

Sullivan High School

Student Handbook

2023-2024

"Home of the Eagles"



Better Together

1073 East Vine Street

Sullivan, MO 63080

www.sullivan eagles.org

573-468-5171

2023-2024 STUDENT COUNCIL OFFICERS

Zachary Center – *President* / Aleah Hunter – *Vice President*

Janelle Busse – *Secretary* / Scarlett Hulsey – *Treasurer*

MISSION STATEMENT

The mission of Sullivan High School is to prepare all students for success in further study and careers.

SCHOOL SONG

Sullivan forever our song shall be
always a winner to victory
raise our flag of gold and black
daring and courage never lack
rah, rah, rah three cheers for
Sullivan loyal and true
always a winner pushing right through
at our games you'll always see
Sullivan to victory.

TABLE OF CONTENTS

BELL SCHEDULES -----	Page 3
SCHOOL CALENDAR -----	Page 4
ATTENDANCE PROCEDURES -----	Page 5
ELECTRONIC DEVICES -----	Page 7
DRESS CODE-----	Page 8
PARKING AND CAMPUS DRIVING PRIVILEGES-----	Page 8
SCHOOL GROUNDS -----	Page 8
BUS REGULATIONS -----	Page 8
BULLYING-----	Page 10
HARASSMENT-----	Page 10
HAZING-----	Page 10
STUDENT DISCIPLINE PROCEDURES -----	Page 11
HIGH SCHOOL STUDENT DISCIPLINE GUIDELINE-----	Page 12
SCHOOL SEARCH POLICY -----	Page 18
STUDENT DRUG TESTING POLICY -----	Page 19
ACADEMIC -----	Page 20
OPTIONAL PROGRAMS -----	Page 22
RECOGNITION OF ACHIEVEMENT -----	Page 24
STUDENT AWARDS (SELECTED)-----	Page 25
USEFUL INFORMATION -----	Page 26
ASBESTOS HAZARD EMERGENCY RESPONSE ACT -----	Page 30
PROHIBITION AGAINST HARASSMENT, DISCRIMINATION & RETALIATION -----	Page 31
PROHIBITION AGAINST SEXUAL HARASSMENT & RETALIATION UNDER TITLE IX --	Page 32
GRIEVANCE PROCEDURE-----	Page 33
FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) -----	Page 34
SCHOOL VOLUNTEER CONFIDENTIALITY AGREEMENT -----	Page 36
PUBLIC NOTICE/SURROGATE -----	Page 37
MEDICAID SCHOOL-BASED HEALTH SERVICES PROGRAM -----	Page 38
ESSA COMPLAINT PROCEDURES-----	Page 39
INTERNET USAGE -----	Page 41
TECHNOLOGY ACCEPTABLE USE -----	Page 45
STATE MANDATED CURRICULUM: HUMAN SEXUALITY-----	Page 47

In the event of inconsistencies between this handbook and the Official School Board Policy, the Official School Board Policy (maintained in the Superintendent's Office) will preside.



Sullivan High School Bell Schedules 2023-2024

FLIGHT TIME BELL SCHEDULE

Warning Bell	7:35
1 st Period	7:40 – 9:10
2 nd Period	9:15 – 10:45
<i>Flight Time/Lunch 10:45 – 11:35</i>	
4 th Period	11:40 – 1:10
5 th Period	1:15 – 2:42
Bus Bell	2:42
Driver/Pickup Bell	2:46

LUNCH/ADVISORY BELL SCHEDULE

Warning Bell	7:35
1 st Period	7:40 – 9:05
2 nd Period	9:10 – 10:35
<i>1st Lunch 10:35 – 11:05</i>	
Advisory	11:10 – 11:50
Advisory	10:40 – 11:20
<i>2nd Lunch 11:20 – 11:50</i>	
4 th Period	11:55 – 1:15
5 th Period	1:20 – 2:42
Bus Bell	2:42
Driver/Pickup Bell	2:46

MORNING ASSEMBLY

Warning Bell	7:35
1 st Period	7:40 – 8:55
<i>Assembly 8:55 – 9:55</i>	
2 nd Period	10:00 – 11:15
<i>Flight Time/Lunch 11:15 – 12:05</i>	
4 th Period	12:10 – 1:25
5 th Period	1:30 – 2:42
Bus Bell	2:42
Driver/Pickup Bell	2:46

HALF DAY

Warning Bell	7:35
1 st /4 th Period	7:40 – 9:10
2 nd /5 th Period	9:15 – 10:45
<i>1st Lunch 10:45 – 11:15</i>	
Advisory	11:20 – 12:20
Advisory	10:50 – 11:50
<i>2nd Lunch 11:50 – 12:20</i>	
Bus Bell	12:20
Driver/Pickup Bell	12:24

AFTERNOON ASSEMBLY

Warning Bell	7:35
1 st Period	7:40 – 8:55
2 nd Period	9:00 – 10:15
4 th Period	10:20 – 11:35
<i>Flight Time/Lunch 11:35 – 12:25</i>	
5 th Period	12:30 – 1:45
<i>Assembly 1:45 – 2:42</i>	
Bus Bell	2:42
Driver/Pickup Bell	2:46

School is in session from 7:35 a.m. – 2:45 p.m. Students should not arrive before 7:15 a.m. The doors will remain locked until 7:15 a.m. Students involved in an activity before 7:15 a.m. must be with their activity teacher. Unless they are involved in a supervised after-school activity, students must leave by 3:00 p.m.

SULLIVAN SCHOOL DISTRICT SCHOOL CALENDAR 2023-24

August 14-15, 2023	New Teacher Professional Development
August 16, 2023.....	Teacher Work Day
August 17-18, 2023	Professional Development
August 22, 2023.....	First Day of Student Attendance
September 4, 2023	Labor Day, No School
September 29, 2023	Professional Development, No School
October 18, 2023	(School in Session) End of First Quarter (40 Days)
October 23-26, 2023	(School in Session) Parent-Teacher Conferences in evenings
October 27, 2023	Professional Development, No School
October 30, 2023	No School
November 22-24, 2023	Thanksgiving Break, No School
November 27, 2023	Professional Development, No School
December 19, 2023.....	(School in Session, Early Dismissal ½ day)
December 20, 2023 thru January 1, 2024.....	Winter Break, No School
January 2-3, 2024	Teacher Work Day/Professional Development, No School
January 4, 2024.....	Classes Resume
January 15, 2024.....	Martin Luther King Jr Holiday, No School
February 16, 2024.....	Professional Development, No School
February 19, 2024.....	President's Day Holiday, No School
March 12, 2024.....	(School in Session) End of Third Quarter (46 Days)
March 11-14, 2024.....	(School in Session) Parent Teacher Conferences in the evening
March 15, 2024.....	Professional Development, No School
March 29-April 1, 2024.....	Easter Break, No School
April 18, 2024.....	Professional Development, No School
April 19-22, 2024.....	Spring Break, No School
May 17, 2024	High School Graduation
May 22, 2024	(School in Session, Early Dismissal ½ day)
May 23, 2024	Teacher Work Day

Dismissal times: ½ day – 12:20-HS; 12:30-ES; 12:40-PS/MS

Board Approved: 2/28/2023

Attendance Procedures

The complete board policy 2310 on attendance can be found on the school's website and is located in the central office.

Building procedure: All students are expected to attend school regularly and to be on time for classes in order to benefit from the instructional program and develop habits of punctuality, self-discipline, and responsibility. There is a direct relationship between attendance and achievement. Students who have good attendance generally achieve higher grades, enjoy school more, and are more employable after leaving high school.

Students missing no class periods during the school year will have their names displayed on the Academic Wall of Excellence for perfect attendance.

Parents/Guardians should contact the principal's office at 573-468-5171 by 8:00 a.m. on the day of the absence to notify the school when their student is unable to attend and give the reason for the absence.

Students will be allowed a maximum of 4 absences per class per semester. This total ***includes verified and unexcused*** absences. If a student exceeds the total number of absences allowed for one semester, it will result in loss of credit in the class or classes in which they exceed four absences.

Students must bring a note from the doctor's office in order for that absence not to count against the student's total for the semester.

A high school administrator will meet with the student who has lost credit to develop a plan to both recover the credit as well as improve the student's attendance in the future.

When a student loses course credit because of the application of this policy, the student will be given the opportunity to appeal to the building principal. If the student is still not satisfied, he/she may appeal to the superintendent within 10 days and then to the Board of Education within 30 days.

A student who is suspended from school for disciplinary problems for any number of days will not have that number of days charged against the total of four permitted. However, the days of suspension will be considered unexcused absences and the work missed may not be made up. After 10 consecutive days of suspension, work can be made up after school in credit recovery or Saturday school.

Verification of Absences

After an absence, the student must bring a written excuse from their parents or guardians unless the parent called the school on the day of the absence. A student will not be excused for an absence unless the above policy is followed. Verifications need to be made within 30 days of the absence. Verified absences are unexcused absences.

Excused Absences

The following absences will be excused if the above policy is met:

- personal illness
- serious illness in the immediate family
- death in the family*
- professional appointments that cannot be made outside of the school day
- religious holiday*
- half-day to take behind the wheel driver's test*
- college visitation (see explanation below)

While the school will excuse these absences, state guidelines will not allow them to receive a waiver toward the student's 95% A+ attendance requirement.

*These absences will not count against the four day limit; however, they will count toward A+ attendance.

College Visits

Students are encouraged to visit colleges with the intent of furthering their education beyond high school. Limitations will be placed on the number of visits that students can make. Junior level students will be limited to one (day) visit per school year and Senior level students will be limited to two (days) visits per school year. Students will need to complete a Work in Advance form prior to leaving and will be required to bring documentation back from the college attended. With this documentation, students will be counted as excused for these days of absences.

Unexcused Absences

Any absence for a reason not listed above under "excused absences" will be considered unexcused. Some unexcused absences are considered as truancy. **The administration does not approve of any skip days nor are skip days allowed by organizations or classes.** Definition of Truancy (skipping): Any time a student (without the teacher's knowledge or permission) is not where he/she is scheduled to be. Students will face consequences as outlined in the discipline code for being truant.

Long-Term Absences

In the event a student is to be absent from a class due to illness for more than five (5) consecutive school days during a semester, the parent will provide a written verification from a physician or other health care provider. Exceptions are:

- 1) When parents request that their children accompany them on out-of-town trips, the following procedure must be followed in order for the absences to be excused:
 - The parents must notify the attendance secretary in advance.
 - The student must obtain and complete a **Work In Advance** form.
 - All assignments will be due in accordance to the assignment "make-up procedures" as listed in the following section.
 - All assignments and make-up work must meet the criteria established by the teacher.
- 2) Approved out-of-school activities (field trips, sporting events, etc.) will not count in the student's absence total. Students having excessive absences and/or a grade of "D" or below in a class may not be allowed to miss that class to attend a field trip.

Communicable Diseases

Board policy and regulation 2860 refers to communicable diseases and can be found on the school's website.

A student shall not attend classes or other school-sponsored activities, if the student (1) has, or has been exposed to, an acute (short duration) or chronic (long duration) contagious or infectious disease, and (2) is liable to transmit the contagious or infectious disease, unless the Board or Education or its designee has determined, based upon medical evidence, that the student:

1. No longer has the disease.
2. Is not in the contagious or infectious stage of an acute disease.
3. Has a chronic infectious disease that poses little risk of transmission in the school environment with reasonable precautions.

School officials may require any child suspected of having a contagious or infectious disease to be examined by a physician and may exclude the child from school, in accordance with the procedures authorized by this policy, so long as there is a substantial risk of transmission of the disease in the school environment.

A student who has a chronic infectious disease, and who is permitted to attend school, may be required to do so under specified conditions. Failure to adhere to the conditions will result in the student being excluded from school. A student who has a chronic infectious disease and who is not permitted to attend school or participate in school activities will be provided instruction in an alternative educational setting in accordance with District policy.

Students with acute or chronic contagious or infectious diseases and their families have a right to privacy and confidentiality. Only staff members who have a medical reason to know the identity and condition of such students will be informed. Willful or negligent disclosure of confidential information about a student's medical condition by staff members will be cause for disciplinary action.

Make-up Procedures

Only those students with an excused absence will be allowed to make up work missed while out of school. The student will be allowed the same amount of time for make-up work as time absent from that class. Example: If the student is absent two (2) black days, then he/she will have two (2) black days to complete and turn in make-up work. In no case will a student be permitted to take more than one week to make up work without special permission from the teacher (with administrative approval also). It is the responsibility of the student to contact each teacher to arrange for make-up assignments. Make-up work which involves additional teacher time (labs, etc.) will be at the discretion of the individual teacher. No make-up work will be permitted for work missed due to suspension or other unexcused absences with the exception of summative assessments.

Homebound Instruction

Sometimes students have to miss school due to an illness that may extend over a period of several days, weeks, or even longer. As part of an effort to provide a total educational opportunity for all students, a program entitled "Homebound Instruction" was initiated to assist the student in keeping classroom assignments, tests, etc., as intact as possible during extended absences from school. Generally speaking, unless the student knows at the outset that an illness or injury will likely cause him/her to miss more than a week of school, homebound instruction isn't considered appropriate. If it appears that more than a week of school will be missed, then the student or his/her parent should contact the high school office to arrange for home instruction.

Work Completion Policy

All work is expected to be turned in on time; however, there are occasions when students may not have the work complete and will need to turn it in late. This policy would be for all assignments except those required to be turned in during class time, *i.e.* an assignment that would be due at the end of the class period.

- If work is turned in one class period late, maximum grade will be 70%.
- If work is turned in two class periods late, maximum grade will be 50%.

In addition, teachers will have the autonomy to assign additional consequences for late or missing assignments (i.e. teacher detention).

Permission to Leave School

Before a student will be allowed to leave the building during school hours, the parent or guardian should notify the office giving the student permission to leave. Notification must be received by the office before the student is to leave. This absence may be excused or unexcused depending on the circumstances. Any student leaving the school building without permission from the parent and the office will be considered truant, regardless of age.

In case of illness, a student should report to the nurse's office. Under no circumstances should a student leave without permission from the school administrative personnel. The student must sign out and obtain permission through the Principal's office or the student will be counted truant. *Students who contact their parent via cell phone in order to bypass the school nurse or administration may be subject to consequences in line with the building cell phone discipline policy.*

Tardiness to Class

Promptness is recognized as necessary in school as well as in business. Students must make every effort to be in class on time. Students shall be considered tardy who are not within their assigned classroom when the tardy bell rings.

Tardiness to School

Any student tardy to school will be required to sign in at the attendance office. For disciplinary procedures, see page 17.

Class Admittance Slips from Office

A student must present an admittance slip when reporting to class after the period has started or if his/her name is on the absentee list. No student will be admitted to class during the hour unless he/she has a note of explanation from the office or another teacher. Any student arriving at school after 7:45 a.m. will be required to sign in and receive an admittance slip from the office.

Sign In and Sign Out

- 1) **Sign In** - Any student arriving at school after 7:45 a.m. MUST sign in at the attendance office. Any student arriving between classes must; therefore, sign in.
- 2) **Sign Out** - To avoid any legal conflict of responsibility for students, all students leaving school grounds for any reason from the time the student arrives until 2:45 p.m. must sign out and receive permission from administrative personnel. If students do not sign out and receive permission from office personnel, they will be considered truant and will face disciplinary action.

Attendance and Extra-Curricular Activities

Students absent from school more than half of the day on the day of the activity must receive written permission from the administration to participate in the activity that day. For Saturday events, students must be in attendance at least half of the day on Friday. On other days that school is not in session, students must be in attendance at least half of the day on the most previous day of school. (Examples: practice, athletic events, class meetings, dances, and music performances)

Closed Campus

Board policy 2630 refers to the closed campus.

Building procedure: Sullivan High School is a closed campus during lunch. Students will NOT be given permission to go home or to a restaurant during lunch. Any student leaving the school building during lunch will be considered truant. Students are required to stay in the cafeteria/commons area.

Likewise, students who bring in outside drinks into the school building will need to finish and dispose of them prior to the beginning of 1st/5th period.

Withdrawal or Transfer from School

Board policy 2290 refers to withdrawals from school and can be found on the school's website or located in the central office.

Building procedure: Any student desiring to withdraw or transfer from school must initiate the following procedure with their parents regardless of age:

- Report to the counselors' office and pick up a withdrawal form
- Have parent sign withdrawal form indicating permission and reason for withdrawal
- Return form to office for fines and final processing

Electronic Devices

(i.e. Cell Phones, iPad, Watches, Air Pods, etc.) – Electronic devices will not be allowed during class/instructional time, during passing time, or in any bathroom/changing area (including after-school extra-curricular activities) because of their potential to disrupt the educational process. Students will be allowed to use their electronic devices while in the commons/cafe/cafeteria during their lunch period only. Cell phones may be kept in lockers and turned off. If the student is using their electronic device in class, it will be confiscated. Parents are encouraged to call the office if they need to reach their child. The school is not responsible for electronic devices or individual technology and will not use any administrative time to investigate if they are lost or stolen.

Wireless earbuds (air pods, etc.) are not allowed during the entire school day for their potential to impact the safety of students and staff. Students will be allowed to have wired headphones to use with their Chromebook but only with the teacher's approval.

Electronic Devices (i.e. Cell Phones, iPad, etc.) – Inappropriate Use of Camera Function/Unauthorized photographing or videotaping

– Students are not allowed to record/photograph/make videos, etc. of any student, staff member, or any personnel without prior approval by both the subject(s) of the video/photo and a supervising teacher and/or an administrator. This includes sending pictures or videos with the intent of inflicting emotional or mental suffering on another individual or group of individuals; this will result in school discipline.

Students who violate this policy will be subject to disciplinary actions, which can include suspension or a recommendation for expulsion. Students and parents are warned that posting/distributing video, audio, and/or photos on the internet, to other people, or on any type of social media will result in strong consequences as well as notifying law enforcement.

At no time will cell phones be allowed in the bathrooms, locker rooms, or any changing area.

Sullivan High School reserves the right to review cell phone policies on a case-by-case basis or review the District cell phone policy at any point throughout the school year. The District may make any changes necessary for the overall safety of students, staff, and the school as a whole.

Dress Code

Board policy 2651 refers to student dress and can be located on the school's website or in the central office.

Building procedures are as follows:

- No hats, hoods, scarves, or bandanas may be worn or displayed in the building. Headbands are allowed.
- No clothing or tattoos may display logos or advertisements of alcohol, drugs, or tobacco products.
- No clothing or tattoos may display overt or implied obscenities or sexual innuendoes.
- No clothing/garments/headbands/etc. may draw undue attention or cause a disruption to the educational process.
- No shorts that do not provide ample coverage will be allowed.
- No revealed underwear.
- No spikes or hanging chains on clothes.
- A shirt garment must cover both shoulders. Halter tops, backless, spaghetti strapped, transparent, or midriff garments, as well as muscle shirts must be accompanied with a shirt garment. There should be no skin showing between the shirt garment and pant/skirt/short garment of clothing. The neckline of any shirt garment should not extend below an imaginary horizontal line drawn from the top of the arm pits when arms are rested at their sides.

Book Bags in the Classroom

Due to safety concerns and space limitations within the classroom, book bags, drawstring bags, oversized trapper keepers, oversized purses, or messenger bags are not permitted in classrooms. A small purse will be allowed to be carried. Students are to leave all bags in their lockers and only bring their materials to class. The administration reserves the right to review this policy at any time for an individual or school-wide basis.

Parking and Campus Driving Privileges

Students driving vehicles to school must park in the student parking lot only. Vehicles are to be parked within the yellow lines and facing forward only. At no time during the school day may a student park anywhere except in the student parking lot. Improper parking, parking in an area other than the student lot or parking without a parking pass may result in school disciplinary measures and/or ticketing by the police and/or towing from Sullivan High School grounds. All vehicles driven to school MUST be registered in the office at the beginning of the school year or after student passes their driver's exam and will begin driving to school. A parking pass must be purchased and properly displayed on the vehicle. Parking passes are not transferable to another student for any reason. (See page 27 regarding parking passes)

Students may not be in their cars during the school day or during their lunch period. Upon arriving at school, students should lock their vehicles and leave the parking lot immediately.

Student vehicles on School District property may be searched if there is reasonable suspicion that something illegal is stored in the vehicle(s). Sullivan School District does not need permission to search any vehicle(s) that is on school property. (Policy 2650)

Sullivan High School and the School District are not responsible for any damage or loss to vehicles parked on school grounds. Driving to school and parking on School District property are privileges, not rights. Students who do not drive sensibly and carefully will have their driving and parking privileges revoked on all School District property. Violation of such revocation will result in tickets being issued by the Sullivan Police Department and further disciplinary action by the School District.

School Grounds

Students are not permitted to be on school property (i.e. building/grounds/parking lot, etc.) unless here for a school-sponsored function. At no time should students gather on school property unless under the supervision of Sullivan School District personnel. Students who violate this could be subject to disciplinary action.

Bus Regulations

Board policy and regulations 2652 and 5220 refers to school bus safety and student conduct on buses and can be found on the school's website.

Each student will have a primary and secondary address for both their am bus pick up and their pm bus drop off. These are the only addresses the school district will pick up or drop off a student. Any changes must be made by the student's parent or guardian, 24 hours in advance, with the office at that student's school building.

Major components of bus safety include clean, well-maintained equipment and regulations that help to ensure good conduct and mutual respect, both among students and between driver and students. The district provides well-maintained buses. The students, drivers, parents, and school personnel must work cooperatively to ensure safe conduct and respect on the bus.

The student plays a very important role in maintaining safety on the bus. When the student is acting in a way that jeopardizes his/her own safety, the safety of all others on the bus is in danger. Because of the possibilities for serious accidents, inappropriate behavior will not be tolerated on the bus. However, in a majority of the cases, cooperation between the school and parent will help to resolve discipline problems without serious interruptions to the students' education.

STUDENTS WILL BE HELD RESPONSIBLE FOR THE FOLLOWING REGULATIONS:

- 1) Students must obey the driver. The driver may:
 - a. Assign students to specific seats for any length of time they deem necessary.
 - b. Refuse to let a student board the bus until the student obtains permission to do so if the driver feels order and safety on the bus is in jeopardy.

- 2) Students must follow bus stop rules including:
 - a. Students must be on time to the bus stop. The bus cannot wait.
 - b. Students will only be picked up and let off at their regular scheduled bus stop.
 - c. Students may not be let off at a stop other than their own without written permission from a parent.
 - d. The bus route will not be altered to make non-scheduled stops.
 - e. Students will stand away from the roadway until the bus has come to a complete stop.
 - f. Students creating discipline problems at the bus stop may be removed from the bus.
- 3) Students will be expected to adhere to the following rules while on the bus.
 - a. Unnecessary conversation with the driver is prohibited.
 - b. Except for ordinary conversation, classroom conduct is to be observed on the bus.
 - c. Students must not, at any time, extend arms or head out of the bus windows.
 - d. Students must not throw items out of the bus windows.
 - e. Items or materials that could cause damage or harm will not be permitted on the bus.
 - f. The bus driver may refuse items at the bus stop.
 - g. Alcohol or controlled substances will not be permitted on the bus.
 - h. The use of tobacco in any form will not be permitted on the bus.
 - i. Profane and/or disrespectful language will not be tolerated on the bus.
 - j. Food or beverage will not be permitted on the bus.
- 4) A student not assigned will not be permitted on a bus without written permission from a parent and the principal.
- 5) Property damage to the bus by a student will be paid for by the student.
- 6) Scuffling and fighting will not be tolerated on the bus.

Disciplinary Measures

The bus is an extension of the school and students are expected to follow all rules of the school and driver. The bus driver is in charge of the students riding the bus and may establish rules necessary to maintain safe and orderly conduct on the bus.

Misconducts will be classified as either minor or major by the building administration.

Safety Violation – A safety violation is any action or behavior that distracts the driver or puts the student or any student in a position of potential harm. Safety violations may be minor or a major offense depending on the severity of the action.

Examples of major and minor offenses:

Minor Offenses

Out of seat
Littering
Disturbances
Not in assigned seat
Excessive noise
Food or drink consumption
Skateboards
Misuse of Cell Phone

Major Offenses

Dangerous acts
Obscenities
Assault*
Disrespect/defiance
Smoking
Water guns
Vandalism
Fighting
Spitting

Penalties for major offenses:

1st offense: 1-5 day bus suspension and/or regular discipline policy
2nd offense: 6-10 day bus suspension and/or regular discipline policy
3rd offense: 11-44 day bus suspension and/or regular discipline policy
4th offense: Suspension of bus privileges for one year and/or regular discipline policy

Penalties for minor offenses:

1st offense: Warning letter and/or regular discipline policy
2nd offense: Warning letter and/or detention and/or regular discipline policy
3rd offense: 1-3 day bus suspension and/or regular discipline policy
4th offense: 1-10 day bus suspension and/or regular discipline policy
5th offense: 11-44 day bus suspension and/or regular discipline policy
6th offense: 45-90 day bus suspension and/or regular discipline policy
7th offense: Suspension of bus privileges for one year and/or regular discipline policy

***Assault (attack without provocation) will be treated more seriously.**

In order to maintain discipline on the buses during the last ten (10) days of the school year, any misconduct may result in a student being suspended from the bus for the remainder of the school year. This suspension may carry over into the next school year.

NOTE: Students may be excluded from the bus (1-180 days) and/or expelled on the first offense provided the offense is major. Determination of major offenses will be left to the discretion of the building administration.

Bullying

Board policy 2655 states:

The District is committed to maintaining a learning and working environment free of any form of bullying or intimidation by students toward District personnel or students on school grounds, or school time, at school sponsored activities or in a school related context. Bullying is the intentional action by an individual or group of individuals to inflict physical, emotional or mental suffering on another individual or group of individuals.

Bullying occurs when a student:

- Communicates with another by any means including telephone, writing, cyberbullying, or via electronic communications, intention to intimidate, or inflict physical, emotional, or mental harm without legitimate purpose, *or*
- Physically contacts another person with the intent to intimidate or to inflict physical, emotional, or mental harm without legitimate purpose. Physical contact does not require physical touching, although touching may be included.

Students who are found to have violated this policy will be subject to the following consequences depending on factors such as: age of student(s), degree of harm, severity of behavior, number of incidences, etc. Consequences: Loss of privileges, classroom detention, conference with teacher, parents contacted, conference with principal, in-school suspension, out-of-school suspension, expulsion, and law enforcement contacted.

Anyone reporting an instance of bullying will be asked to fill out the District's Bullying Report form. This form can be found on the School District's website as well as in the Sullivan High School office.

District employees are required to report any instance of bullying of which the employee has first-hand knowledge. Moreover, the District will provide training for employees relative to enforcement of this policy.

Harassment

Board policy 2130 regarding harassment states:

It is the policy of the District to maintain a learning environment that is free from harassment because of an individual's race, color, sex, national origin, age, ethnicity, disability, sexual orientation, or perceived sexual orientation. The School District prohibits any and all forms of unlawful harassment and discrimination because of race, color, sex, national origin, age, ethnicity, disability, sexual orientation, or perceived sexual orientation.

It shall be a violation of District policy for any student, teacher, administrator, or other school personnel of this District to harass or unlawfully discriminate against a student through conduct of a sexual nature, or regarding race, color, sex, national origin, age, ethnicity, disability, sexual orientation, or perceived sexual orientation as defined by this Policy.

It shall also be a violation of District policy for any teacher, administrator, or other school personnel of this District to tolerate sexual harassment or harassment because of a student's race, color, sex, national origin, age, ethnicity, disability, sexual orientation, or perceived sexual orientation, as defined by this Policy, by a student, teacher, administrator, other school personnel, or by any third parties who are participating in, observing, or otherwise engaged in activities, including sporting events and other extracurricular activities, under the auspices of the School District.

For purposes of this Policy, the term "school personnel" includes school board members, school employees, agents, volunteers, contractors, or persons subject to the supervision and control of the District.

The school system and District officials, including administrators, teachers, and other staff members will act to promptly investigate all complaints, either formal or informal, verbal or written, of unlawful harassment or unlawful discrimination because of race, color, sex, national origin, age, ethnicity, disability, sexual orientation, or perceived sexual orientation; to promptly take appropriate action to protect individuals from further harassment or discrimination; and, if it determines that unlawful harassment or discrimination occurred, to promptly and appropriately discipline any student, teacher, administrator, or other school personnel who is found to have violated this Policy, and/or to take other appropriate action reasonably calculated to end the harassment/discrimination.

The District prohibits retaliation against a person who files a complaint of discrimination or harassment, and further prohibits retaliation against persons who participate in related proceedings or investigations.

Form 2130 is used with policy 2130 and will be used when an individual needs to report a harassment grievance. These forms will be kept in the principal's office. Regulation 2130 that accompanies this form and policy can be located on the school's website and is available in the central office.

Hazing

Board policy and regulation 2920 refers to hazing and can be found on the school's website.

Student hazing is inconsistent with the educational goals of the District and poses a significant risk to the physical and mental welfare of District students. Hazing of students, on or off District property, is prohibited and may result in suspension or expulsion from school and from activity/athletic participation.

Student Discipline Procedures

Board policy 2600 refers to student discipline and can be found on the school's website or located in the central office.

Building procedures follow: The Student Discipline Procedures are designed to foster student responsibility, respect for the rights of others, and to insure the orderly operations of the school. No list of procedures can be expected to list each and every offense which may result in the use of disciplinary action. However, it is the purpose of this listing to note certain offenses which, if committed by a student, will result in the imposition of a specific penalty. The school laws follow those of the community. All local laws are followed on school grounds. The administration may notify the school resource officer of any disciplinary infraction that occurs.

The disciplinary actions given for each offense listed in the discipline code are guidelines. Each case will be considered on its own merit according to the seriousness or frequency of the situation and the circumstances surrounding it. The administration will notify the parent either in writing or by telephone every time their student is referred to the office for disciplinary action.

Detention

Board policy 2660 refers to detention and can be found on the school's website and is also located in the central office. Building procedures follow in the next two sections:

Teacher Detentions

All classroom teachers may issue detentions for disciplinary reasons. These detentions are to be served under direction of the teacher in the teacher's room for a period not to exceed 30 minutes per day. Students will be given notice 24 hours prior to the assigned detention.

When a student is issued a detention, he/she is to report to the designated room promptly and be prepared to study. Failure to report to a teacher's detention or failure to report with proper materials will result in the detention being doubled. The type of detention is completely at the discretion of the teacher. Detentions may be of the following forms: after school (not later than 3:30 p.m.), before school (not earlier than 7:00 a.m.) or during lunch time.

Administrative Detentions

Detentions assigned by a building administrator. The hours shall be Monday – Thursday from 3:00 p.m. – 4:00 p.m. Morning detentions or during "Flight Time" may be used at the administration's discretion. Students will be assigned a detention time and date by the administration. Failure to serve detentions will result in detentions being doubled, ISS or Saturday School.

In-School Suspension

In-School Suspension will be available every day for those students assigned by the administration. ISS is designed to be an alternative form of discipline with the following objectives:

- To examine and make appropriate changes in their attitude and behavior that is disrupting their educational program.
- To provide a program through which students who would normally be given out-of-school suspension are allowed to maintain their educational experience and school attendance. Credit is given for satisfactory work completed while in ISS and the student is counted as being present at school.
- To encourage students to complete their educational program by staying in school and completing assignments.

Saturday School

A student, for discipline reasons, may be assigned to Saturday School from 8:00 a.m. to 11:00 a.m. The student must have appropriate study materials for that period of time. If a student fails to report to Saturday School, the student will be assigned a doubled detention or out-of-school suspension.

Out-Of-School Suspension

A student may be placed on out-of-school suspension by the administration. When a student is on an out-of-school suspension, he/she is encouraged to make up all work; however, the work may not be turned in for credit. An exception will be made for the allowance to make up any summative assessment that is missed during suspension. A student is not eligible for extra-curricular activities and is not to be at school functions or on school property during out-of-school suspension unless prior arrangements have been made with the administration.

Students on long-term suspension (longer than 10 days) will be allowed to make up work after the 10th day of OSS, provided they do so during after school credit recovery or Saturday School. They will receive zeroes on all assignments for the first 10 days, with the exception of all summative assessments as described above.

Corporal Punishment (Prohibited)

Board policy 2670 refers to corporal punishment and can be found on the school's website.

No person employed by volunteering on behalf of the Sullivan School District shall administer or cause to be administered corporal punishment upon a student attending district schools.

High School Student Discipline

The following is intended to provide a guideline for the administration of student discipline. This guideline was modeled in accordance with the Safe Schools Act. A copy of the Safe Schools Act, as mandated by the Missouri Legislature, is on file at the central office. (*Board Regulation 2610*)

TYPES OF MISBEHAVIOR	CORRECTIVE DISCIPLINE
1. Abusive Communication Toward a Student or Staff Member (verbal, non-verbal, electronic)	First Offense <ul style="list-style-type: none"> • 1-10 days OSS • Parent notification Second Offense <ul style="list-style-type: none"> • 1-10 days OSS with possible recommendation for long term suspension. • Parent conference Third Offense <ul style="list-style-type: none"> • 10 days OSS with recommendation for long term suspension. • Parent conference
2. Arson – The malicious burning of property.	First Offense <ul style="list-style-type: none"> • 10 days OSS with recommendation for long-term suspension or expulsion • Notification of authorities • Full restitution Second Offense <ul style="list-style-type: none"> • Expulsion • Notification of authorities • Full restitution
3. Assault – Use of physical force with the intent to do bodily harm. This act usually occurs unprovoked by the victim.	First Offense <ul style="list-style-type: none"> • 10 days OSS with possible recommendation for long term suspension. • Parents and authorities notified Second Offense <ul style="list-style-type: none"> • 10 days OSS with recommendation for long-term suspension • Parents and authorities notified Third Offense <ul style="list-style-type: none"> • Expulsion
4. Bullying - Bullying is strictly prohibited on school grounds, or school time, at a school sponsored activity or in a school related context. Bullying is the intentional action by an individual or group of individuals to inflict intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; substantially interferes with the educational performance, opportunities, or benefits of any student without exception; or substantially disrupts the orderly operation of the school. (<i>Board Policy 2655</i>) Cyberbullying - Cyberbullying means bullying as defined above through the transmission of a communication including, but not limited to, a message, text, sound, or image by means of an electronic device including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager that substantially interferes with the educational performance, opportunities, or benefits of any student without exception; or substantially disrupts the orderly operation of the school. (<i>Board Policy 2655</i>)	Violations involving bullying will be subject to the following consequences depending on factors such as: age of student(s), degree of harm, severity of behavior, number of incidences, etc. First Offense <ul style="list-style-type: none"> • Consequences may range from loss of privilege, Saturday School, 1-5 days detention, 1-5 days ISS, 1-10 days OSS, or a referral for a long-term suspension. • Parents Contacted • Referral to authorities will be made when appropriate. Second Offense <ul style="list-style-type: none"> • Subsequent offenses will result in more serious consequences up to 180 days OSS or expulsion. • Parents Contacted • Referral to authorities will be made when appropriate.
5. Cheating/Academic Dishonesty – Tests/examinations/class work; plagiarism is a form of cheating.	First Offense <ul style="list-style-type: none"> • Zero on Assignment • Parent notification by teacher Second Offense <ul style="list-style-type: none"> • Zero on Assignment • Parent notification by teacher • 1 day ISS Third Offense <ul style="list-style-type: none"> • Zero on Assignment • Parent notification by teacher • Saturday School

TYPES OF MISBEHAVIOR	CORRECTIVE DISCIPLINE
6. Dangerous Items – Students who bring items that could be considered dangerous to others will be subject to confiscation and disciplinary action. Example of such items could be but are not limited to, pocket knives, tasers, laser pointers, etc. These items have no place within the educational setting.	First Offense <ul style="list-style-type: none"> Consequences may range from, conference with principal, detention, ISS, Saturday School, and OSS based on the seriousness of the situation and cooperation of the student. Confiscation and returned to parent. Subsequent offenses will result in more serious consequences.
7. Demeaning Language – Students using language that is damaging or lowering the character, status, or reputation of someone or a group. This includes racial/cultural/sexually demeaning language, drawings, social media post, etc. that causes emotional distress to others. Must have successful completion of sensitivity training with counselors.	First Offense <ul style="list-style-type: none"> 1-10 days OSS with recommendation for long-term suspension Parent Conference Second Offense <ul style="list-style-type: none"> 10 days OSS with recommendation for long-term suspension
8. Disrespectful Speech or conduct	First Offense <ul style="list-style-type: none"> 1-3 days ISS Second Offense <ul style="list-style-type: none"> 1-3 days OSS Third Offense <ul style="list-style-type: none"> Saturday School
9. Disruptive Speech or conduct	First Offense <ul style="list-style-type: none"> 1-3 administrative detentions Second Offense <ul style="list-style-type: none"> 1-3 days ISS Third Offense <ul style="list-style-type: none"> Saturday School Fourth Offense <ul style="list-style-type: none"> 3 -5 days OSS
10. Distribution to a minor – Distribution of tobacco or tobacco products to a minor, including vape, juul, etc.	First Offense <ul style="list-style-type: none"> 3 days of OSS Notification of authorities (when appropriate) Second Offense <ul style="list-style-type: none"> 5 days of OSS Notification of authorities Third Offense <ul style="list-style-type: none"> 10 days of OSS with recommendation for long-term suspension
11. Dress Code Violations – Refer to the dress code on page 8.	First Offense <ul style="list-style-type: none"> Student will change clothes Second Offense <ul style="list-style-type: none"> 1 day ISS Confiscation of item Third Offense <ul style="list-style-type: none"> Saturday School Parent conference
12. Driving/Parking Violations – Students who fail to park correctly, drive safely or display parking permits will be subject to disciplinary action.	First Offense <ul style="list-style-type: none"> Warning and/or loss of driving privileges for 1-10 days Second Offense <ul style="list-style-type: none"> Loss of driving privileges for a minimum of 10 days Third Offense <ul style="list-style-type: none"> Permanent loss of driving privilege
13. Electronic Device (i.e. Cell Phone, iPad, etc.) (including text messaging) – Electronic devices should not be used during class time because of their potential to disrupt the educational process. Students will be allowed to use their electronic devices while in the commons/cafeteria during their lunch period. If the student is using their electronic device in class, it will be confiscated. Parents are encouraged to call the office if they need to reach their child. Students who call or text home during the school day (except during their lunch period or “Flight Time”) to have a parent come and pick them up for whatever reason will be subject to a cell phone violation consequence. The school is not responsible for electronic devices and will not use administrative time to investigate if they are lost or stolen.	First Offense <ul style="list-style-type: none"> Confiscation of device 1 day ISS Returned to parent Second Offense <ul style="list-style-type: none"> Confiscation of device 3 days of ISS Returned to parent Third Offense <ul style="list-style-type: none"> Confiscation of device 5 days of ISS Returned to parent Loss of phone privileges at school <p><i>Students who refuse to turn over their electronic device to the teacher or administrator will be subject to additional consequences.</i></p>

TYPES OF MISBEHAVIOR	CORRECTIVE DISCIPLINE
14. Electronic Devices (i.e. Cell Phone, iPad, etc.) (Inappropriate Use of Camera Function) – Unauthorized photographing or videotaping. This includes sending pictures or videos with the intent of inflicting emotional or mental suffering on another individual or group of individuals.	First Offense <ul style="list-style-type: none"> 1-180 days OSS and/or permanent expulsion. Student may be reported to law enforcement and the electronic device will be confiscated and held until deemed appropriate to return by District.
15. Excessive Late to School or Class – Being on time is part of success in school and beyond. Teachers and the office consistently dealing with students' tardiness takes away from instructional time and administrative duties. Students more than 10 minutes late to school or class will be marked late.	Excessive lateness to school or class may include but are not limited to consultation, detention(s), in-school suspension, parent(s) notified, and denial of participation in interscholastic and/or extracurricular activities. Excessive lateness discipline will increase if a student continues to be late. Excessive lateness could result in a student losing credit for that class. ALL STUDENTS COMING IN LATE MUST DISPOSE OF ALL FOOD AND BEVERAGES BEFORE ENTERING THE SCHOOL.
16. Extortion – Verbal threats or physical conduct designed to obtain money or other valuables.	First Offense <ul style="list-style-type: none"> 1-10 days OSS Parent Conference Second Offense <ul style="list-style-type: none"> 10 days OSS with recommendation for long-term suspension Third Offense <ul style="list-style-type: none"> Expulsion
17. Failure to serve detentions	First Offense <ul style="list-style-type: none"> Doubled Detentions or ISS Second Offense (Failure to serve Doubled Detentions) <ul style="list-style-type: none"> Saturday School <i>*Consequences will follow the above sequence until administration deems it necessary for more severe consequences.</i>
18. Fighting – Mutual combat in which both parties have contributed to conflict either verbally or by physical action. Those who encourage others to fight will face disciplinary action. Fights can be classified as an assault any time administration feels it is necessary. The School Resource Officer may be called to aid or consult on any fighting incident.	First Offense <ul style="list-style-type: none"> 3-10 days OSS Parents notified Second Offense <ul style="list-style-type: none"> 10 days OSS Conference with parents Third Offense <ul style="list-style-type: none"> 10 days OSS with recommendation for long-term suspension
19. Filing a False Alarm – Tampering with emergency equipment, setting off false alarms, or making false reports.	First Offense <ul style="list-style-type: none"> 10 days OSS Parent conference Second Offense <ul style="list-style-type: none"> 10 days OSS with recommendation for long-term suspension Third Offense <ul style="list-style-type: none"> Expulsion
20. Forgery – Falsification on an absence or tardy excuse, note from home, or parent signature.	First Offense <ul style="list-style-type: none"> 1-3 detentions Second Offense <ul style="list-style-type: none"> 1 day ISS Third Offense <ul style="list-style-type: none"> Saturday School
21. Foul language/Inappropriate Comment/Inappropriate gestures/Inappropriate drawings – Inappropriate language/comment/gestures/drawings will not be tolerated and will be dealt with harshly.	First Offense <ul style="list-style-type: none"> 1 day ISS Second Offense <ul style="list-style-type: none"> 3 days ISS Third Offense <ul style="list-style-type: none"> Saturday School

TYPES OF MISBEHAVIOR	CORRECTIVE DISCIPLINE
<p>22. Harassment/Sexual Harassment - Harassment is conduct, including but not limited to, intimidation, ridicule or insult, toward an individual or group because of race, color, national origin, ancestry, religion, sex, sexual orientation, gender identity, disability, age, genetic information, or any other characteristic that is protected by law and is so severe or pervasive that it:</p> <ul style="list-style-type: none"> • Affects an individual's ability to work in, participate in, or benefit from an educational program or activity; and • Creates an intimidating, threatening, abusive hostile or offensive environment; or • Has the purpose or effect of substantially or unreasonably altering the work or educational environment. (Board Policy/Regulation/Form 1300) • Sexual Harassment may include a range of subtle and not-so-subtle behaviors and may involve individuals of the same or different gender. Legitimate, non-sexual physical conduct necessary to avoid physical harm to persons or property, to console an individual, or spontaneous movement during a sporting activity is not sexual harassment. <p>Depending on the circumstances and application of the definitions immediately above in this Regulation, examples of conduct which may or may not constitute sexual harassment, include, but are not limited to:</p> <ul style="list-style-type: none"> • sexual advances; • request for sexual favors; • threatening an individual for not agreeing to submit to sexual advancement; • sexually motivated touching of an individual's intimate parts; • coercing, forcing, or attempting to coerce or force the touching of an individual's intimate parts; • display of drawings, graffiti, cartoons, pictures, symbols or other written material of a sexual nature; • sexual gestures; • sexual or dirty jokes; • sexually provocative or explicit speech; • communications about or rating an individual as to his/her body, sexual activity, or performance; and • verbal abuse of a sexual nature. 	<p>Violations involving bullying will be subject to the following consequences depending on factors such as: age of student(s), degree of harm, severity of behavior, number of incidences, etc.</p> <p>First Offense</p> <ul style="list-style-type: none"> • Consequences may range from loss of privilege, 1-5 days detention, 1-5 days ISS, 1-10 days OSS, or a referral for a long-term suspension. • Parents Contacted • Referral to authorities will be made when appropriate. <p>Second Offense</p> <ul style="list-style-type: none"> • Subsequent offenses will result in more serious consequences up to 180 days OSS or expulsion. • Parents Contacted • Referral to authorities will be made when appropriate.
<p>23. Insubordination – Students are expected to demonstrate respect for staff at all times. General insubordination is failure to follow a reasonable request.</p>	<p>First Offense</p> <ul style="list-style-type: none"> • 1-3 administrative detentions <p>Second Offense</p> <ul style="list-style-type: none"> • 1-3 days ISS <p>Third Offense</p> <ul style="list-style-type: none"> • Saturday School <p>Fourth Offense</p> <ul style="list-style-type: none"> • 3-5 Days of OSS
<p>24. Internet/Technology Usage Violation – Refer to the Acceptable Use policy on pages 36-37.</p>	<p>First Offense</p> <ul style="list-style-type: none"> • Warning and parent notification • Possible loss of internet/technology privileges <p>Second Offense</p> <ul style="list-style-type: none"> • Loss of internet/technology privileges remainder of grading period <p>Third Offense</p> <ul style="list-style-type: none"> • Loss of internet/technology privileges for the remainder of the year • Possible suspension

TYPES OF MISBEHAVIOR	CORRECTIVE DISCIPLINE
<p>25. Misconduct/Disruptions – Disobedience, discourteousness, lack of cooperation, failure to bring proper materials to work with, general attitude of indifference, disrespect to teachers or any other behaviors that interferes or disrupts the learning process. Electronic devices (i.e. cell phone) that go off for any reason, thus causing a disruption, will be confiscated and turned into the office.</p>	<p>First Offense</p> <ul style="list-style-type: none"> • 1-3 administrative detention • <i>Device returned to student at end of day</i> <p>Second Offense</p> <ul style="list-style-type: none"> • 1-3 days ISS • <i>Device returned to parent.</i> <p>Third Offense</p> <ul style="list-style-type: none"> • Saturday School • <i>Device returned to parent.</i> <p>Fourth Offense</p> <ul style="list-style-type: none"> • 3-5 Days of OSS
<p>26. Misconduct in ISS – Student is removed from ISS for their behaviors, attitude, or misconduct</p>	<p>First Offense</p> <ul style="list-style-type: none"> • 1 day OSS • ISS will be served upon return <p>Second Offense</p> <ul style="list-style-type: none"> • 3 days OSS • ISS will be served upon return
<p>27. Possession of personal/nuisance items – (anything not deemed educationally relevant). Personal/nuisance items should not be seen or used during instructional time because of their potential to disrupt the educational process. Personal/nuisance items will be confiscated if they disrupt the educational process. The school is not responsible for personal/nuisance items and will not use administrative time to investigate lost or stolen personal/nuisance items.</p>	<p>First Offense</p> <ul style="list-style-type: none"> • Confiscation of item • Returned to student <p>Second Offense</p> <ul style="list-style-type: none"> • Confiscation of item • 1 day ISS • Returned to parent <p>Third Offense</p> <ul style="list-style-type: none"> • Confiscation of item • Saturday School • Returned to parent
<p>28. Possession, use of, or attendance under the influence of alcohol – A student shall not possess, use, transmit, or be under the influence of alcohol of any kind on school grounds or at any school activity or event. The School Resource Officer may be called to aid or consult on any alcohol incident. Participation in Drug/Alcohol Counseling upon return from completion of suspension.</p>	<p>First Offense</p> <ul style="list-style-type: none"> • 10 days OSS • Notification of authorities • Parent contact <p>Second Offense</p> <ul style="list-style-type: none"> • Expulsion (per Safe School Act)
<p>29. Possession, use of, or attendance under the influence of other controlled substances including imitation drugs – A student shall not possess, use, or be under the influence of any illegal drug on school grounds or at any school activity or event. Substances presented as any of the above will be treated in the same manner. Students in possession of drug paraphernalia are also subject to the same consequences. Severe consequences are also in order for students illegally using, transmitting or under the influence of over-the-counter or prescription drugs as well. The School Resource Officer may be called to aid or consult on any drug incident. Participation in Drug/Alcohol Counseling upon return from completion of suspension.</p>	<p>First Offense</p> <ul style="list-style-type: none"> • 10 days OSS with recommendation for long-term suspension • Notification of authorities • Parent contact <p>Second Offense</p> <ul style="list-style-type: none"> • Expulsion (per Safe School Act) • Notification of authorities • Parent conference
<p>30. Public Display of Affection (PDA) – The physical demonstration of affection for another person while in the view of others. General hugging and hand holding is acceptable.</p>	<p>First Offense</p> <ul style="list-style-type: none"> • Warning & parent notification <p>Second Offense</p> <ul style="list-style-type: none"> • 1-3 administrative detentions <p>Third Offense</p> <ul style="list-style-type: none"> • 1-3 days ISS
<p>31. Repeated violations of minor rules (10 office referrals or more) – can seriously affect the learning climate. The principal or assistant principal will review the series of minor violations and determine if serious disciplinary action is warranted, after a conference with the student and parents advising them of the consequences of continued violations, if the inappropriate behavior continues.</p>	<p>First Offense</p> <ul style="list-style-type: none"> • 3-5 days OSS <p>Second Offense</p> <ul style="list-style-type: none"> • 5-10 days OSS <p>Third Offense</p> <ul style="list-style-type: none"> • 10 days OSS with recommendation for long-term suspension or expulsion <p>Ten or more office referrals will result in suspensions from school.</p>

TYPES OF MISBEHAVIOR	CORRECTIVE DISCIPLINE
32. Sale, purchase, or distribution of controlled substance including imitation drugs – A student shall not distribute any illegal drug, of any kind on school grounds or at any school activity or event. Substances presented as any of the above will be treated in the same manner. Students in possession of drug paraphernalia are also subject to the same consequences. Severe consequences are also in order for students illegally distributing over-the-counter or prescription drugs as well. The School Resource Officer may be called to aid or consult on any drug incident.	First Offense <ul style="list-style-type: none"> 10 days OSS with recommendation for long-term suspension or expulsion Notification of authorities Parent contact Notify Superintendent
33. Sexually Explicit, Vulgar or Violent Material – Students may not possess or display, electronically or otherwise, sexually explicit, vulgar or violent material including, but not limited to, pornography or depictions of nudity, violence or explicit death or injury.	First Offense <ul style="list-style-type: none"> Consequences could include ISS, Saturday School, or OSS Parent contact Notification of authorities (when appropriate) Second Offense <ul style="list-style-type: none"> 10 days OSS with recommendation for long-term suspension Notification of authorities
34. Stealing/Theft – taking another’s property without permission. This includes school issued property such as but not limited to Chromebooks, chargers, etc.	First Offense <ul style="list-style-type: none"> Consequences could include ISS, Saturday School, or OSS (dollar value of item will be considered when determining the consequence) Parent contact Notification of authorities (when appropriate) Second Offense <ul style="list-style-type: none"> 10 days OSS with recommendation for long-term suspension Notification of authorities
35. Tardy Policy	1st: Verbal warning from teacher 2nd: Teacher detention 3rd: Administrative Warning 4th: Administrative Detention 5th and beyond: ISS - days increase with tardy count
36. Threatening a Staff Member	First Offense <ul style="list-style-type: none"> 1-10 days OSS Second Offense <ul style="list-style-type: none"> 1-10 days OSS with recommendation for long-term suspension
37. Threatening a Student	First Offense <ul style="list-style-type: none"> 1-10 days OSS Second Offense <ul style="list-style-type: none"> 1-10 days OSS with recommendation for long-term suspension
38. Threatening to bring a weapon to school – Threat Assessment will be conducted in all cases. Authorities will be called to help conduct the investigation.	First Offense <ul style="list-style-type: none"> 1-10 days OSS with recommendation for long-term suspension Educational Placement will be reviewed Second Offense <ul style="list-style-type: none"> Long-term suspension/Expulsion
39. Tobacco – Possession, use, or distribution of tobacco products in building or on grounds. This includes the possession, use, and/or distribution of juuls, e-cigarettes and vaping products. The School Resource Officer may be called to aid or consult on any tobacco incident. Participation in Drug/Alcohol Counseling is required.	First Offense <ul style="list-style-type: none"> 3 days ISS Parents notified Second Offense <ul style="list-style-type: none"> 3 days OSS Parents notified Third Offense <ul style="list-style-type: none"> 5 days OSS Parents notified
40. Truancy – Any time a student is not where he/she is supposed to be. This includes skipping a class even though student remains in building and/or leaving the campus without permission or authorization from the office.	First Offense <ul style="list-style-type: none"> Two administrative detentions per period missed or 1 day ISS Second Offense <ul style="list-style-type: none"> 2 days ISS Third Offense <ul style="list-style-type: none"> Saturday School

TYPES OF MISBEHAVIOR	CORRECTIVE DISCIPLINE
41. Unprepared for Class (Chromebook)	First Offense <ul style="list-style-type: none"> Warning Second Offense <ul style="list-style-type: none"> Administrative Detention Third Offense <ul style="list-style-type: none"> 1 day of ISS Continuing of being unprepared will result in day use only.
42. Vandalism/Property Damage/Defacing School Property – Defacing school or individual property by writing, scratching, carving, graffiti, etc.	First Offense <ul style="list-style-type: none"> Consequences could include ISS, Saturday School, or OSS (dollar value of item will be considered when determining the consequence) Notification of authorities (when appropriate) Full restitution Second Offense <ul style="list-style-type: none"> 1-10 days OSS with possible recommendation for long-term suspension Notification of authorities Full restitution
43. Weapons – Possession or use of any item that is ordinarily considered a weapon (guns, knives, etc.) is forbidden on school property.	First Offense <ul style="list-style-type: none"> One calendar year OSS or expulsion Notification of authorities Parent conference

School Search Procedure

Board policy 2150 refers to searches by school personnel and can be found on the school's website and is located in the central office. Form 2150 refers to the use of student lockers and must be filled out by the student prior to receiving a locker for use.

To maintain order and discipline in the schools and to protect the safety and welfare of students and school personnel, school authorities may search a student, student lockers, or student automobiles under the circumstances outlined below. They may seize any illegal, unauthorized, or contraband material discovered during the search. A student's failure to permit searches and seizures as provided in this policy will be considered grounds for disciplinary action.

The Person

A student's person and/or personal effects may be searched whenever a school authority has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials.

If the student does not consent to the search after being informed of the circumstances and the official's reasoning, the parents or guardians should be called in. If the parent or guardian will not consent to the search, the school official may proceed with the search and/or contact law enforcement authorities. Ordinarily, and if circumstances permit, the search of a person or his/her effects shall be conducted out of the presence of other students.

School Property

Student lockers, desks, and other such property are owned by the school. The school exercises exclusive control over the school property. Items placed in school property are subject to search for reasonable suspicion or cause at any time by school officials. Students are responsible for whatever is contained in desks and lockers issued to them by the school.

Automobiles

Board policy 2650 and form 2650 referring to student vehicle use can be found on the school's website and are located in the central office. Students will have to fill out the form 2650 prior to obtaining a parking permit.

Building procedures follow: Students are permitted to park on school premises as a matter of privilege, not of right. The school retains authority to conduct routine patrols of student parking lots and inspections of the exteriors of student automobiles on school property. The interiors of student vehicles may be inspected whenever a school authority has reasonable suspicion to believe that illegal or unauthorized materials are contained inside. Local authorities will be contacted to conduct the search.

Seizure of Illegal Materials

If a properly conducted search yields illegal or unauthorized materials, such findings shall be turned over to proper legal authorities for ultimate disposition.

Illegal or Unauthorized Materials

"Illegal or unauthorized materials" include all substances or materials, the presence of which is prohibited by school policy or state law, including, but not limited to, controlled substances, imitation controlled substances, drugs, prescription drugs, alcohol or alcoholic beverages, abusable glue or aerosol paint, guns, knives, weapons, or incendiary devices.

Overnight Trips

Students attending overnight trips will have luggage and any other bag checked before attending their trip. Trips are a privilege and refusal of search could result in loss of that privilege.

Drug-Free Schools - STUDENT DRUG TESTING

Board policy 2641 refers to the importance of protecting the health and safety of students from the use of illegal drugs, performance-enhancing drugs, and alcohol. The purpose of this policy is to help prevent substance abuse among students, to encourage treatment for students with substance abuse problems, and to ensure that students have the opportunity to attend school and participate in activities in a fair, safe, and healthy environment. The superintendent or designee is directed to adopt procedures to carry out the intent of this policy and may contact the District's attorney for assistance in applying this policy. The District will use a laboratory certified by the U.S. Department of Health and Human Services.

Random Drug Testing – Participation in MSHSAA activities and school clubs and organizations, as well as parking in school parking lots, are privileges and carry with them the responsibility to adhere to high standards of conduct, including refraining from the use of illegal drugs, performance-enhancing drugs, and alcohol. To assist students in making healthy and safe choices, the district will conduct random drug testing of students in grades 7-12 as a condition of participation in covered activities. Covered activities are activities regulated by the Missouri State High School Activities Association (MSHSAA), school clubs and organizations, and parking in the school parking lots. Students suspended from graded activities will be given an alternate graded assignment. District employees shall not have the authority to waive the testing of any student selected using the random selection process.

Students who test positive through this random testing program will be excluded from participation in covered activities, clubs and parking passes as follows:

First Offense: Exclusion from all covered activities for a minimum of 30 calendar days and must pass a drug test administered by the District prior to participating in covered activities again.

Second Offense: Exclusion from all covered activities for a minimum of 90 calendar days and must pass a drug test administered by the District prior to participating in covered activities again.

Each Subsequent Offense: Exclusion from all covered activities for 365 calendar days and must pass a drug test administered by the District prior to participating in covered activities again.

The consequences may be reduced if the student participates in drug or alcohol counseling and additional testing in accordance with procedures developed by the superintendent or designee. A positive test through this random testing program will not result in suspension from school or academic sanctions. The District will not report results to law enforcement.

STUDENT DRUG TESTING PROCEDURE

DEFINITIONS

Covered Activities – Activities regulated by the Missouri State High School Activities Association (MSHSAA), school clubs and organizations, and parking in the school parking lots. Students suspended from graded activities will be given an alternate graded assignment.

Drug Testing – Testing for alcohol and illegal or performance-enhancing drugs.

GENERAL PROCEDURES FOR ALL STUDENT DRUG TESTING

Sample Collection – The District reserves the right to collect samples through urine, saliva or hair. Urine samples will be collected using a method intended to minimize the intrusiveness of the procedure. The superintendent or designee will appoint a same-gender employee to be present with the contracted test administrator (the collector). The student will provide the sample in privacy. The student will have 90 minutes to provide the urine sample. If the student is unable to provide the sample in 90 minutes, the tester will use a saliva sample instead. The test administrator shall supervise the collection from outside the closed door, listening for normal sounds of urination. The test administrator shall also verify the warmth and appearance of the specimen. If at any time the test administrator suspects the sample is being tampered with, the test administrator may end the collection process; notify the superintendent or designee, who will determine whether a new sample should be collected through saliva or hair.

Protection of information (Privacy) – Each randomly selected student will be assigned a specimen number that shall serve as the identifier of all material sent to the lab. The student and his or her parent/guardian shall have access to the specimen number.

The laboratory will report positive test results directly to the superintendent or designee. The superintendent or designee will only notify the student, the appropriate extracurricular sponsor, the parent/guardian of the student and other persons the superintendent or designee determines need to know the information to implement district policies or procedures. All files pertaining to drug testing will be kept confidential and separate from the student's other education records, and only school personnel with a need to know the information will have access to the information.

Positive Test Results – If a positive test result occurs, the result will be verified on the same specimen. Following a confirmed positive result, the student and his or her parent/guardian shall be given the opportunity to submit additional information to the District administration or the Medical Review Officer. The District may consult with the Medical Review Officer in determining whether the positive results were caused by something other than the consumption of prohibited substances.

RANDOM DRUG TESTING

Notification and Consent – An orientation session shall be held before the commencement of random drug testing to inform students and parents/guardians of the sample collection process, privacy arrangements and the drug testing procedures that will be used. Students wishing to participate in covered activities shall receive a copy of the drug testing policy and related administrative procedures. Additionally, each student shall be required to return a signed drug testing consent form to the principal's office by the first day of participation. The signed consent form shall be valid for all covered activities and will remain effective until revoked in writing by the parent/guardian. Students who do not return the signed consent form shall not be allowed to participate in covered activities or park on the parking lot.

Random Selection – The random selection process will result in an equal probability that any participating student could be chosen. District employees shall not have the authority to waive the testing of any student selected using the random selection process.

Testing – Samples may be tested for THC/marijuana, benzodiazepines, cocaine/benzoylcegonine, amphetamines, barbiturates, phencyclidine, methamphetamine, opiates/morphine, K-2, bath salts, alcohol and performance-enhancing drugs, including anabolic steroids. The samples may be tested for other drugs at the District's discretion. Samples will not be screened for the existence of any physical conditions other than prohibited drug and alcohol use.

Consequences – Following a confirmed positive test result, the superintendent or designee will immediately suspend the student from all covered activities and will schedule a conference with the student, the parent/guardian and the sponsor of the covered activity. Offenses accumulate throughout grade seven through twelve. Depending on the timing of the drug test, the student may be excluded from participation in activities at the end of the school year, over the summer and/or into the beginning of the next school year.

First Offense: The first time a student tests positive under the random drug testing program, the student shall be suspended from participation in all covered activities for 30 calendar days and must pass a drug test administered by the District prior to participating in covered activities again.

Alternative First Offense: With the consent of the student and his or her parents/guardians, the superintendent may reduce the suspension so that the student is only prohibited from participating in covered activities for a total of ten (10) calendar days as long as the student meets the following requirements:

- Within one (1) week of the conference, the student must receive or be enrolled in substance abuse counseling from an alcohol and drug abuse agency. The parents/guardians are responsible for all costs associated with the counseling. The parent/guardian must provide written verification that the student has been seen by the alcohol and drug abuse agency at least once before the student is allowed to begin participation again. If the student does not attend counseling as promised, the District will immediately implement the original consequences.
- The student will be required to submit to drug tests every time the District conducts random drug testing on other students for the rest of the school year.

Second Offense: Students with two (2) positive test results for drugs or alcohol will be prohibited from participating in all covered activities for 90 calendar days and must pass a drug test administered by the District prior to participating in covered activities again.

Each Subsequent Offense: Students with three (3) or more positive test results will be prohibited from participating in all covered activities for 365 calendar days and must pass a District-administered drug test prior to participating in covered activities again.

Refusal to Submit or Falsifying Results - A participating student who refuses to submit to drug testing or who takes deliberate action to falsify results will be suspended from all covered activities for one (1) calendar year and will forfeit eligibility for all awards and honors given for covered activities from which the student was suspended.

**Students unable to produce adequate urine for testing will be given the opportunity to provide an oral saliva sample collected via swap administered by the contracted drug testing company.*

Academic

The following scale will be used in all courses at SHS:

95 - 100	A	4.00	74 - 76	C	2.50
90 - 94	A-	3.75	70 - 73	C-	2.00
87 - 89	B+	3.50	67 - 69	D+	1.75
84 - 86	B	3.25	64 - 66	D	1.50
80 - 83	B-	3.00	60 - 63	D-	1.00
77 - 79	C+	2.75	0 - 59	F	0.00

Grade Reporting and Honors

Report Cards: Report cards will be distributed every six (6) weeks. The card represents a "progress report" and grades indicate your exact standing at that point in each course. Six week grades are not averaged together to obtain a semester grade.

Honor Roll: Any student who achieves a grade point average of at least a 3.00 and less than a 3.50 and who is enrolled in at least six (6) credited courses shall be named to the honor roll. The honor roll will be published in the local newspaper each semester.

Principal's Honor Roll: Any student who achieves a grade point average of 3.50 or above and who is enrolled in at least six (6) credited courses shall be named to the Principal's Honor Roll. This will be published in the same manner as the honor roll as well as displayed on Academic Wall of Excellence.

Graduation Ceremonies: Only those students who have completed all graduation requirements will be allowed to participate in graduation ceremonies or any other activities intended for graduating seniors.

Graduation Requirements

Students must earn 29 units of credit to graduate. Specific requirements are as follows:

4	English (<i>1 unit must be taken each year</i>)
4	Math
3	*Social Studies
3	Science
1	Fine Art
1	*Practical Art (<i>½ unit must be Personal Finance</i>)
2	Extra from the above
2	*Physical Education/Health
9	Electives
29	

One unit of credit is earned for passing a course that meets daily for two semesters. A one-semester course that meets daily earns one-half of credit.

*Government, U.S. History, Health, and Personal Finance are specific state requirements.

Every student must be enrolled in at least seven (7) credit courses per semester except those students enrolled in part time attendance as outlined in Board Policy. One unit of credit is earned for passing a course that meets for two semesters. A course that meets for only one semester earns one-half unit of credit.

Students who participate in a minimum of two years of Marching Band will receive ½ PE graduation credit. Students are still required to obtain a full credit of PE in order to meet the overall PE graduation requirement.

Graduation Dress Code

Only "Sullivan School District" caps, gowns, stoles, cords, medals, etc. shall be worn during the graduation ceremony. No other dress/representations will be permitted. Students may decorate their caps with school-approved decorations. No disrespectful decorations. Students may be subject to replacing their caps or gown with a school-approved one. Failure to comply could result in not walking in the ceremony and loss of diploma. Administration reserves the right to determine what is appropriate or inappropriate.

College Preparatory Certificate

The College Preparatory Certificate is granted to students who meet the exacting requirements, in addition to the diploma presented by the School District. The College Preparatory program specifies a rigorous academic program in high school and requires that students complete it at a high level of achievement. Capable students are challenged to earn this mark of distinction while at Sullivan High School and be prepared to make the best use of a college opportunity. Planning and hard work is essential; however, students should make a four-year plan which includes:

4*	Units	-	English/Language Arts
4*	Units	-	Mathematics
3*	Units	-	Science
3*	Units	-	Social Studies
1*	Unit	-	Fine Arts
1	Unit	-	Practical Arts
.5	Units	-	Personal Finance
1	Unit	-	Physical Education
.5	Units	-	Health
4	Units	-	Electives
3	Units	-	Foreign Language and/or additional advanced courses from areas marked (*) and/or advanced vocational-tech courses (The State Board of Education strongly recommends at least two years in the same foreign language.)

- Earning a 3.0 grade point average (GPA) on a 4.0 scale in the combined areas of English/Language Arts, Mathematics, Science, and Social Studies. (GPA may be calculated at the end of the seventh or the eighth semester.)
- Scoring at or above the national average on the ACT (American College Test) or the SAT (Scholastic Aptitude Test.)
- Maintain a 95% cumulative attendance rate in high school

The College Prep Certificate is designed to challenge college-bound students, but some students who don't plan to attend college may wish to pursue the rigorous program requiring high academic achievement. The program will provide them with a sound education and increase options beyond high school, in addition to this distinguished award. Pursuit of the certificate should not restrict students from emphasizing vocational or practical and fine arts selections in their program.

Ranking the Top Ten

Each year the top ten seniors in the graduating class (based on eighth semester grade point average) are recognized in the graduation ceremonies. Students who rank in the top ten are expected to pursue an academically challenging program while in high school. In case of ties, consideration will be given to the quantity, level, and difficulty of the courses taken.

To be considered one of the top ten scholastically ranked students, a student must meet the requirements for the College Preparatory Certificate. A student must also have passed 9 honors courses or equivalent. Equivalent classes include all AP and Pre-AP courses, as well as Honors Physical Science, College Algebra, Probability and Statistics, Art Appreciation, Anatomy. All courses required for the College Preparatory Certificate must be taken for a grade rather than on the pass-fail option. Ranking will be determined after completion of the eighth semester of course work. A student must attend Sullivan High School as a full time student for 4 of 8 semesters to be considered eligible. Students ranking in the top ten will be recognized as graduating with highest honors.

Graduating seniors who have taken at least 6 honors courses and have at least a 3.5 GPA will be recognized as graduating with high honors. Those who have taken at least 4 honors courses and have at least a 3.0 GPA will graduate with honors. Students will be recognized at graduation by certain colored cords and notations in the program.

(Students who receive OSS may not be considered for this recognition.)

Laude Honors Recognition:

Beginning in 2025, Sullivan High School will transition away from the Top 10 Honors Recognition System. The Laude System will be implemented with the graduating Class of 2025. This system will be replacing the Top Ten traditional system in its entirety. However, the top two students (Valedictorian and Salutatorian) will be recognized each year.

- **Summa Cum Laude (Highest Honors)**
 - GPA 4.0 Students will stand and be recognized
 - GPA 3.9 and above
 - National Average on ACT or Equivalent SAT
 - Minimum of 9 Honors Courses
- **Magna Cum Laude (High Honors)**
 - GPA 3.7 - 3.8999
 - National Average on ACT or Equivalent SAT
 - Minimum of 6 Honors Courses
- **Cum Laude (Honors)**
 - GPA 3.5 – 3.6999
 - Minimum of 4 Honors Courses or Career Tech Education Completer

**ACT score will be Superscored*

Adding or Dropping a Class

Change must be made within one week of the beginning of the semester. Change must be made for one or more of the following reasons:

- scheduling error
- credit has already been given for class and additional credit would not be allowed
- necessary prerequisites have not been met
- necessary to meet graduation requirements
- senior going on part-time attendance
- balance class sections

Optional Programs

Sullivan Academic Center School (High School)

The Sullivan Academic Center serves at risk students in grades 9 – 12. The school is located outside of the high school setting and offers students various opportunities for success. Students work with the Plato Learning System. The focus of the Academic Center is to help students progress to graduation through successful completion of high school credits or to prepare for the Missouri Options Program. Attendance is another focus of the alternative school with several programs in place to assist students to attain regular attendance.

Credit Recovery

The Sullivan High School Credit Recovery option is afforded to students who have lost credit in a particular subject and desire to regain credit through computerized instruction accessed only through the high school's computers. The opportunity exists only after a student has failed a course required for graduation. Students are allowed to regain credits through the Edmentum Online Learning Program. Each course taken through computerized instruction awards 1/2 unit of credit for its successful completion. Students are assigned a subject module according to their grade level counselor recommendation only if a teacher is not available.

Missouri Options

The Missouri Option program is available for at risk students who are seventeen years old or older and at least one year's credits behind their cohort group. These students have generally experienced extenuating circumstances or hardships that make it virtually impossible for them to earn enough credits to graduate with their class. These students are able to receive fifteen hours of instruction weekly that will enable them to pass the HiSET exam. They also must either work/volunteer or take additional classes to complete an additional fifteen hours per week. After passing the HiSET exam and meeting the additional requirements, students are granted a high school diploma.

Course Acceleration "Double Promotion" or Enrichment Determination:

Acceleration or "Double Promotion" refers to an educational strategy that promotes students more rapidly through course programs or differentiates the learning of course content. This form of differentiating the learning experiences matches the level, complexity, and pace of the curriculum to the readiness and motivation of the student.

The Sullivan High School determination process considers a range of the student's assessment data, social-emotional maturity, and academic strengths. This process is for exceptional, case-by-case situations in which documented, on-going classroom accommodations (at course level) are not sufficiently offering a challenging learning environment.

It is expected, without exception, that parents concerned about academic challenges have worked with the grade-level classroom teacher, school counselor, and building principal before taking the steps to submit an Acceleration Request Form. In compliance with state and district policy, the decision for acceleration and/or enrichment resides within the principal-appointed educator committee and ultimately the building principal. Students do not have to be enrolled as a gifted learner to begin the determination process for acceleration. Please note that while an appeal is permitted for denial of entry into the Gifted Program, no such appeal is available for acceleration decisions. A student does not have to be designated as gifted. And, acceleration or enrichment does not replace gifted programs. If interested in the application and determination process for acceleration, please contact the building principal or a high school guidance counselor.

MOCAP (Missouri Course Access Program)

MOCAP is a supplementary educational program that serves as a form of enrichment or academic acceleration; it is sanctioned by the Department of Elementary and Secondary Education in Missouri to support a School District's current curriculum with courses not available or accessible for a variety of reasons. MOCAP instruction is delivered virtually on the Sullivan School District campus to enrolled K-12 students. The courses are facilitated by certified teachers and monitored by the student's guidance counselor or librarian. Currently, the content for MOCAP courses is generated through computerized instruction by a variety of commercial educational vendors, some of which are headquartered outside the state of Missouri. For more information about this enrichment/acceleration option, please contact the junior/senior counselor to begin the determination process.

A+ Program

Sullivan High School has been designated as an A+ high school by the state of Missouri. To be eligible for the financial incentives of the A+ School Program, a student must be certified as an A+ Student by Sullivan High School. To be certified as an A+ graduate, students must meet the following criteria:

- Sign a Sullivan High School A+ Participation Agreement
- Attend Sullivan High School or another A+ school for two consecutive years prior to graduation from Sullivan High School
- Maintain at least a 2.5 grade point average
- Maintain a 95% attendance record
- Perform 50 hours of unpaid tutoring or mentoring for academically younger students
- Maintain a record of good citizenship and avoidance of the unlawful use of drugs
- Make a good faith effort to first secure all available federal post-secondary student financial assistance funds that do not require repayment
- Achieve a score of proficient or advanced on the official Algebra I End of Course exam, or achieve proficient or advanced on a higher level DESE approved EOC in the field of mathematics (ex. Geometry, Algebra II); or achieve a qualifying score as established annually by the MDHE on the ACT math subtest.

A+ graduates are eligible for tuition and fees (as state funds are available) to a community college or public vocational/technical school of their choice in Missouri. Students will be given more information about the A+ program during their freshmen year.

ECC Early College Learning Academy (ECA)

Students attend East Central College (ECC) for two years, replacing (or augmenting) junior and senior years of traditional high school. While in the ECA, students are enrolled in a curriculum consisting of all college coursework taught by professors at ECC. Upon successful completion students earn up to an Associate of Arts or Applied Science Degree, as well as a High School diploma. This is a unique and innovative opportunity for students to socialize and study in a non-traditional setting. A maximum of 10 students per year will be allowed to attend; however, the number of students may be less than 10 per year due to admissions requirements and the overall picture of a student's academic performance.

- **Admissions Requirements**
 - Students should complete the ECA application and submit it to the High School Counseling Office. Students with a GPA lower than 3.0 are not eligible to apply unless they have a letter or recommendation from a SHS staff member. Prospective students apply to the ECA during their sophomore year (10th grade) in high school.
- **The ECA Committee looks at the overall picture of a student's academic performance by considering the following:**
 - Minimum cumulative GPA of 2.50 or higher and ACT/SAT or ECC Accuplacer college-ready scores – testing into English Composition I and Contemporary Math or College Algebra. GPA is based on three semesters of attendance – freshman year and first term of sophomore year.
 - Official student disciplinary record and attendance record from school.
 - A personal statement and essays, written by the student.
 - A signed agreement to abide by the expectations and responsibilities of the Early College Learning Academy.

Independent Study

Purpose: To provide the student who has an expressed interest in a subject not offered in the curriculum with the opportunity to pursue this interest through independent study.

Objectives: This program is designed to allow the students to do the following:

- gain insight into the student's capabilities
- accept a larger responsibility for the student's education
- practice self-discipline
- gain knowledge and/or skill in a subject area

Prerequisites: Students must meet the following criteria:

- junior or senior standing or approval of the principal
- overall average of 2.5 and 3.0 average in area of independent study
- genuine interest in area of independent study

Credit: One-half unit of elective credit is granted for this course per semester. (Only one independent study course per semester)

Process of Application: The following steps must be completed and the application must be turned in by the date specified by the Independent Study Committee for the application to be considered for approval.

- Obtain an application from the Junior/Senior Counselor.
- Select a sponsor who is qualified in the field or area chosen; a first year teacher will be discouraged from sponsoring an independent study student. The sponsor should help the student define the course and either advise/suggest or aid the student in outlining the project.
- Obtain the signature of the student's parent or guardian.
- Applicant's signature is required for final presentation.
- Sponsor presents application of the student to the Independent Study Committee (sponsor will be allowed only two (2) independent study students per semester).

Application Approval: The committee will review the applications and select those students most qualified for independent study. Points of consideration in this selection will be the following:

- fulfillment of prerequisites
- proper completion of application process
- citizenship of student
- grade point average of student
- willingness and enthusiasm of sponsor

After the committee has reviewed the applications, the names of those accepted will be given to the principal for signing. The number of students enrolled in independent study should not exceed eighteen during any one semester. The sponsor will be informed by the committee; the sponsor will then inform the student on the approval or rejection of the application. This will be done in time to enroll for next semester.

Part-Time Attendance

Board policy 2320 refers to part-time attendance and can be found on the school's website and is located in the central office.

Building procedures are as follows: Part-time attendance is a non-credit option for seniors who have completed (or are in the process of completing) all credit requirements for graduation in May of their senior year. This program should be part of a well-planned individual program which relates to reasonable educational or vocational goals for the student and allows for high school graduation.

Students, who enter into a part-time agreement, and their parents must be aware of and agree to the following provisions:

- Only seniors enrolled in college or vocational/technical school classes will be eligible for part-time attendance.
- Transfer students must have attended Sullivan High School a full semester immediately prior to applying for part-time attendance.
- College credit earned for a particular course may be applied toward a high school diploma, only if arrangements are made between the high school and college to grant dual credit, according to state law.
- Missouri State High School Activities Association requires all participants in its activities to be enrolled full-time at the member school. For Districts on an eight-block schedule, participants must earn credit in 7 of 8 classes each semester.
- Part-time students must report to their college or vo-tech school during released time and may return to Sullivan High School during this time by special permission only. There will be **no** exceptions.
- Part-time students may not split part-time throughout the school day. Part-time will only be granted for an hour or a block of hours.
- Students who wish to change their requested program must have prior approval of the high school principal.
- Parent(s) and student must meet with the high school principal before part-time attendance will be approved. **No exceptions.**
- Part-time attendance students must be enrolled in six credit courses in order to qualify for the honor roll.
- Contract must be completed and approved prior to the end of the 3rd week of the semester for students to drop a class without an "F".

Recognition of Achievement

Renaissance

The Renaissance Program is a motivational program at Sullivan High School to emphasize our commitment to excellence in education. Through this special rewards program, students will receive recognition, privileges and awards for high academic achievement.

The program involves support by students, parents, teachers, administrators, and local businesses and industries. The goals of Renaissance are to encourage students to get better grades, increase attendance, improve conduct, reduce the drop-out rate, reach at-risk students, and generate community involvement. The program has been designed so that all students may receive awards and recognition which are designed to be fun for all involved.

The Renaissance program is funded by donations from supportive private organizations and businesses who are interested in encouraging students to take active interest in their academic achievement.

To reward and recognize students for academic achievement, SHS has developed a system which provides for three levels of achievement. The categories and their respective qualifications follow:

Gold Level

- GPA 3.75 and above
- Three or fewer tardies
- No misconducts
- No unexcused absences

Silver Level

- GPA 3.00-3.74
- Three or fewer tardies
- No misconducts
- No F's
- No unexcused absences

White Level

- GPA 2.50-2.99
- Three or fewer tardies
- No misconducts
- No F's
- No unexcused absences

Academic Award System

Our Academic Award System is intended to recognize students in the areas of Scholastic Achievement.

The general policies are as follows:

1. Students must earn a 3.5 of higher GPA for both semesters in the same school year to earn an academic letter/pin.
2. Only one academic "S" letter per individual shall be granted within their high school career.
3. Each consecutive year that requirements are met, they will earn another pin.
4. Letters and pins earned within their high school career will be given to individuals upon graduation.
5. This is given to students in 9th-12th grades.

National Honor Society

The Sullivan High Leaders is the Sullivan High School chapter of the National Honor Society, sponsored by the National Association of Secondary School Principals. The object of this chapter is to create an enthusiasm for scholarship, to stimulate a desire to render service, to promote worthy leadership and to encourage the development of character in all students of the high school.

During first semester, a list of current juniors and seniors with a cumulative grade point average of 3.50 or above is compiled. Each teacher is instructed to identify students on the list who represent the qualities of service, leadership and character. Students who have met the grade requirement are given an application that must be completed and turned in to the sponsor within a given time. The selection committee reviews the recommendations of the faculty and the applications of the students and selects the students who will be invited to join the National Honor Society. Juniors who are not selected may be invited to join the National Honor Society the following year.

Student Awards (Selected)

Boys State

Over 22,000 of Missouri's finest high school students have participated in the Missouri Boys State program since 1938. Established by the Missouri American Legion to give young Missourians a better understanding of our state government, Missouri Boys State has distinguished itself as one of our nation's finest youth programs. The program employs the "learn by doing" method of teaching the basic principles of democracy. Candidates are selected by a committee after submission of applications.

Daughters of the American Revolution Good Citizen Award

The DAR Good Citizens program and scholarship contest is intended to encourage and reward the qualities of good citizenship. The program is open to all senior class students enrolled in accredited public or private secondary schools. United States citizenship is not required.

Girls State

Girls State is an Institute of Government providing training in the functional aspects of citizenship. It is an educational program sponsored by the American Legion Auxiliary, Department of Missouri. Its purpose is to teach the youth of today constructive attitudes toward the American form of government. Girls State attempts to show that democracy within this republic has not outgrown its usefulness; that all it needs is an intelligent citizenry and a clean, honest and impartial administration responsive to the will of the people.

Hugh O'Brian

A Sullivan High School student is selected each year to attend the Hugh O'Brian youth leadership seminar. These seminars are held in all 50 states. The purposes of the award are:

- To seek out and reward leadership potential in high school sophomores.
- To encourage and assist students in their quest for self-development and self-identification.
- To introduce potential leaders to recognize leaders of today.
- To provide through this exposure, the opportunity to explore America's incentive system and our democratic process.

Missouri Scholars 100

Missouri Scholars 100 is a program sponsored by the Missouri Association of Secondary School Principals. Schools across Missouri were invited to nominate candidates for this state wide recognition. The selection is based primarily on a formula using the student's grade point average and ACT or SAT score.

Missouri Scholars Academy

Missouri Scholars Academy is a three week academic program for Missouri's gifted students who are ready to begin their junior year in high school. The selection process includes the following: scores from selected individual intelligence and aptitude tests, grade point average, student essays, and evidence of leadership, creativity, intellectual curiosity, problem-solving ability and initiative.

It provides unique opportunities for students to enhance their academic skills, assimilate the accumulated knowledge of their culture, related to contemporary issues, deepen understanding of themselves and their unique abilities, and engage with others in critical thinking and problem solving activities.

Scholar Athlete

The St. Louis Post Dispatch recognizes through its "scholar athlete program" those students who do well in the classroom and on the playing field. A candidate must be in the top 25% of his/her class and excel on at least one varsity team.

Sophomore Pilgrimage

The GFWC Eighth District Missouri Federation of Women's Clubs sponsors a sophomore to participate in Sophomore Pilgrimage to Jefferson City. The purpose of Sophomore Pilgrimage is to promote better citizenship and to provide a view of state government in action.

Useful Information

ACT Assessment Test Date Schedule

Information about taking the ACT is available in the counselor's office. The following is the ACT assessment Test Date Schedule for the 2023-2024 school year:

Test Date	Registration Deadline	Test Date	Registration Deadline	Test Date	Registration Deadline
Sept. 9, 2023	Aug. 4, 2023	Feb. 10, 2024	Jan. 5, 2024	July 13, 2024	June 7, 2024
Oct. 28, 2023	Sept. 22, 2023	Apr. 13, 2024	March 8, 2024		
Dec. 9, 2023	Nov. 3, 2023	June 8, 2024	May 3, 2024		

Accident Insurance

All students participating in interscholastic athletics must have medical and accident insurance coverage prior to the first practice. The school does not provide insurance for accidents or replacement of lost or stolen property.

Book Fines

Any student who loses or defaces a book will be held responsible for the price of the book. This must be paid in the office. If books disappear from student lockers, the student is responsible for paying for the book.

Cafeteria & Wellness

Board policy 2750 addresses wellness and can be located on the school's website and in the central office. Board policy 5550C has complete meal service guidelines.

Students will be able to put money in their lunch account each morning from 7:15 a.m. until the first bell rings. Lunch prices for the high school are \$2.70 for lunch, \$1.95 for breakfast and \$0.60 for milk. A la carte items are priced in the cafeteria. Students must have their lunch card in order to purchase items in the cafeteria. The school cafeteria is maintained as a vital part of the health program of the school. To encourage good nutrition, a well-balanced lunch is offered at a reasonable price. The lunch room management and your fellow students will appreciate your cooperation in:

- depositing all lunch litter in wastebaskets
- returning all trays and utensils to the dishwashing area
- leaving your table and the floor around your table in a clean condition for others
- being courteous in the lunch line (no cutting into line)
- no charges will be allowed for an a la carte food/beverage if a student has a negative balance.

No food may be taken from the cafeteria. Students will not be permitted to check out of a class or a lunch period for the purpose of picking up food off campus.

Class Projects

Any student who desires to own any project completed by using school materials may do so by paying for the cost of the materials. Otherwise, the project remains the property of the school.

Counseling Services

A conference with a counselor may be arranged at any time during the school day. An appointment, unless the conference is of an emergency nature, should be made by signing in with the counseling secretary.

Drink and Snack Machine Rules/Food Deliveries/Outside Food

- Do not take any food or drink to class without special permission from the teacher. No food or drink in the gym at lunch time.
- Purchase snacks or drinks before school, at lunch or after school.
- Put all wrappers and cans in the trash.
- Students will not be allowed to leave campus for lunch.
- Due to safety concerns students may not have food delivered to them throughout the school day. This includes delivery services of all kinds. Exceptions could be made with prior administrative approval. Students must eat any outside delivered food that received administrative approval in the front lobby during their lunch.

Final Examination Procedure

Final examinations will be given at the end of each semester in every class. No finals will be given prior to the scheduled date, except that teachers may give a final to graduating seniors during a regular class period prior to the last day of senior attendance. A student may take finals late if prior arrangements are approved by the administration and teacher.

Fire and Tornado Drills

Fire and tornado drills will be conducted several times each year.

- A fire drill will be signaled by a continuous sounding of the alarm system. A fire evacuation plan is posted in each room, and students should become familiar with it.
- A tornado drill will be signaled by one long ring of the bells. During a tornado drill students will file to their designated place and shelter their heads. A tornado evacuation plan is posted in each room, and students should become familiar with it.

Gym Floors

The gym floors are off limits to the students except during PE classes, after school practices and assemblies.

Hall Lockers

Form 2150 refers to the use of student lockers and must be filled out by the student prior to receiving a locker for use. Lockers are assigned at registration. The students are responsible to see that they are locked and kept clean. Label all books clearly with names and addresses. Locker problems should be reported to the office immediately. Students should not change lockers without receiving approval from the office. Lockers should not be altered in any way so as to prevent them from locking. Lockers are the property of Sullivan School District and school officials reserve the right to inspect lockers.

Library Store

The library store is open every day so that a student may buy such supplies as paper, pencils, etc. The library store is open every morning and during school.

Money Raising Projects

- No organization may raise money unless the organization is recognized by the Student Council.
- Any organization desiring a fund raising project must have the project approved by the administration before starting the project. The dates of the project must be entered on an official school calendar. (Forms are available in the assistant principal's office for application.)
- No project may run for longer than two (2) weeks. No two organizations will be selling similar items at the same time.

Parking Passes

Students who desire to park their vehicle on campus will be required to purchase a parking pass for \$20. The parking passes may be purchased during registration at the beginning of the school year or in the high school office before or after school. If students park on campus without a pass, they may be assessed a fine at any time. Students who park on the property will be subject to the Sullivan School District Drug Testing Policy. (Policy 2641)

Personal/Nuisance Items

Nuisance items are any items that disrupt the educational process. Possession of nuisance items will result in disciplinary action. The school will not assume responsibility for the loss or theft of personal/nuisance items at school. Students should not bring valuables to school nor store items of considerable value in lockers or classrooms. Always secure money and valuables during PE classes in a locked locker.

Public Information

Board policy 2400 refers to Student Educational Records and can be found on the school's website and in the central office. Form 2400.1 will be provided to each parent/guardian each year.

Building procedure: Directory information will be made available to appropriate agencies at their request. Directory information will include name and address of student, parents' telephone number, grade in school, class schedule and participation in extra-curricular activities.

Organizations

The following organizations will be active at Sullivan High School during the 2023-2024 school year. They will be organized early during the 1st semester. If you are interested, contact the sponsor or the office for more information. Students who participate in school organizations must be creditable citizens and judged so by the proper authority. Those students whose character or conduct is such as to reflect discredit upon themselves or Sullivan High School are not considered "creditable citizens." In addition, students who participate in school organizations will be subject to Sullivan School District drug testing policy (Policy 2641). A student who commits an act for which charges have been filed by law enforcement authorities under any municipal ordinance, misdemeanor, or felony statute shall not be allowed to participate until all proceedings with the legal system has been concluded and any penalty (i.e. jail time, fine, court costs, etc.) or special condition of probation (i.e. restitution, community service, counseling, etc.) has been satisfied. If law enforcement authorities determine that charges will not be filed, eligibility will be contingent upon local school policies. Minor moving traffic offenses shall not affect eligibility, unless they involve drugs, alcohol, accidents or injuries. After a student has completed all court appearances and penalties, and has satisfied all special conditions of probation and remains under general probation only, local school authorities shall determine eligibility to participate. Students MUST self-report or will lose their right to participate for up to 365 days from discovery, pending review by school officials.

Art Club	DECA	FFA	Science Club
Band	Drama Club	FTA	Speech and Debate
Cheerleaders	FBLA	Multicultural Club	STUCO
Choir	FCA	NHS	TSA
Color Guard	FCCLA	Scholar Bowl	Thespian Club

Rules Pertaining to All School Dances

- School sponsors and administration will use their own judgment on admitting students to the dance.
- Appropriate attire is expected at all school dances (no cut-off shirts or pants, dresses of appropriate length, proper footwear, etc.).
- Anyone consuming, having had consumed, or possessing alcoholic beverages or controlling/illegal substances will not be allowed to enter the dance and will be subject to disciplinary action under use of controlled substance in the student handbook.
- Students of Sullivan High School will be allowed to bring one guest to open dances, which are only the Homecoming Dance and Prom. No guests will be allowed at any other school sponsored dances.
- Sign-up forms for the open dances will be collected until 2:40 p.m. on the Monday prior to the dance and the sign-up form titled "Guest Information for School Activity Form" must be signed by both student(s) and parent(s) and turned into the High School office. Also, the regulations listed below apply for any guest not presently enrolled at Sullivan High School that will be attending an open dance:
 - Guest must leave driver's license or other ID at gate until end of dance or until guest leaves
 - The person signing up a guest will be held responsible for the guest's actions
 - No dropouts will be admitted to the dance
 - Enrolled in the 9th grade or above/No junior high or middle school students allowed
 - Under the age of 21
- Student must have all fines paid in order to attend the dance.
- Students must have 90% attendance for the current semester.
- Students must be in attendance at least half of the day in order to attend the dance. If the dance is on a Saturday, students must be in attendance at least half of the day on Friday.
- The gate will be closed one hour after the dance starts.
- If someone desires to leave the dance early, he/she will not be permitted to re-enter the dance.

School Pictures

For the purpose of making student identification cards, all students at Sullivan High School will be required to have a picture taken by the school photographer whether the student is purchasing the pictures or not. This will also ensure that a picture of every student will be in the yearbook.

Student Publications

Board policy 2910 refers to Student Publications and can be found on the school's website or in the central office.

The school's Yearbook class also creates a yearbook annually for purchase by the student body. These yearbooks are on sale during registration and at set times throughout the year during lunches. Prices are set annually as to cover the cost of the book.

Student Textbook Usage

Board policy and regulation 6231 refers to Textbook Usage – Students and can be found on the school's website.

Textbook and library books are to be treated with respect by the students, used wisely, are for, and returned in good condition when the assignment or course is concluded. The student to whom a textbook or library book is issued will be held responsible for its return in good condition. A reasonable system of fines, penalties, or methods of repayment for a fair value of the book is to be developed. No student is to be penalized if the book is lost because of factors beyond his/her control.

Sullivan High School Library

The high school library provides a place for quiet study from 7:15 a.m. until 3:15 p.m. Monday-Friday. Students may purchase essential school supplies in the library mini-store before school, between classes or after school. Student conduct in the library shall be consistent with a quiet study atmosphere at all times. A student will be admitted to the library during school hours if he/she presents a pass from the teacher to whose class he/she is assigned that period.

Check out rules:

- A student must have an ID card before checking out materials from the library.
- Three books may be checked out at one time with the privilege of renewal. (Exceptions are made for students working on term papers and special projects.)
- A student is held responsible for books checked out in his/her name.

Transportation to Extra-Curricular Activities

Trips which are sponsored by the school or by a school organization are under the jurisdiction of the school. Students who are participants are not permitted to drive to those functions which are away from school. Students may ride home from such functions with a parent only when that parent makes the request in person from the sponsor. Students may only ride with another parent with written permission of their parent and signed approval of administration.

Visitors

Visitors must sign-in at the office and receive a visitor's pass. Students are requested to not bring non-students other than parents to visit the school during the day. Any non-student visiting the school will be asked to leave.

District Policies and Disclosures

Dear Parent:

On October 22, 1986, President Reagan signed into law the Asbestos Hazard Emergency Response Act (AHERA, Public Law 99-519). The law required EPA to develop regulations which provided a comprehensive framework for addressing asbestos problems in public and private elementary and secondary schools.

On October 30, 1987, EPA published the Asbestos-Containing Materials in Schools Rule (40 CFR Part 763 Subpart E). This new rule requires all public and private elementary and secondary schools to inspect for friable and non-friable asbestos, develop asbestos management plans that address asbestos hazards in school buildings, and implement response action in a timely fashion. This rule became effective December 14, 1987.

The Sullivan School District has conducted a complete inspection of its facilities in May 1989, utilizing the services of Larron Laboratories. Trust Environmental Solutions, LLC completed its three-year re-inspection of Sullivan School District's facilities July 2019. The results of the inspections have been included in a management plan. This management plan is available in the administrative office of the school district and in the principal's office of each campus during normal business hours, without cost or restriction, for re-inspection by representatives of the EPA and the State, the public, including teachers, other school personnel and their representatives, and parents. The school district may charge a reasonable cost to make copies of the management plan.

The purpose of the Federal and State regulations is to protect the health and well-being of all persons entering the buildings of this district for any reason. This district takes very seriously, the recommendations made in the management plan, which has been approved by the Missouri Department of Health.

I have been trained to oversee asbestos activities and ensure compliance. As required in the Rule, I am the assigned contact person for the public to obtain information about asbestos-related activities in the District. You may contact me at 573-468-5171.

Thank you for your cooperation and understanding.

Respectfully,

Jana Thornsberry

Dr. Jana Thornsberry
Superintendent

Equal Opportunity**Prohibition Against Harassment, Discrimination and Retaliation**

The District is committed to maintaining an educational and workplace environment that is free from discrimination, harassment, and retaliation in admission or access to, or treatment or employment in, its programs, services, activities and facilities. The District is committed to providing equal opportunity in all areas of education, recruiting, hiring, retention, promotion and contracted service.

In its programs and activities, the District does not discriminate on the basis of race, color, national origin, ancestry, religion, sex, sexual orientation, gender identity, disability, age, genetic information, or any other characteristic protected by law and as required by Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975 and Title II of the Americans with Disabilities Act of 1990, and state law. In addition, the District provides equal access to the Boy Scouts of America and other designated youth groups. Further, no person shall be excluded from participation in, be denied the benefits of, or otherwise be subject to discrimination based on the above listed characteristics under a school nutrition program for which the District receives federal financial assistance from the U.S. Department of Agriculture (USDA Food and Nutrition Service).

This Policy governs the District's compliance with the laws identified above, outside of Title IX. The following person is designated and authorized as the District's Compliance Officer to coordinate compliance with the laws identified above (outside of Title IX), including to handle inquiries or complaints regarding the District's non-discrimination policies:

Title and/or Name: Cindy Carey, Assistant Superintendent
Title IX Coordinator
Address: 138 Taylor Street, Sullivan MO 63080
Number: 573-468-5171
Email: careyc@sullivan eagles.org

A complaint by students, employees, parents, and patrons of the District alleging harassment, discrimination, or related retaliation based on a protected classification under the laws identified above (outside of Title IX) should be filed in accordance with the procedures outlined in Regulation 1300. A complaint regarding sexual harassment or related retaliation of a student or employee under Title IX and that is alleged to have occurred on or after August 14, 2020, should be filed in accordance with the procedures outlined in Regulation 1301. A complaint regarding the identification, evaluation, educational program, or placement of a child with a disability under Section 504 should be filed in accordance with the procedures outlined in Regulation 2110.

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Approved by the Board of Education 8/24/2020 *Revision approved by Board of Education 7/25/2023*

Equal Opportunity**Prohibition Against Sexual Harassment and Retaliation under Title IX**

Sexual harassment as protected by law is prohibited in this District. The District also prohibits retaliation against a person who files a complaint of sexual harassment or who participates in an investigation of allegations of sexual harassment under this Regulation.

This Policy governs the District's compliance with Title IX of the Education Amendments of 1972. The following person is designated and authorized as the District's Title IX Coordinator, with the responsibility to identify, prevent, and remedy unlawful harassment and retaliation under Title IX in the District:

Title and/or Name: Cindy Carey, Assistant Superintendent
Address: 138 Taylor Street, Sullivan MO 63080
Number: 573-468-5171
Email: careyc@sullivan eagles.org

A complaint regarding sexual harassment or related retaliation of a student or employee under Title IX and that is alleged to have occurred on or after August 14, 2020, should be filed in accordance with the procedures outlined in Regulation 1301. A complaint by students, employees, parents, and patrons of the District alleging harassment, discrimination, or related retaliation based on a protected classification under the laws identified above (outside of Title IX) should be filed in accordance with the procedures outlined in Regulation 1300. A complaint regarding the identification, evaluation, educational program, or placement of a child with a disability under Section 504 should be filed in accordance with the procedures outlined in Regulation 2110.

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Approved by Board of Education 8/24/2020
Revision approved by Board of Education 7/25/2023

TITLE IX, TITLE VI, SECTION 504
GRIEVANCE PROCEDURE

Students, parents of students or employees have the right to file a formal complaint alleging noncompliance with regulations outlined in Title VI of the 1964 Civil Rights Act*, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973.

Level One - Principal or Immediate Supervisor (Informal and Optional - may be bypassed by the grievant) - Employees with a grievance of nondiscrimination on the basis of sex, race, national origin or disability may first discuss it with their principal or immediate supervisor, with the objective of resolving the matter informally. A student or parent with a complaint of discrimination on the basis of sex, race, national origin or disability may discuss it with the teacher, counselor, or building administrator involved.

Level Two - Title IX and Section 504 Coordinator(s) - If the grievance is not resolved at level one and the grievant wishes to pursue the grievance, they may formalize it by filing a written complaint on a Compliance Violation Form, which may be obtained from the Title IX and Section 504 Coordinator. The complaint shall state the nature of the grievance and the remedy requested. The filing of the formal, written complaint at level two must be within fifteen (15) working days from the date of the event giving rise to the grievance or from the date that grievant could reasonably become aware of such occurrence. The grievant may request that a meeting concerning the complaint be held with the Title IX and Section 504 Coordinator. A minor student may be accompanied at the meeting by a parent or guardian. The Title IX and Section 504 Coordinator shall investigate the complaint and attempt to solve it. A written report from the Compliance Officer regarding action taken will be sent within fifteen (15) working days after receipt of the complaint.

Level Three - Superintendent - If the complaint is not resolved at level two, the grievant may proceed to level three by presenting a written appeal to the Superintendent within ten (10) working days after the grievant receives the report from the Title IX and Section 504 Coordinator. The grievant may request a meeting with the Superintendent or his/her designee. The Superintendent or his/her designee has the option of meeting with the grievant to discuss the appeal. A decision will be rendered by the Superintendent or his/her designee within ten (10) working days after receiving the written appeal.

Level Four - Board of Education - If the complaint is not resolved at level three, the grievant may proceed to level four by presenting a written appeal to the President of the Board of Education within ten (10) working days after the grievant received the report from the Superintendent. The grievant may request a meeting with the board to discuss the appeal. A decision will be rendered by the Board of Education at their next regularly scheduled meeting. The grievant will be notified in writing of their decision within ten (10) working days after the Board of Education action.

This procedure in no way denies the right of the grievant to file formal complaints with the Missouri Civil Rights Commission, the Office for Civil Rights, or other agencies available for mediation or rectification of rights, grievances, or to seek private counsel for complaints alleging discrimination.

Title VI*, Title IX, and Section 504 Coordinator:

Cindy Carey
Assistant Superintendent
Title IX Coordinator
138 Taylor Street
Sullivan, MO 63080
573-468-5171
Monday-Friday 8:00-3:00
Email: careyc@sullivan eagles.org

*Not required by federal regulations but recommended as good administrative policy.

STUDENTS

Form 2400.1

Student Educational Records

FERPA Educational Rights Annual Notification

Each year the Sullivan School District is required to give notice of the various rights accorded to parents or students pursuant to the Family Educational Rights and Privacy Act (FERPA). Parents and students have a right to be notified and informed. In accordance with FERPA, you are notified of the following:

RIGHT TO INSPECT: You have the right to review and inspect substantially all of your education records maintained by or at this institution.

RIGHT TO PREVENT DISCLOSURES: You have the right to prevent disclosure of education records to third parties with certain limited exceptions. It is the intent of this institution to limit the disclosure of information contained in your education records to those instances when prior written consent has been given to the disclosure, as an item of directory information of which you have not refused to permit disclosure, or under the provisions of FERPA which allow disclosure without prior written consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate education interests. A school official is a person employed by the school 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 school district has contracted to perform a special task (such as an attorney, auditor, consultant, or therapist); or a parent, student or volunteer serving on an official committee, such as a disciplinary or grievance committee. 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.

RIGHT TO REQUEST AMENDMENT: You have the right to seek to have corrected any parts of an education record which you believe to be inaccurate, misleading or otherwise in violation of your rights. This right includes the right to a hearing to present evidence that the record should be changed if this institution decides not to alter the education records according to your request.

RIGHT TO COMPLAIN TO FERPA OFFICE: You have the right to file a complaint with the Family Policy Compliance Office, U.S. Department of Education, Washington, D.C., 20202-4605, concerning the Sullivan School District's failure to comply with FERPA.

RIGHT TO OBTAIN POLICY: You have the right to obtain a copy of the written policy adopted by the Board of Education of the Sullivan School District in compliance with FERPA. A copy may be obtained in person or by mail from: Secretary to the Superintendent/Board of Education, 138 Taylor Street, Sullivan, MO 63080.

Student Educational Records**FERPA Notice of Designation of Directory Information****NOTICE OF DESIGNATION OF DIRECTORY INFORMATION**

Dear Parents and Guardians:

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Sullivan School District, with certain exceptions, obtains your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Sullivan School District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Sullivan School District to include this type of information from your child's educational records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 to provide military recruiters, upon request, with three directory information categories - names, addresses and telephone listings - unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want Sullivan School District to disclose directory information from your child's educational records without your prior written consent, you must notify the District in writing by August 30 each year. Sullivan School District has designated the following information as directory information:

- | | |
|---------------------------|--|
| ▪ Student's name | ▪ Grade Level |
| ▪ Address | ▪ Participation in officially recognized activities and sports |
| ▪ Telephone listing | ▪ Weight and height of members of athletic teams |
| ▪ Photograph | ▪ Degrees, honors and awards received |
| ▪ Date and place of birth | |
| ▪ Dates of attendance | |

School Volunteer Confidentiality Agreement

I understand that in the course of my volunteer time with the Sullivan School District, I may become aware of confidential information about specific students. This information may include such information as students' grades, academic performance, behavior, disabilities, and related matters. I understand and agree that I will not disclose such confidential information except to school employees that have a need to know.

Volunteer Signature

Date

Parent Volunteer Form

Name: _____

Address: _____

Telephone No.: _____

Name of Volunteer's Student(s)

School Attending: _____

Grade Level: _____

Have you ever been convicted, or plead guilty to a felony or a misdemeanor related to sexual misconduct?

Yes_____ No_____

If yes, please provide details:

Has a finding of probable cause of child abuse by any state agency been entered against you?

Yes_____ No_____

If yes, please provide details:

Parent Signature

Falsification of this document is a misdemeanor.

PUBLIC NOTICE/SURROGATE PARENT ANNOUNCEMENT

All public schools are required to provide a free and appropriate public education to all students with disabilities, including those attending private/parochial schools, beginning on the child's third birthday to age twenty-one (21), regardless of the child's disability. Disabilities include: Autism, Mental Retardation, Hearing Impaired or Deafness, Speech or Language Impairment, Visual Impairment or Blindness, Emotional Disturbance, Orthopedic Impairment, Traumatic Brain Injury, Other Health Impaired, Specific Learning Disability, Deaf Blindness, Multiple Disabilities, or Young Child with a Developmental Delay.

The public schools assures that it will provide information and referral services necessary to assist the State in the implementation of early intervention services for infants and toddlers eligible for the Missouri's First Steps Program.

All public schools are required to provide parents the right to inspect and review personally identifiable information collected and used or maintained by the district relating to their children. Parents have the right to request amendment of these records if they feel the information is inaccurate, misleading, or violates the privacy or other rights of their children. Parents have the right to file complaints with the U.S. Department of Education or the Missouri Department of Elementary and Secondary Education concerning alleged failures by the district to meet the requirements of the Family Educational Rights and Privacy Act (FERPA). You may contact your local school district if you wish to review the requirements provided by FERPA.

The public school has developed a Local Compliance Plan for implementation of Special Education and this Plan is available for public review during regular school hours on days school is in session in the Office of the Superintendent of Schools. The Local Compliance Plan is a written narrative which describes the district's plan for compliance with the requirements for identifying and serving all students with disabilities. Included in this plan are the policies and procedures which the district must follow regarding storage, disclosure to third parties, retention, and destruction of personally identifiable information. The plan also describes the assurances that services are provided in compliance with the requirement of 34 CFR 76.301 of the General Education Provision Act.

Public schools in the State of Missouri are required to conduct an annual census of all children with disabilities or suspected disabilities from birth to age twenty-one (21) who reside in the district or whose parent/legal guardian resides in the district. This census is compiled as of December 1 of each year. This information is treated as confidential and submitted to the Missouri Department of Elementary and Secondary Education. Information to be collected includes: name of each child, parent/legal guardian's name/address; birthdate and age of each child; and each child's disability or suspected disability. Should the district fail to submit an annual census, the State Board of Education may withhold state aid until the census is submitted.

Pursuant to the requirements of state law 162.997-999 RSMo, the State Board of Education is required to appoint a surrogate parent at such time as it becomes evident that a child with a disability does not have a parent or a person acting as a parent to participate in matters dealing with the provision of special education. For purposes of surrogate parent appointment, a parent is defined as a biological parent, a guardian, or a person acting as a parent of a child including, but not limited to, a grandparent, step parent, or a foster parent with whom the child lives. The term does not include the State if the child is a ward of the State. The term does not include a person whose parental rights have been terminated.

The local school district is given the responsibility to determine when a child with a disability who requires special education and who resides in the District is without a parent. The District must notify the Missouri Department of Elementary and Secondary Education of the need to appoint a surrogate parent. Training for such persons serving as surrogate parents will be provided by the Missouri Department of Elementary and Secondary Education and the district.

This notice can be provided in languages such as Chinese, Spanish, Arabic, and Vietnamese or any other language as may be necessary.

If you have a child with a disability or know of a child with a disability who is not attending the public school; or, if you are interested in learning more about volunteering to serve as a surrogate parent for a child with a disability you may contact your school district's Director of Special Education at 573-468-5171 x 6105.

MEDICAID SCHOOL-BASED HEALTH SERVICES PROGRAM

As a result of your child's Individualized Education Plan (IEP), your School District will provide your child's needed direct school-based therapy service(s), i.e., speech/language, occupational and/or physical therapy. Federal funds under Medicaid are available to the District to help cover the rising cost of providing these services.

If your child is or becomes Medicaid or MC+ identified, the School District will follow federal and state Medicaid regulations to claim entitled reimbursement for the direct school-based therapy services provided to your child. Regulations include review and consideration of your child's Individual Educational Plan (IEP) and possibly other pertinent records, e.g., evaluations and physicals by a physician retained by the District to determine medically necessary as defined by Division of Social Services/Department of Medical Services. If the physician reviews your child's records, that review will be performed without charge to you.

If you have any questions or concerns, please contact the Director of Special Services at 573-468-5171 x 6105.

Dear Parent or Guardian:

Our district is required to inform you of information that you, according to the Every Student Succeeds Act of 2015 (Public Law 114-95), have the right to know.

Upon your request, our district is required to provide to you in a timely manner, the following information:

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

In addition to the information that parents may request, a building receiving Title I.A funds must provide to each individual parent:

- Information on the level of achievement and academic growth of your student, if applicable and available, on each of the State academic assessments required under Title I.A.
- Timely notice that your student has been assigned, or has been taught for 4 or more consecutive weeks by, a teacher who has not met applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.

Missouri Department of Elementary and Secondary Education
Every Student Succeeds Act of 2015 (ESSA)
COMPLAINT PROCEDURES

This guide explains how to file a complaint about any of the programs¹ that are administered by the Missouri Department of Elementary and Secondary Education (the Department) under the Every Student Succeeds Act of 2015 (ESSA)².

Missouri Department of Elementary and Secondary Education Complaint Procedures for ESSA Programs Table of Contents	
General Information 1. What is a complaint under ESSA? 2. Who may file a complaint? 3. How can a complaint be filed?	
Complaints filed with LEA 4. How will a complaint filed with the LEA be investigated? 5. What happens if a complaint is not resolved at the local level (LEA)?	Complaints filed with the Department 6. How can a complaint be filed with the Department? 7. How will a complaint filed with the Department be investigated? 8. How are complaints related to equitable services to nonpublic school children handled differently?
Appeals 9. How will appeals to the Department be investigated? 10. What happens if the complaint is not resolved at the state level (the Department)?	

1. What is a complaint?

For these purposes, a complaint is a written allegation that a local education agency (LEA) or the Missouri Department of Elementary and Secondary Education (the Department) has violated a federal statute or regulation that applies to a program under ESSA.

2. Who may file a complaint?

Any individual or organization may file a complaint.

3. How can a complaint be filed?

Complaints can be filed with the LEA or with the Department.

4. How will a complaint filed with the LEA be investigated?

Complaints filed with the LEA are to be investigated and attempted to be resolved according to the locally developed and adopted procedures.

5. What happens if a complaint is not resolved at the local level (LEA)?

A complaint not resolved at the local level may be appealed to the Department.

¹ Programs include Title I, A, B, C, D, Title II, Title III, Title IV.A, Title V
² In compliance with ESSA Title VIII- Part C. Sec. 8304(a)(3)(C)

6. How can a complaint be filed with the Department?

A complaint filed with the Department must be a written, signed statement that includes:

1. A statement that a requirement that applies to an ESSA program has been violated by the LEA or the Department, and
2. The facts on which the statement is based and the specific requirement allegedly violated.

7. How will a complaint filed with the Department be investigated?

The investigation and complaint resolution proceedings will be completed within a time limit of forty-five calendar days. That time limit can be extended by the agreement of all parties.

The following activities will occur in the investigation:

1. **Record.** A written record of the investigation will be kept.
2. **Notification of LEA.** The LEA will be notified of the complaint within five days of the complaint being filed.
3. **Resolution at LEA.** The LEA will then initiate its local complaint procedures in an effort to first resolve the complaint at the local level.
4. **Report by LEA.** Within thirty-five days of the complaint being filed, the LEA will submit a written summary of the LEA investigation and complaint resolution. This report is considered public record and may be made available to parents, teachers, and other members of the general public.
5. **Verification.** Within five days of receiving the written summary of a complaint resolution, the Department will verify the resolution of the complaint through an on-site visit, letter, or telephone call(s).
6. **Appeal.** The complainant or the LEA may appeal the decision of the Department to the U.S. Department of Education.

8. How are complaints related to equitable services to nonpublic school children handled differently?

In addition to the procedures listed in number 7 above, complaints related to equitable services will also be filed with the U.S. Department of Education, and they will receive all information related to the investigation and resolution of the complaint. Also, appeals to the United States Department of Education must be filed no longer than thirty days following the Department's resolution of the complaint (or its failure to resolve the complaint).

9. How will appeals to the Department be investigated?

The Department will initiate an investigation within ten days, which will be concluded within thirty days from the day of the appeal. This investigation may be continued beyond the thirty day limit at the discretion of the Department. At the conclusion of the investigation, the Department will communicate the decision and reasons for the decision to the complainant and the LEA. Recommendations and details of the decision are to be implemented within fifteen days of the decision being delivered to the LEA.

10. What happens if a complaint is not resolved at the state level (the Department)?

The complainant or the LEA may appeal the decision of the Department to the United States Department of Education.

Library, Media, and Technology Services

Internet Usage

Personal Responsibility

Access to electronic research requires students and employees to maintain consistently high levels of personal responsibility. The existing rules found in the District's Behavioral Expectations policy (Board Policy/Regulation 2610) as well as employee handbooks clearly apply to students and employees conducting electronic research or communication.

One fundamental need for acceptable student and employee use of District electronic resources is respect for, and protection of, password/account code security, as well as restricted databases files, and information banks. Personal passwords/account codes may be created to protect students and employees utilizing electronic resources to conduct research or complete work.

These passwords/account codes shall not be shared with others; nor shall students or employees use another party's password except in the authorized maintenance and monitoring of the network. The maintenance of strict control of passwords/account codes protects employees and students from wrongful accusation of misuse of electronic resources or violation of District policy, state or federal law. Students or employees who misuse electronic resources or who violate laws will be disciplined at a level appropriate to the seriousness of the misuse.

Acceptable Use

The use of the District technology and electronic resources is a privilege, which may be revoked at any time. Staff and students are only allowed to conduct electronic network-based activities which are classroom or workplace related. Behaviors which shall result in revocation of access shall include, but will not be limited to: damage to or theft of system hardware or software; alteration of system hardware or software; placement of unlawful information, computer viruses or harmful programs on, or through the computer system; entry into restricted information on systems or network files in violation of password/account code restrictions; violation of other users' rights to privacy; unauthorized disclosure, use or dissemination of personal information regarding minors; using another person's name/password/account to send or receive messages on the network; sending or receiving personal messages on the network; and use of the network for personal gain, commercial purposes, or to engage in political activity.

Students and employees may not claim personal copyright privileges over files, data or materials developed in the scope of their employment, nor may students or employees use copyrighted materials without the permission of the copyright holder. The Internet allows access to a wide variety of media. Even though it is possible to download most of these materials, students and staff shall not create or maintain archival copies of these materials unless the source indicates that the materials are in the public domain.

Access to electronic mail (E-mail) is a privilege and designed to assist students and employees in the acquisition of knowledge and in efficiently communicating with others. The District E-mail system is designed solely for educational and work related purposes. ***E-mail files are subject to review by District and school personnel.*** Chain letters, "chat rooms" or Multiple User Dimensions (MUDs) are not allowed, with the exception of those bulletin boards or "chat" groups that are created by teachers for specific instructional purposes or employees for specific work related communication.

Students or employees who engage in "hacking" are subject to loss of privileges and District discipline, as well as the enforcement of any District policy, state and/or federal laws that may have been violated. Hacking may be described as the unauthorized review, duplication, dissemination, removal, damage, or alteration of files, passwords, computer systems, or programs, or other property of the District, a business, or any other governmental agency obtained through unauthorized means.

To the maximum extent permitted by law, students and employees are not permitted to obtain, download, view or otherwise gain access to "inappropriate matter" which includes materials that may be deemed inappropriate to minors, unlawful, abusive, obscene, pornographic, descriptive of destructive devices, or otherwise objectionable under current District policy or legal definitions. Similarly, the use of any District computer to access sites which allow the user to conceal their objective of accessing inappropriate material is not permitted.

The District and school administration reserve the right to remove files, limit or deny access, and refer staff or students violating the Board policy to appropriate authorities or for other disciplinary action.

Internet Access

In compliance with the Children's Internet Protection Act ("CIPA"), 47 U.S.C. § 254, the District uses technological devices designed to filter and block the use of any District computer with Internet access to retrieve or transmit any visual depictions that are obscene, child pornography, or "harmful to minors" as defined by CIPA and material which is otherwise inappropriate for District students.

Due to the dynamic nature of the Internet, sometimes Internet websites and web material that do not fall into these categories are blocked by the filter. In the event that a District student or employee feels that a website or web content has been improperly blocked by the District's filter and this website or web content is appropriate for access by District students, the process described below should be followed:

1. Follow the process prompted by the District's filtering software (or to remain anonymous, log in under log in name: 123anonymous) and submit an electronic request for access to a website, or:
2. Submit a request, whether anonymous or otherwise, to the District's Superintendent/the Superintendent's designee.
3. Requests for access shall be granted or denied within three days. If a request was submitted anonymously, persons should either attempt to access the website requested after three days or log back in at 123anonymous to see the status of the request.
4. Appeal of the decision to grant or deny access to a website may be made in writing to the Board of Education. Persons who wish to remain anonymous may mail an anonymous request for review to the Board of Education at the School District's Central Office, stating the website that they would like to access and providing any additional detail the person wishes to disclose.
5. In case of an appeal, the Board of Education will review the contested material and make a determination.
6. Material subject to the complaint will not be unblocked pending this review process.

In the event that a District student or employee feels that a website or web content that is available to District students through District Internet access is obscene, child pornography, or "harmful to minors" as defined by CIPA or material which is otherwise inappropriate for District students, the process described set forth in Regulation 6241 should be followed.

Adult users of a District computer with Internet access may request that the "technology protection measures" be temporarily disabled by the chief building administrator of the building in which the computer is located for lawful purposes not otherwise inconsistent with this Policy.

Privileges

The use of District technology and electronic resources is a privilege, not a right, and inappropriate use will result in the cancellation of those privileges. All staff members and students who receive a password/account code will participate in an orientation or training course regarding proper behavior and use of the network. The password/account code may be suspended or closed upon the finding of user misuse of the technology system or its resources.

Network Etiquette and Privacy

Students and employees are expected to abide by the generally accepted rules of electronic network etiquette. These include, but are not limited to, the following:

1. System users are expected to be polite. They may not send abusive, insulting, harassing, or threatening messages to others.
2. System users are expected to use appropriate language; language that uses vulgarities or obscenities, libels others, or uses other inappropriate references is prohibited.
3. System users may not reveal their personal addresses, their telephone numbers or the addresses or telephone numbers of students, employees, or other individuals during E-mail transmissions.
4. System users may not use the District's electronic network in such a manner that would damage, disrupt, or prohibit the use of the network by other users.
5. System users should assume that all communications and information is public when transmitted via the network and may be viewed by other users. The system administrators may access and read E-mail on a random basis.
6. Use of the District's electronic network for unlawful purposes will not be tolerated and is prohibited.

Services

While the District is providing access to electronic resources, it makes no warranties, whether expressed or implied, for these services. The District may not be held responsible for any damages including loss of data as a result of delays, non-delivery or service interruptions caused by the information system or the user's errors or omissions. The use or distribution of any information that is obtained through the information system is at the user's own risk. The District specifically denies any responsibility for the accuracy of information obtained through Internet services.

Security

The Board recognizes that security on the District's electronic network is an extremely high priority. Security poses challenges for collective and individual users. Any intrusion into secure areas by those not permitted such privileges creates a risk for all users of the information system.

The account codes/passwords provided to each user are intended for the exclusive use of that person. Any problems, which arise from the user sharing his/her account code/password, are the responsibility of the account holder. Any misuse may result in the suspension or revocation of account privileges. The use of an account by someone other than the registered holder will be grounds for loss of access privileges to the information system.

Users are required to report immediately any abnormality in the system as soon as they observe it. Abnormalities should be reported to the classroom teacher or system administrator.

The District shall use filtering, blocking or other technology to protect students and staff from accessing internet sites that contain visual depictions that are obscene, child pornography or harmful to minors. The District shall comply with the applicable provisions of the Children's Internet Protection Act (CIPA), and the Neighborhood Internet Protection Act (NCIPA).

Vandalism of the Electronic Network or Technology System

Vandalism is defined as any malicious attempt to alter, harm, or destroy equipment or data of another user, the District information service, or the other networks that are connected to the Internet. This includes, but is not limited to the uploading or the creation of computer viruses, the alteration of data, or the theft of restricted information. Any vandalism of the District electronic network or technology system will result in the immediate loss of computer service, disciplinary action and, if appropriate, referral to law enforcement officials.

Consequences

The consequences for violating the District's Acceptable Use Policy include, but are not limited to, one or more of the following:

1. Suspension of District Network privileges;
2. Revocation of Network privileges;
3. Suspension of Internet access;
4. Revocation of Internet access;
5. Suspension of computer access;
6. Revocation of computer access;
7. School suspension;
8. Expulsion; or
9. Employee disciplinary action up to and including dismissal.

Libraries, Media and Technology Services**Technology Acceptable Use****General Guidelines**

- Students will have access to forms of media and communication which is in support of education and research and in support of educational goals and objectives at Sullivan School District. Access to media and communication beyond these specific uses will not be supported or allowed.
- Students are responsible for their ethical and educational use of the technology resources of the Sullivan School District.
- Access to the Sullivan School District technology resources is a privilege and not a right. Each employee, student, and/or parent will be required to follow the rules of the District's Acceptable Use Policy. Violations of these rules will result in the loss of privileges as well as other disciplinary action as defined by the Sullivan School District Acceptable Use Policy, Discipline Policy, or other policies.
- Recognizing that it is impossible to define every instance of acceptable and unacceptable use, it will be at the discretion of the network administrator and/or school administration to use judgement as to what is acceptable in any undefined instances that may arise.
- Transmission of any material that is in violation of any federal or state law is prohibited. This includes, but is not limited to the following: confidential information, copyrighted material, threatening or obscene material, and computer viruses.
- Any attempt to alter data, the configuration of a computer, or the files of another user, without the consent of the individual, school administrator, or technology administrator, will be considered an act of vandalism and subject to disciplinary action in accordance with school discipline policy.
- All users of the district's technology resources and/or school network must sign the District Acceptable Use Policy and abide by the rules defined in the District's Acceptable Use Policy. This is in addition to the rules and policies that this document (Sullivan School District Chromebook Policy) contains.

Privacy and Safety

- Do not go into any chat rooms other than those set up by your teacher or mandated in other distance education courses.
- Do not open, use, or change computer files that do not belong to you.
- Do not reveal your full name, phone number, home address, social security number, credit card numbers, passwords, or passwords of other people.
- Remember that network storage is not guaranteed to be private or confidential. District Administration reserves the right to inspect your files at any time and will take the necessary steps if files are in violation of the District's Acceptable Use Policy.
- If you inadvertently access a website that contains obscene, pornographic, or otherwise offensive material, notify a teacher or the principal immediately so that such sites can be blocked from further access. This is not merely a request. It is a responsibility.

Legal Propriety

- All students and staff must comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask the network administrator if you are in compliance with the law.
- Plagiarism is a violation of the Sullivan School District discipline code. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.

Email

- Students who will be using school email for academic reasons will be allowed email access through an address assigned by the district. This email access will be through a Google Gmail system managed by the Sullivan School District. The interface is heavily monitored by district network administrators and is subject to filtering of inappropriate content.
- Always use appropriate language.
- Do not transmit language/material that is profane, obscene, abusive, or offensive to others.
- Do not send mass emails, chain letters, or spam.
- No private chatting is allowed during class without permission.
- Email is subject to inspection at any time by school administration.

Consequences

- Students will be responsible for accounts and/or computer hardware issued to them. Non-compliance with the policies of the Sullivan School District Acceptable Use Policy will result in disciplinary action as outlined by the discipline code and/or other school policies for the user.
- Electronic mail, network usage, and all stored files shall not be considered confidential and may be monitored at any time by the network administrator or other school administrators to ensure appropriate use. The District will cooperate fully with local, state, or federal officials in any investigation concerning or relating to violations or computer crime laws.

Human Sexuality Instruction

Any course materials and instruction related to human sexuality and sexually transmitted diseases will be medically and factually accurate and will:

1. Provide instruction on human sexuality and HIV prevention that is age appropriate;
2. Present abstinence from sexual activity, as the preferred choice of behavior, in relation to all sexual activity for unmarried students.
3. Advise students that teenage sexual activity places them at a higher risk of dropping out of school;
4. Stress that sexually transmitted diseases are serious, possible health hazards of sexual activity;
5. Provide students with the latest medical information regarding exposure to human immunodeficiency virus, AIDS, human papilloma virus, hepatitis, and other sexually transmitted diseases;
6. Present students with the latest factually accurate information regarding the possible side effects and benefits of all forms of contraception;
7. Include discussions of the possible emotional and psychological consequences of preadolescent and adolescent sexual activity. Such discussions will include the consequences of adolescent pregnancy, the advantages of adoption, the adoption of special needs children, and the process involved in making an adoption plan;
8. Teach skills of conflict management, personal responsibility, and positive self-esteem. Instructions will include the prohibition against making unwanted sexual advances and methods to resist sexual advances and other negative peer pressures;
9. Advise students of the laws relating to their financial responsibility to children born out of wedlock and the criminal sanctions for statutory rape;
10. Not encourage or promote sexual activity;
11. Not distribute or aid in the distribution of legally obscene materials to minors on school property.
12. Teach students about the dangers of sexual predators, including on-line predators.
13. Teach students how to behave responsibly and remain safe on the Internet.
14. Teach students the importance of having open communications with responsible adults.
15. Teach students how to report an inappropriate activity to a responsible adult, and where appropriate, to law enforcement, Federal Bureau of Investigations or the National Center for Missing and Exploited Children's CyberTipline.
16. Teach students about the consequences, both personal and legal, of inappropriate text messaging, including texting among friends.

17. Teach students about sexual harassment defined as uninvited and unwelcome verbal or physical behavior of a sexual nature, including, but not limited to, conduct of a person in authority towards a subordinate.
18. Teach students about sexual violence defined as causing or attempting to cause another person to involuntarily engage in any sexual act by means of force, threat of force, duress or without the person's consent.
19. Advise students that in the context of sexual activity consent means a freely given agreement to engage in specific acts by a competent person. Consent is not given when:
 - a) A person does not verbally or physically consent; or
 - b) Submission to an act is the result of force, threat of force, or the placement of another in fear; or
 - c) A previous or current dating, social, or sexual relationship in and of itself; or
 - d) A person chooses to dress in any particular manner; or
 - e) A person is unable to make informed decisions because of the influence of alcohol or the influence of controlled substances.

An expression of lack of consent through words or conduct means there is no consent.

The parents/guardians of each student will be advised of:

1. The content of the District's human sexuality instruction;
2. Their right to remove their student from any part of the District's human sexuality instruction.

The District's human sexuality curriculum will be available for public examination prior to its use in actual instruction. Consideration will be given to separating students by gender for human sexuality instruction.

The District will not permit any individual or organization that provides abortion services, to offer, sponsor, or furnish course materials related to human sexuality or sexually transmitted diseases.

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