lunchrooms, bathrooms, libraries, and hallways. Any iPad left in these areas is in danger of being stolen. If an iPad is found in an unsecured area, it will be taken to the school office and further disciplinary action may be taken.

IPAD IDENTIFICATION

- iPads must remain in the district-issued case.
- All iPads are enrolled in Apple's Device Enrollment Program for Education and the district's mobile management system by serial number.

PARENTS'/GUARDIANS' GUIDE TO SAFE USE

Sullivan CUSD #300 recognizes that with new technologies comes new challenges to both teachers and parents. Below is a series of suggestions that may aid you in effectively guiding your child's use of the iPad.

1. **Take extra steps to protect your child.** Encourage him/her to use and store the iPad in an open area of your home so you can monitor what your child is doing. Use the Internet with your child to help develop safe surfing habits. Children often model adult behavior.
2. **Go where your child goes online.** Monitor the places your child visits. Let your child know that you are there and help teach him/her how to act as he/she works online.
3. **Know who your child is collaborating with online.** Limit your child's online interaction to people your child actually knows and is working with on academic projects in real life.
4. **Understand sites' privacy policies.** Internet sites should spell out your rights to review and delete your child's information.
5. **Limit the time your child is on the iPad.** While the iPad is a very engaging device, it is a school work device. Care and constant monitoring will reduce the likelihood of excessive use.
6. **Report unwelcome or malicious online threats.** Report in a timely fashion to the school any online interactions that can be considered threatening.
7. **Help your child develop a routine.** Many parents have found success by helping create a routine for their child's computer use. Define a routine as to how the iPad is cared for and when and where its use is appropriate.

8. **Take a look at the Apps on the device.** It is to the advantage of the students, parents, and school that the parents have a working understanding of the programs and student work found on the iPad.

9. **Read and share this Sullivan CUSD #300 iSullivan Handbook with your child.** By reading and discussing the care and use policies, you can create a clear set of expectations and limitations for your child.

DO NOT WISH TO PARTICIPATE

Should the parent and/or guardian refuse to sign iSullivan Technology Handbook, the student will not receive an iPad for personal use. Therefore, for every iPad-based assignment, the teacher directly related to that subject matter will provide an alternative assignment at his or her discretion. This will be a traditional assignment that the teacher has created to teach the same objectives that would have been taught using the iPad.

ISULLIVAN USER AGREEMENT FOR STUDENTS AND PARENTS

All use of iPads should be consistent with the educational goals of the district. Student expectations for use are as follows:

RESPONSIBLE USE

- I will always supervise my iPad. When not using it, I will store it in a secure/locked location.
- I will keep the iPad in the district-issued protective case.
- I will use care when handling the iPad, carrying the iPad, and when placing it in a locker or backpack because I realize it may be damaged if dropped, thrown, smashed, kicked, or crushed.
- I will not apply any marks, decorations, or modifications to the iPad or its case.
- I will keep any/all identifying barcodes on the iPad.
- I will only use the iPad that I have been assigned. I may use the iPad of another student if working collaboratively as directed by a faculty member.
- I am responsible for the care and protection of the iPad I have been assigned. I will report any damage or malfunction immediately. I will not attempt to repair the iPad or gain access to its internal electronics.
- I will report the loss or theft of the iPad immediately - as waiting to report it will decrease the chance of recovering it.
- I agree to return the iPad, in its protective case, along with the charger and charging/syncing cable in excellent condition at the end of the school year or when I terminate enrollment with Sullivan CUSD #300 schools - whichever is sooner.
- I will not expose the iPad to water or excessive heat (like a hot car) or other environment that can damage the battery or electronics.
- I understand that if I can identify a security problem on the iPad, I will notify the principal, my teacher, or technology coordinator and not demonstrate the problem to any other users.
- I will keep my account passwords confidential.
- I will not use another user's account. I may use an account of my parent/guardian with their permission.

SAFE USE

- I will only access safe and educationally appropriate applications or websites, which reflect the goals of the school district.
- Use of the iPad outside of school will be monitored by my parent/guardian in order to protect me from potentially dangerous or inappropriate material.
- I will follow the policies outlined in the Personalized Learning Initiative Handbook and the Acceptable Use Policy at all times.

RESPECTFUL USE

- I will only use the iPad assigned to me in a manner that promotes positive, respectful, courteous, and kind interactions and communication between teachers, students, parents and community members.
- I will use good judgment when using the camera and microphone. I will not use them to take inappropriate, illicit, embarrassing, harassing, or sexually explicit photos, videos, or recordings. I understand that my use of the camera in a bathroom or locker room is PROHIBITED!
- I will make no attempt to harm or destroy hardware, software/Apps, or data of another user, the Internet, or any network.
- I understand the iPad assigned to me is not my personal property and is subject to inspection at any time without notice. It is the property of Sullivan CUSD #300.

PRODUCTIVE USE

- I will come to school each day with the district-assigned iPad charged.
- During instructional time, I will only access and utilize Apps or websites to which I am directed or instructed by teacher or as dictated by my assignments.
- I will always have enough memory on the district-assigned iPad to download, access and/or create any educational applications or files required by my teachers.
- I will not use the iPad to engage in academic dishonesty.
- I will not use the iPad to access, submit, post, publish, record, or display any defamatory, inaccurate, obscene, profane, abusive, sexually oriented, racially offensive, threatening, harassing, or illegal material.

ISULLIVAN PROTECTION PLAN

TECHNOLOGY FEE AGREEMENT (REQUIRED)

- The Technology Fee of \$20.00 enables a student to use his/her Wireless Device both at school and at home for educational purposes. All students in 5th - 11th grade are required to pay the technology fee, which lasts the current school year. If a student is unenrolled from Sullivan School District 300 for any reason, the annual fee will not be refunded.
- Third and fourth grade students will not take the iPads home. They must sign and return the iSullivan User Agreement. If a third or fourth grade student damages the iPad while at school, there will be a fee that must be paid to repair the device. This is explained in the next pages of this document.
- 5th grade will have the option of taking them home or leaving at school; however, the payment of the fee is still required to support the use of technology while in school.
- **This is NOT an Insurance Plan.**
- Parents are responsible for paying accidental or negligent damage on District owned property.
- Sullivan School District 300 administration will determine if the damage was accidental or negligent, and assign the correct fee associated with the damage.
- Sullivan School District 300 will be responsible for the following:
 - Mechanical Error: pays for issues not caused by the user (backlight failure, causing the display to be too dark to see)
 - Accidental Damage: pays for accidental damage caused by an unintentional event. However, the parent is responsible for the Claim 1, 2, or 3 deductible
 - Natural Disasters: pays for loss/damage caused by natural disasters
 - Fire: pays for damage due to fire; the claim must be accompanied by an Official Fire Report

- Parents are responsible to pay deductibles (1st, 2nd, or 3rd) for accidental damage caused by an unintentional event. The cost for repair/replacement per incident is as follows:

Claim Accidental Damage Deductible

1st Incident Up to \$20

2nd Incident Up to \$50

3rd Incident Up to \$150

Parents are responsible to pay the full cost of the damage or replacement of the device for negligent/irresponsible/intentional behavior. Sullivan School District 300 will NOT be responsible for the following:

Negligent/Irresponsible/Intentional Behavior: damage caused to Sullivan School District 300 technology property due to negligence, irresponsibility, or intention as determined by School personnel (i.e. Wireless Device left at the park/unattended, liquid spilled on the device, case defaced with marker/sticker, dog urinating on charger, throwing iPad, altering the software and/or operating system, hitting screen, etc.)

This is a guide not an extensive list.

- Cosmetic: damages that do not affect the functionality of the device (i.e. scratches, minor dents)
- Liability: Sullivan School District 300 is not liable for any loss or damage, (including incidental, consequential, or punitive damages) for expenses caused directly or indirectly by the equipment
- Negligent/Irresponsible/Intentional Behavior: will result in student consequences and/or the financial responsibility to repair/replace device (at full price)

Estimated Costs at Full Price

Damaged iPad Screen \$25-\$150

Damaged iPad Audio Port \$20-\$50

iPad Lightning Cable \$7

iPad Power Adaptor Only \$10

Case \$15

Complete Replacement of iPad \$379

- Deductibles/claims are restructured annually. Claims from a previous school year are not used in determining the deductible for the current policy year.
- All items in need of replacement **MUST** be purchased from Sullivan School District 300, and the original must be returned to the District.
- All fees and money collected for claims or negligent damage will be recorded and tracked at Sullivan School District 300.
- Payment for damaged devices, chargers, and/or cases should be made payable to Sullivan School District 300.
- Wireless Devices must remain at school until fees are paid or other arrangements have been made.
- When applicable, a spare device will be issued to a student if his/her device is out for repair. However, **spare devices MAY NOT go home.**

ACKNOWLEDGEMENTS

Creation of this handbook would not have been possible without information gathered from a variety of different sources. We would like to acknowledge and thank the following sources for their dedication to 1:1 initiatives and for the use of documentation regarding their initiatives. Additionally, we would like to thank those schools that allowed site visits in the planning and preparation of our iSullivan initiative.

- Gurnee School District 56 - Apple Distinguished School - Gurnee, IL
- Mooreville Graded School District - Mooreville, NC
- Mount Pulaski School District #23 - Mount Pulaski, IL
- Niles Township High School District 219 - Niles, IL
- Pontiac Township High School - Pontiac, IL
- Schuyler-Industry Community Unit School District 5 - Rushville, IL
- Springfield School District 186 - Lincoln Magnet Middle School - Springfield, IL
- The Apple Computer Corporation - Cupertino, California
- Township High School District 211 - Palatine, IL
- Woodford County Public Schools - Versailles, KY



Grade _____

Sullivan Community Unit District #300
iSullivan Handbook and Protection Plan Agreement
User Agreement Signature Page
for the iSullivan Handbook and Protection Plan Agreement

We have read and agree to the Student Expectations for Use outlined in this Handbook.

By accepting a District-owned iPad, the student and parent agree to abide by all Board policies and rules, including, but not limited to, this Handbook and the Technology Acceptable Use Policy. The Student and Parent agree that the use of the District's technology and network is a privilege, not a right, and that there is no expectation of privacy for any communication made using the District iPad or for any content stored on the District iPad. The Student and Parent agree that the District reserves the right to inspect the District iPad and its contents at any time and for any reason.

BY SIGNING THIS AGREEMENT, YOU WAIVE ANY AND ALL CLAIMS YOU (AND YOUR HEIRS, SUCCESSORS, AND ASSIGNS) MAY HAVE AGAINST SULLIVAN CUSD #300, ITS BOARD OF EDUCATION, AND ITS INDIVIDUAL BOARD MEMBERS, EMPLOYEES, AND AGENTS RELATING TO, CONNECTED WITH, OR ARISING FROM THE USE OF THE DISTRICT IPAD, THIS HANDBOOK, OR THIS AGREEMENT.

TO THE FULLEST EXTENT ALLOWED BY LAW, YOU AGREE TO INDEMNIFY, DEFEND, AND HOLD HARMLESS SULLIVAN CUSD #300, ITS BOARD OF EDUCATION, AND ITS INDIVIDUAL BOARD MEMBERS, EMPLOYEES, AND AGENTS, FROM ANY AND ALL CLAIMS, DAMAGES, LOSSES, AND CAUSES OF ACTION RELATING TO CONNECTED WITH, OR ARISING FROM THE USE OF THE DISTRICT IPAD, THIS HANDBOOK, OR THIS AGREEMENT.

We _____ and
 (Student Name — Please print clearly.)

_____,
 (Parent/Guardian's Name - Please print clearly.)

Understand and agree to the stipulations set forth in the Sullivan CUSD #300 iSullivan Handbook and the Technology Acceptable Use Policy and understand that violations will result in consequences per Board policy. We have read and agree to the terms of the User Agreement.

 (Student Signature)

 (Date)

 (Parent Signature)

 (Date)

Paid \$20 5th - 11 Grade Students Only: Cash _____ Check _____

3rd and 4th Grade Students do not pay the technology fee