



# ***“LEAD, LEARN, and LIVE LIKE A CHAMPION!” 2023 - 2024***

**Principal: Mr. Patrick Burke**  
**Asst. Principal: Mrs. Becky Jones**  
**Address: Sullivan Middle School**  
**1156 Elmont Road**  
**Sullivan, MO 63080**

**Office Phone: (573) 468-5171 Ext. 2**  
**Grades: 6 thru 8**  
**Enrollment: 445**  
**Homepage: [www.sullivan eagles.org](http://www.sullivan eagles.org)**

## **A Guide for Parents and Students**

This handbook is available to each student in an attempt to provide as much information as possible about our school. It is not intended to be fascinating reading, rather to be kept as a reference when a question may arise. A brief overview will familiarize you with its contents and then it can be used as the first place to turn as the year progresses and questions surface.

We at SMS believe education is a partnership between home and school. Any partnership requires adequate communication to succeed, and this booklet is a major piece in the communication chain linking the SMS partners. Please consult the monthly newsletter for the most current information.

Best wishes to each of you for a fulfilling and productive school year.

The SMS Staff

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# Sullivan School District

## 2023-2024



*All Students Will Learn, Lead, and Succeed!*

**July '23**

Su	M	Tu	W	Th	F	Sa
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

**August '23**

Su	M	Tu	W	Th	F	Sa
1	2	3	4	5		
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

**September '23**

Su	M	Tu	W	Th	F	Sa
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

**October '23**

Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

**November '23**

Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

**December '23**

Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

**January '24**

Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

**February '24**

Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29						

**March '24**

Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

**April '24**

Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

**May '24**

Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

**June '24**

Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

This calendar includes sixty (60) Inclement weather hours. No Inclement weather days are required to be made up.

**Date**

**Description**

8/14	New Teacher PD
8/15	New Teacher PD
8/16	Teacher Work Day
8/17	Teacher PD
8/18	Teacher PD
8/22	Final Day of School
9/4	No School - Labor Day
9/26	No School - Teacher PD
10/18	End of 1st Quarter
10/23-10/26	Parent/Teacher Conferences
10/27	No School - Teacher PD
10/30	No School - Teacher TPD
11/22 - 11/24	No School - Thanksgiving Break
11/27	No School - Teacher PD
12/20 - 1/1	No School - Winter Break
1/2 & 1/3	No School - Teacher PD/TW/D
1/15	No School - MLK Day
2/16	No School - Teacher PD
2/19	No School - President's Day
3/12	End of 3rd Quarter
3/14 - 3/14	Parent/Teacher Conferences
3/15	No School - Teacher PD
3/29-4/1	No School - Easter Break/TPD
4/16	No School - Teacher PD
4/19-4/22	Spring Break
5/17	Graduation
12/18 & 5/22	Louis Day - Hall Day Dismissal
Time HS 12:20, ES 12:30, MS/PS 12:40	
5/23	Teacher Work Day
5/24, 5/28, 5/29, 5/30	Teacher Snow Make-up Days 7-10
5/29 - 6/25	Summer School
183	Teacher Contract Days
169 SAD, 8/16, 8/17, 8/18, 9/29, 10/27, 10/30, 11/27, 1/2, 1/3, 2/16, 3/15, 4/1, 4/18, 5/23	

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T=20 S=15.5  
<https://www.vertex42.com/ExcelTemplates/yearly-calendar.html>

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**SULLIVAN PUBLIC SCHOOL  
DIRECTORY**

PRIMARY SCHOOL PRINCIPAL, MRS. MEGEN BOOKER	468-5171 EXT. 4
ELEMENTARY SCHOOL PRINCIPAL, MRS. VICTORIA McCULLOCH	468-5171 EXT. 3
MIDDLE SCHOOL PRINCIPAL, MR. PATRICK BURKE	468-5171 EXT. 2
HIGH SCHOOL PRINCIPAL, MR. JASON MERKEL	468-5171 EXT. 1
DIR. OF SPECIAL SERVICES, MRS. CHERYL GARBS	468-5171 EXT. 6
SUPERINTENDENT, DR. JANA THORNSBERRY	468-5171 EXT. 6
ASST. SUPT. OF STUDENT SERVICES, [REDACTED]	468-5171 EXT. 6
ASST. SUPT. OF CIA, MRS. CINDY CAREY	468-5171 EXT. 6
TRANSPORTATION DIRECTOR, MR. BEN HAMPTON	468-5171 EXT. 7
A+ COORDINATOR-SHS, MRS. TONA BURKE	468-5171 EXT. 1

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**SMS Vision**

**“LEAD, LEARN, and LIVE LIKE A  
CHAMPION!”**

**#BETHECHANGE**



## Sullivan School District

### PHILOSOPHY

The Sullivan Public Schools Board of Education believes that the educational program of the district is designed to help students attain individual fulfillment and become responsible members of society. Students must be prepared to meet the challenges of the present and the constantly changing challenges of the future.

Education is a continuous process that involves the acquisition and application of knowledge and skills. Since students vary in ability, motivation and cultural background, the school district must provide an adaptable educational program and become partners with the community in the educational development of students.

### MISSION

The mission of the Sullivan Public School District is to provide quality educational opportunities that enable students to acquire the knowledge, skills and experience necessary to become responsible and productive adults. The district is committed to ensuring that all students possess the ability to adjust and to improve their environment, continue to acquire and process information and ideas, and participate in the democratic process. The educational program will benefit students, the community and society in general by assisting students in recognizing and developing their unique potential.

### PROFESSIONAL LEARNING COMMUNITY

This year we will be celebrating our theme, **"LEAD, LEARN, and LIVE LIKE A CHAMPION!"** Sullivan Middle School participates in Professional Learning Communities, both by content area and grade level. Professional Learning Communities philosophy provides for all children through powerful learning experiences created by a community sharing beliefs and attitudes. We will continue to strive to become a Professional Learning Community to ensure the success of all our students.

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Dear Parents and Students:

Our theme is to **"LEAD, LEARN, and LIVE LIKE A CHAMPION!"** We will continue to implement *The Lead* process, which is a whole school model based on *The 7 Habits of Highly Effective People*. *The Lead* process produces transformational results such as higher academic achievement, fewer discipline problems, increased engagement among teachers and parents, and equips students with self-confidence and skills they need to develop into future productive members of society.

Along with this, our goal will be to provide each student with the best education possible in a strong instructional climate. We are confident that we have the best school, staff, students, parents, and community members to accomplish this goal. Join us to help educate our young students by showing *ALL* students what it takes to be a positive and responsible force both in the classroom and within their world.

We would also like to invite everyone to take part in school activities ranging from clubs to athletic events and academic conferencing. There is no greater need at the middle school than *parental involvement*. We would like to be partners with parents, students and community members. Your input is valued and needed. Our school cares about the students, families, and the community we serve.

We are excited about the positive changes that will be occurring at SMS this year and will keep you updated on how you can be involved in those changes.

Sincerely,

Patrick Burke, Principal



# Sullivan Middle School

## Bell Schedule

48 Minute Classes

Regular Bell Schedule 2023-2024 A - Lunch			
First Bell	7:55 AM		
1st Hour (LEAD)	8:00	8:44	44 Min.
2nd Hour	8:48	9:36	48 Min.
3rd Hour	9:40	10:28	48 Min.
4th Hour	10:32	11:20	48 Min.
<i>A - Lunch</i>	<i>11:20</i>	<i>11:42</i>	<i>22 Min.</i>
5th Hour	11:46	12:34	48 Min.
6th Hour	12:38	1:26	48 Min.
7th Hour	1:30	2:18	48 Min.
8th Hour	2:22	3:10	48 Min.



Regular Bell Schedule 2023-2024 B - Lunch			
First Bell	7:55 AM		
1st Hour (LEAD)	8:00	8:44	44 Min.
2nd Hour	8:48	9:36	48 Min.
3rd Hour	9:40	10:28	48 Min.
4th Hour	10:32	11:20	48 Min.
5th Hour	11:24	11:46	22 Min.
<i>B - Lunch</i>	<i>11:46</i>	<i>12:08</i>	<i>22 Min.</i>
5th Hour	12:08	12:34	26 Min.
6th Hour	12:38	1:26	48 Min.
7th Hour	1:30	2:18	48 Min.
8th Hour	2:22	3:10	48 Min.

Regular Bell Schedule 2023-2024 C - Lunch			
First Bell	7:55 AM		
1st Hour (LEAD)	8:00	8:44	44 Min.
2nd Hour	8:48	9:36	48 Min.
3rd Hour	9:40	10:28	48 Min.
4th Hour	10:32	11:20	48 Min.
5th Hour	11:24	12:12	48 Min.
<i>C - Lunch</i>	<i>12:12</i>	<i>12:34</i>	<i>22 Min.</i>
6th Hour	12:38	1:26	48 Min.
7th Hour	1:30	2:18	48 Min.
8th Hour	2:22	3:10	48 Min.

## SULLIVAN MIDDLE SCHOOL BUILDING PROCEDURES

***(School Board Policy takes precedence over the student handbook. Board policy is on file at central office or online at <http://www.sullivan eagles.org/board-of-education-policies>)***

1. Upon arrival at school and until dismissed in the afternoon, students shall observe the following: enter the building and go directly to the gym or cafeteria for breakfast. From the gym, students will be dismissed to classes. Students should not be roaming the halls. The commons area will be reserved for 8<sup>th</sup> grade students before school begins.
2. Students shall not enter school buildings before 7:30 a.m. or after 3:30 p.m. unless they are attending a school function or are under the direct supervision of a faculty member. Exceptions may be made for inclement weather. Students should not plan to stay for events such as ball games and dances after school, unless supervision has been arranged with a teacher. There are no supervising teachers in the building after school unless a student is in an activity. Students should remain in the building until a ride arrives following an event. Students who go outside on the playground or in the front of the building while waiting for a ride will not have adult supervision.
3. Sullivan Middle School observes a closed lunch period. Students are not permitted off the school grounds during lunch periods. *(Board Policy 2630)*
4. All lunches are to be eaten in the cafeteria. This includes lunches from home. No food or drink is to be taken out of the cafeteria. No glass containers should be in the cafeteria or taken on field trips.
5. All prescription drugs to be taken during school hours must be left at the nurse's office. No student should keep non-prescription drugs with him or her either. These, too, should be taken to the nurse's office. Students who need inhalers or other emergency medications should notify the nurse and have appropriate records before carrying the medication with them. *(Board Regulation 2870)*
6. Students who ride bicycles to school must dismount their bicycles upon entering school grounds and walk the bike to the bike rack and follow the same procedure when school is dismissed. All bicycles should be locked to the rack for safety. Bicycles are the student's responsibility. ***Skateboards, hoverboards etc. are prohibited on school grounds during the school day due to safety issues with the parking lot & traffic.***
7. Upon arrival at school, after exiting the bus or dropping off by car, students may not leave school grounds unless permission is obtained from the office.
8. Non-school groups may **not** conduct fundraising activities at school.

## **Transportation**

**"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."**

\*\*Application is attached on page 50\*\*

## **ATTENDANCE PROCEDURES**

The Board of Education has established the following rules and regulations regarding attendance, absences and excuses for students. These rules and regulations are intended to comply with Missouri Compulsory Attendance Law (167.031 RSMo.) which establishes compulsory attendance for all children between the ages of seven and sixteen unless their education is provided by other acceptable means or otherwise excusable under the law.

### **Excusable Absences**

In case of absence, it is the responsibility of the parent/guardian to notify the school. If the school is not notified on the day of absence, a note from the parent/guardian will be required on the first day of the student's return to school. The absence will be recorded as unexcused if a note or telephone call is not received.

Excusable absences include, but are not limited to:

1. Illness of the student (Doctor's statement may be required to support such absences).
2. Days of religious observance.
3. Death in the family
4. Family emergencies which necessitate absence from school. The school must be notified in advance when such absences are foreseen.

The following procedures should be followed by students who are absent so as to prevent academic difficulties:

1. The student shall obtain assignments from appropriate staff members. Assignments shall be obtained in advance if the absence is foreseen.
2. All assigned work shall be submitted upon returning to school.
3. All classroom work (to include tests) shall be completed as indicated by the individual classroom teacher.

### **Excessive Absences**

#### **Middle School Students**

1. The goal is for each student to be in attendance **90%** of the school year. If your student falls below 90% on unexcused or excused absences, this may have a detrimental effect upon academic progress and may be one factor considered in summer school, and promotion/retention decisions.
2. The district will contact the Children's Division (CD) of the Department of Social Services or the local prosecutor in cases where the district has a reasonable suspicion that a student's lack of attendance constitutes educational neglect on the part of the parents/guardians or that parents/guardians are in violation of the compulsory attendance law. No such action will be taken unless other strategies and interventions have been implemented and proven ineffective.

#### **MAKE-UP WORK AFTER ABSENCES**

When a student returns to school after an excused absence, he will have the opportunity to make-up all missed schoolwork. Generally, the student will be allowed one day for each day absent to complete work. Teachers have the discretion to allow more time for completion depending upon individual circumstances.



Full credit will be given for properly executed make-up work following an excused absence. **The student must assume responsibility and provide the effort required making up all work.** Students may make-up all work or a substitute assignment for what they had in class. **If the absence is unexcused, the student will not be allowed to make up any missing work. (Please see Homework Completion Policy on page 20)**

#### **ABSENTEE REPORTING PROCEDURE**

All unnecessary absences should be avoided. Should an absence occur, the student is required to bring a note from home upon return to school. The student must bring the note, with parent/guardian signature, to the principal's office window the morning following the absence **before classes begin**. Absentee slips must be presented to each teacher and will be collected at the end of the day.

Attendance report codes & symbols:

<i>X</i> —excused absence with official note or notice	<i>T</i> —tardy to school/class (up to 15 min.)
<i>V</i> —excused absence with parent verification	<i>L</i> —late to school (16-30 min.)
<i>F</i> —school sponsored field trip	<i>K</i> —truancy or skipping
<i>A</i> —unexcused absence	<i>I</i> —In-school suspension
<i>O</i> —Out of-school suspension	

#### **PERMISSION TO LEAVE CLASS/SCHOOL**

In case of illness, a student should report to the nurse's office. ***The nurse will assess the situation and call the parents if necessary.*** If the student is to go home, a parent or relative must report to the principal's office and sign the student out.

- To avoid any legal conflict of responsibility for students, all students leaving school grounds for any reason must be signed out by a parent after receiving permission from the principal. Students must be signed in upon returning. The individual picking up the student must be listed in the schools database.
- Students who are tardy to school must report to the office where they will be issued an admit slip for the rest of the day. Without an admit slip, students will not be admitted to class.
- All students must make every effort to be in class on time. Teachers may issue detentions for tardiness. These will be served under the direction of each individual teacher. Students will have one day's notice to make necessary arrangements.
- Students who call or text home to have a parent come and pick them up for whatever reason will be subject to a cell phone violation consequence.
- Permission to leave class may be granted by the teacher in charge. The teacher will issue a pass. All students in the hall must have a pass. Students in the hall without a pass will be subject to disciplinary action.

#### **PRIOR APPROVAL FORMS**

On some occasions, families may request prior approval to be absent for various reasons during the school year or have an unexpected emergency arise. While this is not encouraged, it is at times unavoidable. Students who plan to take a family vacation during the school year should ask the office secretary for a prior approval form. Both the principal and grade level teachers sign this form. It is an approval form to make up work or do alternative designated work for days missed. This form must be submitted to the office at least 10 days in advance. Failure to request prior approval may/will result in a student's failure to make up missing work. All prior approval/emergency work should be made up and is the responsibility of the student. Approved days will count against the student according to the attendance policy.

<p style="text-align: center;"><b>GENERAL SCHOOL PROCEDURES, ACADEMICS &amp; PROGRAMS</b></p>
---------------------------------------------------------------------------------------------------

**Alternative School**

The Sullivan Alternative School serves at risk students in grades 6 through 8. The school is located outside of the middle school setting and offers students various opportunities for success. The focus of the alternative school is to help students progress academically by working with the Edmentum Courseware Learning System. Attendance is another focus of the alternative school with several programs in place to assist students to attain regular attendance.

**BACKPACKS, BAGS, & PURSES**

Students need to leave all backpacks, sports bags, purses, etc. in lockers. This is due to room constraints and safety. All lockers are equipped with combination locks. Students have access to their lockers between all classes and with teacher permission during class.

**BAND PROGRAM**

Students may join band at the beginning of the 6th grade year. Instruments that may be played in the 6<sup>th</sup> grade band (1<sup>st</sup> year students) are flutes, clarinets, alto sax, trumpets, trombones, and percussion instruments. The school owns a few large instruments that may be checked out on a need and first-come basis. Students will be required to maintain student and school owned instruments. This includes all maintenance items, dent repairs, playing repair, adjustments, lost or stolen items. Students will also be required to purchase a beginning band book. Those students playing on reed instruments will be required to have three playable reeds for their instruments at all times at the player's expense. Students will be required to practice at home as part of classroom participation.

7th and 8th grade band students will continue to build on skills and concepts learned in 6th grade, as well as learn many more advanced techniques to prepare them for high school band. Prerequisite for 7th and 8th grade band: students must participate in 6th grade band, or have prior approval of the directors.

*If a student drops band, the student is responsible for returning the instrument, and any payments required, to the instrument lending company.*

**BREAKFAST/LUNCH PROGRAM**

The Free/Reduced Lunch Program is available to students of the Sullivan Middle School. Applications will be handed out to each student at the beginning of the year. Students who have income changes at any time during the school year may pick up an application in the office. Both breakfast and lunch will be served daily at the middle school. Lunch prices will be \$2.70, with breakfast at \$1.95 and extra milk \$.60. Lunch cards will be issued to each student by the middle school. These cards must be kept in proper condition. Students who do not have their lunch card will be held at the back of the line. ***Lunch cards that are lost may be replaced at a cost of \$5.00 per card.*** Those students who have brought their lunch cards will have the privilege of moving through the lunch line first. Once lunch card holders have moved through the line, then those students who do not have their lunch card may move through the lunch line.

**We do not allow charging of lunches.** All lunch money is to be turned in to the office (paid online, cash or check) any day prior to the first bell. Parents should make checks out to the Sullivan Middle School. **The checks must include driver's license number and phone number.** Eighth grade students with balances remaining in their accounts will have those balances transferred to high school. All other students will have balances brought forward. Information regarding student lunch accounts will be printed at the parent's request.

Snacks from the cafeteria, known as ala carte items, may be purchased on the lunch cards daily. Students should have permission from parents to charge these snacks; a permission form will be kept on file for each student. Ala carte items are a separate charge and are **NOT** part of the free and reduced lunch program. The cafeteria personnel are not responsible for determining parental permission for snack purchasing. This is a student and parent responsibility and agreement.

Students will not be allowed to leave the cafeteria for lunch unless given permission by a teacher or office personnel.

***\*\*Also, Students who bring in outside drinks (McDonalds, Starbucks, etc.) into the school building will need to finish and dispose of them prior to the beginning of 1st hour. Students will need to stay in the cafeteria to complete those drinks before moving to the gym.\*\****

### **BULLYING PREVENTION**

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 a school sponsored activity 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 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.

Please refer to the student discipline section in references to violations of this policy. (*Board Policy 2655*)

### **CHANGE IN STUDENT INFORMATION**

Please keep the office informed of any changes in your home address or phone number. It is imperative that an emergency number be kept on file. Also, should there be a change in custody, please notify the principal. We would like each student to provide the office with an email address if possible for school information purposes.

### **Citizenship Grades**

Citizenship grades are included to alert students, parents, counselors, and administration of attitude and behavior according to the 4 Citizenship Proficiency Scales criteria. Students will receive a citizenship grade for their LEAD (1st hour) classes. The criteria for the citizenship grade focuses on four core areas of behavior, Respect & Positive Attitude; Kindness & Understanding of Differences; Leadership, Teamwork, and Making the Right Choices; and finally, Responsibility & Readiness.

### **CLUBS/ORGANIZATIONS/EXTRACURRICULAR ACTIVITIES**

Students have the opportunity to participate in many leadership activities at middle school. Below is a brief list of just a few of the offerings:

STUDENT COUNCIL NATIONAL	JUNIOR HONOR SOCIETY	SCHOLAR BOWL
RENAISSANCE	SAGE	YEARBOOK
ATHLETICS	SERVICE LEARNING	ESPORTS
WEB LEADERS	LIGHTHOUSE	RISE

### **Communicable Diseases**

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 of 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. (*Refer to Sullivan School District Board Policy and Regulation 2860 found on the district website.*)

### **COUNSELING PROGRAM**

The Sullivan School District Middle School Guidance Program provides structure and direction for a well-planned systematic guidance approach to meet the district mission that all students will learn. The Guidance Program provides activities that range from meeting with individual students, student group sessions, consulting with teachers, classroom guidance instruction, helping students develop educational and career plans, transition activities, referral to community agencies to support students' physical, social, & emotional needs, and various other activities to guide students and staff in a "mentally" healthy direction. The SMS Comprehensive Guidance Program acts as an umbrella over other programs offered at SMS such as our Violence Prevention, Career Pathways; awareness & exploration, Student Assistance Team (S.A.T.), and student assessment. Students & parents are encouraged to consult with our school counselor at any time. Counseling hours are 7:45 a.m. to 3:15 p.m. daily. *(Board Policy 2810)*

### **DISTRIBUTION OF NON-CURRICULAR PUBLICATIONS BY STUDENTS**

The District recognizes that student expression regarding a variety of topics may be beneficial to the District's educational mission. Discussion and debate regarding serious issues can engender tolerance for diverse viewpoints. The District, however, has the obligation to ensure that student expression is consistent with the District's educational mission. Accordingly, the District has adopted guidelines to regulate student expression in a manner consistent with the District's educational goals. *(Board Policy and Regulation 2170)*

### **DRESS & GROOMING**

Students are expected to dress in a manner that will not disrupt the learning process, constitute a health or safety hazard, or violate civil law. The student should be clean and well-groomed and wear clothes that are in good taste. This expectation includes the school day and school sponsored extracurricular activities.

1. Hats, scarves, bandanas, or hoodies (that cover the head and/or face), will **not** be worn or displayed in the building.
2. Clothing deemed suggestive or inappropriate by the administration will not be allowed.
3. Students will not wear clothing that suggests/advertises alcohol, tobacco, or drugs.
4. Clothing which displays overt or implied obscenities or suggestive innuendos will not be permitted.
5. Bare midriffs, bare backs, spaghetti straps, or shorts that do not provide ample coverage will not be permitted.

Administrative discretion will be used in all cases. Students who violate the dress code will be required to change their clothing or will be sent home, resulting in an unexcused absence. *(Board Policy 2651)*

### **DRUG FREE SCHOOL**

Pursuant to requirements of the 1989 amendments of the Drug-Free Schools and Communities Act and to the requirements of the Safe Schools Act, and for the purpose of preventing the use of illicit drugs and alcohol by students, the District shall provide age-appropriate, developmentally based drug and alcohol education and prevention programs to all students from early childhood level through grade twelve (12). (See also Policy 6130 - Drug Education.) Such programs will address the legal, social and health consequences of drug and alcohol use, and provide information about effective techniques for resisting peer pressure to use illicit drugs or alcohol.

The District shall provide information about any drug and alcohol counseling and rehabilitation and re-entry programs that are available to students. Students may be required to participate in such programs in order to avoid suspension or expulsion if they are found to be in violation of this policy. All parents/guardians and students shall annually be provided with a copy of this policy.

The District certifies that it has adopted and implemented the drug prevention program described in this policy in the form required by the Department of Elementary and Secondary Education or the United States Department of Education. The District conducts a biennial review of such program to determine its effectiveness, to implement necessary changes and to ensure that the disciplinary sanctions are consistently enforced. *(Board Policy 2641)*

### **Drug-Free Schools - STUDENT DRUG TESTING – Policy C2641.1**

The Board recognizes 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.

***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 wave the testing of any student selected using the random selection process.

***Testing***- Samples may be tested for THC/marijuana, benzodiazepines, cocaine/benzoylecgonine, 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 districts 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.*

#### **ELECTRONIC DEVICES/CELL PHONES**

Students will not be allowed to have on their person any electronic devices such as cell phones, iPods, tablets, or any other mobile device because of their potential disruption to the educational process. Earbuds, headphones, video games, etc. will be considered a nuisance item and will only be allowed in classrooms when teacher requested for educational purposes. Should students bring cell phones or electronic devices, they **MUST** be kept in their locked locker. Students may be allowed to use their electronic device **ONLY** after the bus dismissal bell at the end of the day. **THE SCHOOL IS NOT RESPONSIBLE FOR THESE ITEMS** and will not use administrative time to investigate lost or stolen personal items that students have been asked to not bring to school. ***Any communication between students and parents/guardians should be conducted through the Middle School office or Middle School Nurse and not personal mobile devices.***

#### **ELIGIBILITY FOR SPECIAL ACTIVITIES**

Eligibility to attend activities such as lock-ins, field trips, dances and other special events will be determined by SMS staff. Attendance (90% or above required), incidents of misconduct which result in Saturday School, Bus Suspension, In-School-Suspension, or Out-Of-School suspension will be the deciding factors most commonly used to determine eligibility to participate or attend. Students receiving OSS will not be eligible for their incentive/grade level field trips. Also, students who are removed from a special activity will have to meet with their parents and school administration to determine eligibility for future special activities.

#### **FIRE & TORNADO DRILLS**

Fire and tornado drills are given at regular intervals and are an important safety precaution. It is essential that when the first signal is given, everyone responds promptly. Teachers will provide necessary information regarding procedures. Emergency procedures are posted in each room.

#### **GRADING**

Sullivan Middle School uses a traditional scoring practice whereas students earn percentage points which determine their overall letter grade. The grading chart is listed below. For the upcoming school year, Sullivan Middle school will begin to pilot standards-referenced grading practices in our ELA, Math, and LEAD classrooms.

A	100-90	Superior
B	89-80	Above Average
C	79-70	Average
D	69-60	Below Average
F	59-0	Failing
I		Incomplete
P		Credit

- **Standards-Referenced Learning (Proficiency Based Learning)**
  - **What is standards-referenced learning?** Standards-referenced learning communicates how students are performing on a set of clearly defined learning targets called Priority Standards through the use of carefully created Proficiency Scales. A proficiency scale is a table created by teachers and students to determine the student's current level of progress toward meeting the standard. The purpose of standards-referenced learning is to identify what a student knows, or is able to do, in relation to pre-established learning targets. Students are able to set personal learning goals based on the preset learning targets and work towards mastery using the proficiency scale as a guide for success.

#### **HALL LOCKERS**

Hall lockers are assigned at registration to 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grade students. The students are responsible to see that lockers are locked and kept clean. Locker problems should be reported to the office. **Do not change lockers without office permission.** Do not give your locker combination to other students. Lockers and desks are school property and are subject to inspection.

### **HARASSMENT**

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: \_\_\_\_\_, Assistant Superintendent of Student Services

Address: 138 Taylor Street, Sullivan MO 63080

Number: 573-468-5171

Email: \_\_\_\_\_@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. (*Board Policy, Regulation, Form 1300*)

### **Hazing**

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. (Refer to Sullivan School District Board Policy and Regulation 2920 found on the District website)

### **HOMEWORK COMPLETION POLICY**

Sullivan Middle School believes that academics must be held in high regard. In order to reinforce concepts, students must be responsible for a certain amount of work at home. Each grade level will adhere to the building work completion policy. Students will be held accountable to this policy.

Students are expected to complete their daily work and homework correctly and on time. Students have up to 5 days to complete missing work. If a student does not turn in work after the 5 day window, it may be counted as a zero in the gradebook. Students who miss school work because of a school sponsored event, one that they knew about in advance, will be expected to have work completed for the next school day. Work over five days late will not be accepted. This policy will be shared with students and parents, thus ensuring ownership for all parties.

### **HONOR ROLL**

Students who achieve the Honor Roll grade point average of at least 3.0 will be named to the Honor Roll. Students with a 3.5 grade point average will be named to the Principal's Honor Roll. Students are rewarded by Renaissance for their outstanding achievement throughout the school year.

#### **INCLEMENT WEATHER**

When severe weather occurs, it may be necessary to release students early or cancel school. It is the parent/guardian's responsibility to monitor news reports through the radio or television. Announcements are made on TV channels 2, 4, 5, 30, AlertNow and KTUI 102.1. *Please do not call the office for cancellations or dismissals. The phone lines may be needed for emergency matters.*

#### **LEAD PROGRAM**

All students will meet with their LEAD teacher daily. LEAD is a time set aside to help build the total student and intended to provide more opportunities for student success. Student incentives and academic reinforcements will be provided through the LEAD program. Our Leader In Me, 7 Habits Program will be reinforced through the LEAD program.

#### **MEDIA CENTER POLICY**

The Sullivan Middle School Library is open to students from 7:45 a.m. to 3:15 p.m. The library media specialist is available to assist students who need help with book selection and using the computer. Students are encouraged to use the library to complete assignments, gather information, or locate items for pleasure reading.

In addition to print material for check out is the digital Follett Shelf which contains eBooks that can be accessed through the middle school library web page. eBooks can be downloaded for reading, or they may be read directly from any school computer or at home with the use of a guest username and password. See the library media specialist if you need help with eBooks.

The internet may be used for research if an Acceptable Use Policy is on file. Several online databases are available for student use. The library media specialist will help you locate these data bases or you may find them linked to the middle school library web page.

Students are responsible for the return and condition of borrowed items. No overdue fines are charged; however, students are expected to pay for damaged or lost materials.

#### **MEDICINE POLICY AT SCHOOL**

Every effort should be made for medication to be taken at home. If a student must take medication at school, the following must be observed.

1. Written orders by the doctor with name of student, type of illness, name of drug, dosage, and time interval that medicine is to be taken.
2. Parent written request must be provided authorizing the administration of the medicine at school.
3. All medication must be brought to school in its original container labeled by the pharmacy or doctor.
4. Over-the-counter medicine can only be dispensed by our nurse with parent written permission and must come in its original container also.
5. Students caught with medication (prescription and/or over-the-counter) in their possession will be subject to disciplinary action. *(Board Policy and Regulation 2870)*

#### **MOVIE POLICY (IN CLASS)**

Throughout the year, teachers may show a variety of movies that supplement our curriculum that may range from rated G to PG-13. Permission slips will be sent home for any movie that is rated as a PG-13 film. In the event a student would prefer to opt-out of the movie (only with parent permission), any work that is associated with that in-class movie will need to be completed. Students may have the opportunity to complete the original assignment or be issued an alternative assignment. Those students who are opted-out will be sent to an alternative setting during the class period for the duration of the movie. This opt-out policy is only for PG-13 movies and permission slips will be sent home.

#### **PHYSICAL EDUCATION POLICY**

The required attire for physical education class is

- |                                                                                         |                                                      |
|-----------------------------------------------------------------------------------------|------------------------------------------------------|
| 1. Gym short (appropriate length) or sweatpants                                         | 5. No jewelry may be worn during P.E.                |
| 2. Tennis shoes                                                                         | 6. <b>Must have a lock for gym locker</b>            |
| 3. No gum                                                                               | 7. Gym clothes are not to be worn to or from school. |
| 4. T-shirts only—tank tops allowed,<br>No spaghetti straps and must have ample coverage |                                                      |

Students must wear proper attire daily, or they will not receive full credit. Students who consistently do not dress out for P.E., will receive a failing grade in physical education. Backpacks and purses are not allowed in the locker rooms. PE guidelines are described more fully in the course syllabus given to each student at the beginning of the year.

#### **RENAISSANCE “SOARING EAGLES”**

This Renaissance Program is a faculty-chosen award for students who have gone above and beyond to show great character, academic focus, attendance, and behavior at SMS. This award is presented 4 times per year at the conclusion of each quarter. All SMS students are eligible for this award. Renaissance sponsors four school wide assemblies each year to honor our Soaring Eagles. Parents and Community members are encouraged to attend.

#### **REPORT CARDS**

Sullivan Middle School is on a quarter (9 week) grading system. Quarter grades are recorded on the permanent record. The card contains a record of scholastic achievements, noteworthy characteristics and school attendance. They are mailed approximately one week after the end of the quarter. Progress reports are given to students at mid-quarter. These are not recorded on permanent records.

An academic grade and a citizenship grade are reported in each subject. The academic grade is the teacher’s evaluation of the student’s mastery and understanding of grade level concepts. Measures of progress may include reports, class participation, tests, and assignments.

#### **RETENTION POLICY**

Students must pass academic classes before moving to the next highest level of the course. Students with a single semester class failure may make up that class in summer school. Students with two semester failures in two classes are subject to retention. Students must pass these courses. Retention at grade level also may result when attendance regulations are not met. Parent conferences for students at risk of retention will begin in January of each year. Parents will have the opportunity to speak with all teachers involved with the student on several occasions. Retention is never an easy decision. Every effort will be made to provide students with individualized assistance, testing for disabilities (when appropriate), and modifications when necessary. Students are, however, accountable for their grades. It is important students, parents, teachers, and administrators work together when retention is a possibility. Teachers are asked to stay in touch with parents through written or oral communication on a regular basis when retention is a possibility. The final decision regarding retention will be the responsibility of the administration and will not be made until all grades are determined at the end of the year. (*Board Policy and Regulation 2520*)

#### **SCHOOL EMERGENCIES**

Every effort is made to keep students safe and secure at SMS. During school hours, doors will be locked, with the exception of the front doors leading to the office. Security cameras will scan parking lots, hallways, and other areas. The school safety response plan for life-threatening situations will be implemented. Students should report any information about threatening situations to the administration.

#### **SCHOOL RESOURCE OFFICER PROGRAM**

The School Resource Officer Program uses a “Triad” concept which is that of Teacher, Counselor, and Law Enforcement Officer. The role of teacher will be as a “guest speaker,” providing various law-related education topics to students, parents, and staff. The role of counselor will be accomplished by establishing rapport with the students and parents. The role of a law enforcement officer is established through the SRO also being employed by the Sullivan Police Department. The SRO will serve as a liaison between the school and area law enforcement agencies.

It is important for the SRO to work closely with the school’s teachers, staff, and counselor. The main objective of this program is to promote safety, a positive view of law enforcement, and to assist the stakeholders of Sullivan Middle School in achieving their educational, social, and behavioral goals.

#### **SCHOOL SUPPLIES**

A vending machine is available in the commons area that carries pens, pencils, and notebook paper. The costs range from \$.25 to \$.75. Students need to bring quarters in order to use this machine.

### **SMOKE FREE CAMPUS**

The Board of Education recognizes that the use of tobacco products represents a health and safety hazard. Therefore, the use of tobacco products, e-cigarettes, juling and other vaping paraphernalia shall be prohibited in all District buildings, grounds and vehicles. This policy applies to all employees, students and patrons attending school-sponsored activities and meetings. As a deterrent, vape detectors have been installed in all bathrooms and gym lockers. (*Board Policy 5250*)

### **SNACK & DRINK MACHINES**

Vending machines with snacks, water, and fruit juices are available in the commons and/or cafeteria area. Costs range from \$.75 to \$2.50. *The office does not have change available.* Students planning to use the machines should bring the correct change from home. Machines are open for use *before and after school hours only*. Fruit juices, Gatorade, and bottled water may be purchased during lunch. The cafeteria provides a snack bar during lunch hours which prohibits students from purchasing snacks from the vending area during the lunch hour. Students must have teacher permission to use the machines during the school day.

### **SOCIAL EVENTS**

To avoid confusion and misunderstanding at a school dance, all building procedures that pertain to school while we are in session apply to our parties, dances, and all after-school activities. You, as students, should particularly note that prior permission should be obtained from the sponsor or principal to be admitted late to a dance. You will not be permitted to come and go, and loitering in the parking lot is strictly prohibited. *Students who are suspended, on homebound or virtual instruction, who owe any fines or fees, or were absent from school on the day of the dance may not attend.* Students may not leave the dance until it is over, unless a parent is present to pick up the student. Parents should notify the dance sponsor when taking a student early from a dance. Only students from Sullivan Middle School are eligible to attend dances unless specified from administration. Other students will not be admitted. Students must have their lunch card for admittance into all after school social events. (Lunch cards are not needed for admittance into athletic events.)

Throughout the year, students will have the opportunity to attend events of all types (athletic, social, and academic). At each event it is important parents pick up students promptly when the event is over. Sponsors of events must stay with students until everyone is gone. It is not fair to teachers or other sponsors (who may have worked all day prior to the event) to ask them to wait for late pick-ups. Students who are habitually picked up late will not be allowed to attend further events until parents can provide assurance they will be picked up punctually.

While attending athletic events, students must stay in the gym or cafeteria. Failure to follow school guidelines for behavior and sportsmanship will result in school disciplinary action and possible loss of opportunity to attend future social events.

### **STUDENT ACCIDENT INSURANCE**

The Board of Education will provide the opportunity for parents/guardians, students and others to purchase student accident insurance on an annual basis. Each year the Administration will choose a provider offering group rates and will make the information available to District families.

Participation in any group plan is optional and arrangements for participation are the responsibility of the parents/guardians or students. However, all students are required to have insurance coverage before they are allowed to practice or compete in interscholastic athletics, cheerleading, pom pom squads and similar groups. (*Board Policy 2840*)

### **TEXTBOOKS & STUDENT USE AND CARE OF SCHOOL PROPERTY**

Each student is responsible for the textbooks issued to him/her. In the event a book is lost or damaged, charges will be assessed to the student. The price and condition of the book will be determined by the principal. Payment schedules can be arranged through the principal's office. Please see the handbook for information regarding acts of destruction, defacing, trespassing, burglary and theft of District property. (*Board Policy 2654 & 6231*)

### **W.E.B. PROGRAM (WHERE EVERYBODY BELONGS)**

W.E.B. is a middle school transition program that welcomes 6<sup>th</sup> graders and makes them feel comfortable throughout the first year of their middle school experience. W.E.B.'s goal is to provide a structured environment at Sullivan Middle School, an environment in which students make real connections with each other. Through this program ALL students learn that the staff and students of Sullivan Middle School care about each student and their success. This transition program will promote increased attendance, decreased discipline issues and improved academics for all student stakeholders. Student W.E.B. Leaders will be selected each year to facilitate transition activities.

### **Retesting (Reassessment) Policy**

Students that are not satisfied with a score received on an assessment given in class will have the opportunity to retest or reassess to improve their given score. Students have 10 school days from the day that they were handed back their initial assessment to complete the Request to Reassess application (each teacher has copies of these forms in their classroom). Students must complete this form in its entirety and include 2 examples of strategies that were used to study for their reassessment. Once completed and turned in, a date will be given by the teacher. This form must be signed by both the student and parent or guardian. Retests (Reassessments) may not be taken over midterms, benchmark tests or final exams. Teachers have the discretion to not allow retesting on certain assessments. Finally, the grade earned on the retake will be the grade given on the assessment. There will be no average of grades or best-score taken. Grade will be given from the most recent retest.

### **Responsibilities for Daily Work and Homework**

#### **Students are responsible for:**

- Being aware of the work completion policy
- Asking questions when necessary to clarify the assignment
- Completing homework within the given time frame
- Informing parents of homework expectations
- Seeking assistance from teachers and parents if difficulties arise
- Asking for and completing homework assigned during an absence
- Managing demands and activities to allow sufficient time for homework completion.
- Managing time by staying focused, on task, and planning effectively for long term projects
- Making good use of class time
- Filling out their planners and bringing home all necessary materials
- Putting forth their best effort to produce quality work

#### **Parent/Guardians are responsible for:**

- Setting a regular, uninterrupted study time each day
- Providing a suitable place for study
- Monitoring a student's organization and daily list of assignments in their planner
- Encouraging reading at all grade levels
- Stay well informed about your child's learning process
- Providing a healthy balance between homework, extra co-curricular activities, and family commitments
- Contacting the teacher if your child is not consistently able to do the homework by himself/herself within the time guidelines, or if challenges or questions arise
- Regularly access ParentLink to help monitor their child's progress

#### **Teachers are responsible for:**

- Sharing the expectations for homework with students and parents early in the school year
- Informing students and parents of the school's work completion policy
- Encouraging a partnership between family and students that promotes timely communication and supports families in the homework process
- Involving the parents and contacting them when a pattern of late or incomplete assignments develops
- Assigning relevant, meaningful homework activities that reinforce classroom learning
- Providing timely feedback to students
- Assigning homework that is appropriate and differentiated as needed
- Teaching the skills necessary for the students to complete the homework and become successful independent learners
- Regularly updating ParentLink and/or teacher websites to apprise parents of their child's progress.



## MIDDLE SCHOOL DISCIPLINE PROCEDURES

All students attending school in District schools will be expected to accept the obligation and responsibility to attend school on a regular basis and to comply with the District's discipline code set forth in Regulation 2610. Those students who choose not to fulfill their responsibilities at school will be held accountable for their conduct. Consequences for individual acts of misconduct are calculated to discipline the student, to deter future misconduct, and to provide a safe and positive environment in which students can maximize their learning potential. Students who engage in significant acts of misconduct off campus which materially and adversely impact the education of district students will be subject to discipline up to and including expulsion. (*Board Policy 2610*)

The staff at Sullivan Middle School recognizes that early adolescence is an extremely volatile time in human growth and development. During this time, youngsters emerge from childhood to face conflicting societal messages, as well as new freedoms, responsibilities, and thoughts. This ever-changing growth process makes it apparent that consistent and fair discipline is of utmost importance at the middle school. We must accommodate students' needs while ensuring the school is secure and safe. Classrooms, hallways, and activities should be orderly and safe while providing a stimulating learning environment. Each teacher has the responsibility for setting classroom rules consistent with board policy. These rules should be reviewed with students at the beginning of the year and periodically throughout the year. These rules should be posted in each classroom. Students may be referred to the office for administrative discipline when appropriate. No corporal punishment is allowed at Sullivan Middle School (*Board Policy 2670*).

### MIDDLE 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 Misbehaviors	Corrective Discipline
<b>1. Abusive Communication towards a Staff Member/Student -</b> (verbal, non-verbal, or electronic)	<b>First Offense</b> <ul style="list-style-type: none"><li>• 1-10 days OSS</li><li>• Parent notification</li></ul> <b>Second Offense</b> <ul style="list-style-type: none"><li>• 1-10 days OSS with possible recommendation for long term suspension</li><li>• Parent conference</li></ul> <b>Third Offense</b> <ul style="list-style-type: none"><li>• 10 days OSS with recommendation for long term suspension</li><li>• Parent conference</li></ul>
<b>2. Arson - The malicious burning of property.</b>	<b>First Offense</b> <ul style="list-style-type: none"><li>• 10 Days OSS with recommendation for long-term suspension or expulsion.</li><li>• Notification of authorities.</li><li>• Full restitution.</li></ul> <b>Second Offense</b> <ul style="list-style-type: none"><li>• 10 Days OSS with recommendation for long-term suspension or expulsion.</li><li>• Notification of authorities</li><li>• Full restitution</li></ul>
<b>3. Assault - use of physical force with the intent to do bodily harm.</b> This act usually occurs unprovoked by the victim.	<b>First Offense</b> <ul style="list-style-type: none"><li>• 10 days OSS with possible recommendation for long term suspension</li><li>• Parents and authorities notified</li></ul> <b>Second Offense</b> <ul style="list-style-type: none"><li>• 10 days OSS with recommendation for long-term suspension</li><li>• Parents and authorities notified</li></ul> <b>Third Offense</b> <ul style="list-style-type: none"><li>• Expulsion</li></ul>

<p><b>4. Bullying/Cyberbullying</b> - 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>)</p> <p><b>Cyberbullying</b> - 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. (<i>Board Policy 2655</i>)</p>	<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 incidents, etc.</p> <p><b>**OFF SCHOOL CAMPUS BULLYING SHOULD BE REPORTED TO THE POLICE.**</b></p> <p><b>First Offense</b></p> <ul style="list-style-type: none"> <li>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</li> <li>Parents Contacted</li> <li>Referral to authorities will be made when appropriate.</li> </ul> <p><b>Second Offense</b></p> <ul style="list-style-type: none"> <li>Subsequent offenses will result in more serious consequences up to 180 days OSS or expulsion.</li> <li>Parents Contacted</li> <li>Referral to authorities will be made when appropriate.</li> </ul>
<p><b>5. Cell Phone (including text messaging) and other Electronic Devices</b> - Cell phones/electronic devices should not be seen or used upon entering Sullivan Middle School. If a student has a cell phone/electronic device that they must bring to school, that device should be turned off and kept in their assigned locked locker for the duration of the day. Cell phones/electronic devices will be confiscated if students have them out at school for any reason throughout the school day. Students may use their devices <b>AFTER</b> the dismissal bell rings at the end of the day. The school is not responsible for cell phones/electronic devices and will not use administrative time to investigate lost or stolen cell phones/electronic devices.</p> <ul style="list-style-type: none"> <li><i>Parents, please refrain from texting your student during the school day. If you need to message your child please call the office.</i></li> <li><i>Students who refuse to turn over their cell phone to the teacher or administrator will be subject to additional consequences.</i></li> </ul>	<p><b>First Offense</b></p> <ul style="list-style-type: none"> <li>1 day ISS</li> <li>Confiscation, returned to parent.</li> </ul> <p><b>Second Offense</b></p> <ul style="list-style-type: none"> <li>1-3 days ISS</li> <li>Cell phone returned to parent</li> </ul> <p><b>Third Offense</b></p> <ul style="list-style-type: none"> <li>1-3 days OSS</li> <li>Student will be required to turn in their cell phone or other device to the front office when entering the building. They may pick it up at the end of the day.</li> </ul>
<p><b>6. Cell Phone/Electronic Devices (Cell Phone/Camera Violation)</b></p>	<p><b>First Offense</b></p> <ul style="list-style-type: none"> <li>1-180 days OSS</li> <li>Students may be reported to law enforcement and the camera phone will be confiscated and held until deemed appropriate to return by district.</li> </ul>
<p><b>7. Cheating/Academic Dishonesty-</b> tests/examinations/class work; plagiarism is a form of cheating.</p> <ul style="list-style-type: none"> <li>Cheating could result in the removal from "honor" activities (i.e. Stuco, NJHS, etc.)</li> </ul>	<p><b>First Offense</b></p> <ul style="list-style-type: none"> <li>1 detention and parent notification</li> <li>Complete an alternative assignment</li> </ul> <p><b>Second Offense</b></p> <ul style="list-style-type: none"> <li>Parent notification</li> <li>Complete an alternative assignment</li> <li>Saturday detention</li> </ul> <p><b>Third Offense</b></p> <ul style="list-style-type: none"> <li>1 day ISS; loss of credit</li> </ul>
<p><b>8. Computer/Email Violation/Internet Usage Violation</b> – Inappropriate language, mass emails, chain letters, spam, and private chatting during class without permission is not allowed.</p> <p><b>**Refer to the acceptable use policy which begins on page 42.**</b></p>	<p><b>First Offense</b></p> <ul style="list-style-type: none"> <li>1-3 days of detention</li> <li>Parents notified.</li> </ul> <p><b>Second Offense</b></p> <ul style="list-style-type: none"> <li>1-3 days of ISS</li> <li>Parents notified</li> <li>Limited to computer day use only</li> </ul> <p><b>Third Offense</b></p> <ul style="list-style-type: none"> <li>1-3 days of OSS</li> <li>Parents notified</li> <li>Loss of computer privileges</li> </ul> <p><b>Students could possibly lose privileges on their first offense</b></p>

	<i>depending on the severity of the violation.</i>
<b>9. Dangerous Items</b> - Students who bring items that could be considered dangerous to others will be subject to confiscation and disciplinary action. Examples 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.	<b>First Offense</b> <ul style="list-style-type: none"> <li>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.</li> <li>Confiscation and returned to parent.</li> <li>Subsequent offenses will result in more serious consequences.</li> </ul>
<b>10. Demeaning Language</b> - Students using language that is damaging or lowering the character, status, or reputation of someone or 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.	<b>First Offense</b> <ul style="list-style-type: none"> <li>1-10 days OSS with possible recommendation for long-term suspension</li> <li>Parent Conference</li> </ul> <b>Second Offense</b> <ul style="list-style-type: none"> <li>10 days OSS with recommendation for long-term suspension</li> </ul>
<b>11. Disrespectful Speech or Conduct</b> -Students are expected to demonstrate respect for staff at all times. Profanity toward staff such as the use of obscene, vulgar, or disparaging language or gestures is unacceptable conduct.	<b>First Offense</b> <ul style="list-style-type: none"> <li>1-5 detentions</li> </ul> <b>Second Offense</b> <ul style="list-style-type: none"> <li>1-3 days ISS</li> </ul> <b>Third Offense</b> <ul style="list-style-type: none"> <li>1-5 days OSS</li> </ul>
<b>12. Dress Code Violation</b>	<b>First Offense</b> <ul style="list-style-type: none"> <li>Warning</li> <li>Change clothing</li> </ul> <b>Second Offense</b> <ul style="list-style-type: none"> <li>1-2 days of detention/parents notified</li> <li>Change clothing</li> </ul> <b>Third Offense</b> <ul style="list-style-type: none"> <li>3-5 days of detention/parents notified</li> <li>Change clothing</li> </ul>
<b>13. Extortion</b> -Verbal threats or physical conduct designed to obtain money or other valuables.	<b>First Offense</b> <ul style="list-style-type: none"> <li>1-3 days ISS with restitution</li> </ul> <b>Second Offense</b> <ul style="list-style-type: none"> <li>1-3 days OSS with restitution</li> </ul>
<b>14. Failure to serve detentions</b>	<b>First Offense</b> <ul style="list-style-type: none"> <li>1 day ISS</li> </ul> <b>Second Offense</b> <ul style="list-style-type: none"> <li>Saturday Detention</li> </ul> <b>Third Offense</b> <ul style="list-style-type: none"> <li>2-3 days of ISS or 1-3 days OSS</li> </ul>
<b>15. Fighting</b> – 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 anytime the administration feels it is necessary. The School Resource Officer may be called to aid or consult on any fighting incident.	<b>First Offense</b> <ul style="list-style-type: none"> <li>1-3 days OSS</li> <li>Parents notified</li> </ul> <b>Second Offense</b> <ul style="list-style-type: none"> <li>3-5 day OSS (could be longer depending on circumstances)</li> <li>Conference with parents</li> </ul> <b>Third Offense</b> <ul style="list-style-type: none"> <li>10 days OSS and referral to superintendent</li> </ul>
<b>16. Forgery</b> -Falsification on an absence or tardy excuse, note from home, or parent signature	<b>First Offense</b> <ul style="list-style-type: none"> <li>3 detentions</li> </ul> <b>Second Offense</b> <ul style="list-style-type: none"> <li>Saturday Detention or 1 day ISS</li> </ul> <b>Third Offense</b> <ul style="list-style-type: none"> <li>3-5 days OSS</li> </ul>

	<ul style="list-style-type: none"> <li>• Parent conference</li> </ul>
<b>17. Foul language/Inappropriate Gestures/Drawings-</b> Inappropriate language/comments/gestures/drawings will not be tolerated and will be dealt with harshly.	<b>First Offense</b> <ul style="list-style-type: none"> <li>• 1-3 detentions</li> </ul> <b>Second Offense</b> <ul style="list-style-type: none"> <li>• 1-3 days ISS</li> </ul> <b>Third Offense</b> <ul style="list-style-type: none"> <li>• 1-3 days OSS</li> </ul>
<b>18. Harassment/Sexual Harassment</b> - 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: <ul style="list-style-type: none"> <li>• Affects an individual's ability to work in, participate in, or benefit from an educational program or activity; and</li> <li>• Creates an intimidating, threatening, abusive hostile or offensive environment; or</li> <li>• Has the purpose or effect of substantially or unreasonably altering the work or educational environment. (<i>Board Policy/Regulation/Form 1300</i>)</li> </ul> <b>Sexual Harassment</b> 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. 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: <ul style="list-style-type: none"> <li>• sexual advances;</li> <li>• request for sexual favors;</li> <li>• threatening an individual for not agreeing to submit to sexual advancement;</li> <li>• sexually motivated touching of an individual's intimate parts;</li> <li>• coercing, forcing, or attempting to coerce or force the touching of an individual's intimate parts;</li> <li>• display of drawings, graffiti, cartoons, pictures, symbols or other written material of a sexual nature;</li> <li>• sexual gestures;</li> <li>• sexual or dirty jokes;</li> <li>• sexually provocative or explicit speech;</li> <li>• communications about or rating an individual as to his/her body, sexual activity, or performance; and</li> <li>• verbal abuse of a sexual nature.</li> </ul> ( <i>Board Policy/Regulation/Form 1300</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. <b>First Offense</b> <ul style="list-style-type: none"> <li>• 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.</li> <li>• Parents Contacted</li> <li>• Referral to authorities will be made when appropriate.</li> </ul> <b>Second Offense</b> <ul style="list-style-type: none"> <li>• Subsequent offenses will result in more serious consequences up to 180 days OSS or expulsion.</li> <li>• Parents Contacted</li> <li>• Referral to authorities will be made when appropriate.</li> </ul>
<b>19. Horseplay/Rough-housing/Scuffling</b>	<b>First Offense</b> <ul style="list-style-type: none"> <li>• 1-3 detentions</li> </ul> <b>Second Offense</b> <ul style="list-style-type: none"> <li>• 1-3 days ISS</li> </ul> <b>Third Offense</b> <ul style="list-style-type: none"> <li>• Saturday Detention (fighting policy will be followed after 3rd Offense)</li> </ul>
<b>20. Insubordination</b> - Students are expected to demonstrate respect for staff at all times. General insubordination is failure to follow a reasonable request.	<b>First Offense</b> <ul style="list-style-type: none"> <li>• 1-5 detentions</li> </ul> <b>Second Offense</b> <ul style="list-style-type: none"> <li>• 1-3 days ISS</li> </ul>

	<b>Third Offense</b> <ul style="list-style-type: none"> <li>1-5 days OSS</li> </ul>
<b>21. Misbehavior while on school trips/Misconduct while attending Co or Extra-Curricular Activities on any SSD campus.</b> (This would include, but not limited to, HS football and basketball games and any school sponsored field trip.)	<b>First Offense</b> <ul style="list-style-type: none"> <li>1 - 3 days of ISS</li> <li>Possible loss of privilege for remainder of school year</li> <li>Parent notification</li> </ul> <b>Second Offense</b> <ul style="list-style-type: none"> <li>Loss of privilege &amp; 3 - 5 days ISS</li> </ul>
<b>22. Misconduct - General</b> - disobedience, discourteousness, lack of cooperation, failure to bring proper materials to work with, and general attitude of indifference towards staff or students. This also applies to behavior in the lunchroom and during assemblies.	<b>First Offense</b> <ul style="list-style-type: none"> <li>Conference, warning, or 1-3 detentions</li> </ul> <b>Second Offense</b> <ul style="list-style-type: none"> <li>1-3 detentions or Saturday Detention</li> </ul> <b>Third Offense</b> <ul style="list-style-type: none"> <li>1-3 days ISS</li> </ul>
<b>23. Misconduct in ISS</b> - Student is removed from ISS for their behaviors, attitude, or misconduct.	<b>First Offense</b> <ul style="list-style-type: none"> <li>1 day of OSS</li> <li>ISS will be served upon return</li> </ul> <b>Second Offense</b> <ul style="list-style-type: none"> <li>3 day OSS</li> <li>ISS will be served upon return</li> </ul>
<b>24. Nuisance Items</b> - This includes, water guns, trading cards, earbuds, headphones, video games, other electronic devices, and/or anything else deemed educationally non-relevant to school.	<b>First Offense</b> <ul style="list-style-type: none"> <li>Warning</li> <li>Confiscation, not to be returned to the student until principal decides appropriate</li> <li>Parents notified</li> </ul> <b>Second Offense</b> <ul style="list-style-type: none"> <li>Confiscation, items returned to parents</li> <li>1-3 days ISS</li> <li>Parents notified</li> </ul> <b>Third Offense</b> <ul style="list-style-type: none"> <li>1-3 days OSS</li> <li>Parents notified and Conference</li> </ul>
<b>25. Possession, use of, or attendance under the influence of alcohol</b> —A student shall not possess, use, distribute, 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 drug incident. Participation in Drug/Alcohol Counseling upon return from completion of suspension.	<b>First Offense</b> <ul style="list-style-type: none"> <li>10 days OSS, with recommendation for long-term suspension or expulsion</li> <li>Notify of authorities</li> <li>Parent Conference</li> <li>Notify Superintendent</li> <li>Complete Drug/Alcohol counseling upon return.</li> </ul>
<b>26. Possession, use of, or attendance under the influence of controlled substances including Imitation Drugs</b> - A student shall not possess, use, distribute or be under the influence of any illegal or imitation drugs on school grounds or at any school activity or event. This is also extended to drug paraphernalia. Substances presented as any of the above will be treated in the same manner. 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.	<b>First Offense</b> <ul style="list-style-type: none"> <li>10 days OSS and notification of authorities and parent conference</li> <li>Notify superintendent for possible long term suspension.</li> <li>Complete Drug/Alcohol counseling upon return.</li> </ul> <b>Second Offense</b> <ul style="list-style-type: none"> <li>Expulsion (per Safe School Act), notification of authorities, and parent conference</li> </ul>
<b>27. Public Display of Affection-PDA</b> -The physical demonstration of affection for another person while in the view of others. This includes hugging, kissing, hand holding, sitting on laps, etc.	<b>First Offense</b> <ul style="list-style-type: none"> <li>Warning</li> <li>Parent notification</li> </ul> <b>Second Offense</b> <ul style="list-style-type: none"> <li>1-3 detentions</li> <li>Parent notification</li> </ul>

	<b>Third Offense</b> <ul style="list-style-type: none"> <li>• 1 day ISS</li> <li>• Parent notification</li> </ul>
<b>28. Repeated violations of minor rules (10 office referrals or more)</b> 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.	<b>First Offense</b> <ul style="list-style-type: none"> <li>• 1-3 days ISS &amp; parent conference</li> </ul> <b>Second Offense</b> <ul style="list-style-type: none"> <li>• 1-3 days OSS &amp; parent conference</li> </ul> <b>Third Offense</b> <ul style="list-style-type: none"> <li>• 3-5 days OSS with possible referral to superintendent with recommendation for long-term suspension or expulsion</li> </ul> <b>Eleven or more office referrals will result in suspension from school.</b>
<b>29. Sale, purchase, or distribution of controlled substance—</b> 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. 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.	<b>First Offense</b> <ul style="list-style-type: none"> <li>• 10 days OSS with recommendation to superintendent for long-term suspension or expulsion</li> </ul>
<b>30. Sexually Explicit, Vulgar or Violent Material -</b> 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.	<b>First Offense</b> <ul style="list-style-type: none"> <li>• 1-3 days ISS</li> <li>• Parent Contact</li> <li>• Notifications of authorities (when appropriate)</li> </ul> <b>Second Offense</b> <ul style="list-style-type: none"> <li>• 3-5 days OSS</li> <li>• Parent Contact</li> <li>• Notifications of authorities (when appropriate)</li> </ul> <b>Third Offense</b> <ul style="list-style-type: none"> <li>• 10 days OSS with recommendation for long-term suspension.</li> <li>• Parent Contact</li> <li>• Notifications of authorities (when appropriate)</li> </ul>
<b>31. Stealing/Theft—</b> Taking another's property without permission. This includes school issued property such as but not limited to Chromebooks, chargers, etc.	<b>First Offense</b> <ul style="list-style-type: none"> <li>• Return or reimbursement</li> <li>• Conference with parents arranged by student</li> <li>• Detentions or possible suspension or expulsion, depending upon circumstances</li> <li>• Possible notification of appropriate authorities and or the SRO</li> </ul> <b>Second Offense</b> <ul style="list-style-type: none"> <li>• Return or reimbursement</li> <li>• 5 day OSS suspension with authorities notified immediately</li> </ul>
<b>32. Tardy Policy</b> <ul style="list-style-type: none"> <li>• Showing up to school late (after 15 minutes) will still count as a Tardy.</li> </ul>	<b>1<sup>st</sup>:</b> Verbal warning from teacher <b>2<sup>nd</sup>:</b> Verbal warning & conference w/teacher <b>3<sup>rd</sup>:</b> Teacher detention-30 minutes <b>4<sup>th</sup>:</b> Admin detention-60 minutes <b>5<sup>th</sup>:</b> Referral to the office resulting in 1 day ISS <b>6<sup>th</sup> offense &amp; after:</b> 1-3 days of ISS and parent conference mandated for each reoccurring offense
<b>33. Threatening a Student/Staff Member</b>	<b>First Offense</b> <ul style="list-style-type: none"> <li>• 1-10 days OSS</li> </ul> <b>Second Offense</b> <ul style="list-style-type: none"> <li>• 10 days OSS with recommendation to superintendent</li> </ul>



<b>34. Threatening a Student</b>	<b>First Offense</b> <ul style="list-style-type: none"> <li>1-10 days OSS</li> </ul> <b>Second Offense</b> <ul style="list-style-type: none"> <li>10 days OSS with recommendation to superintendent.</li> </ul>
<b>35. Threatening to bring a weapon to school - Threat</b> Assessment will be conducted in all cases. Authorities will be called to help conduct the investigation.	<b>First Offense</b> <ul style="list-style-type: none"> <li>1-10 days OSS with recommendation for long-term suspension</li> <li>Educational Placement will be reviewed</li> </ul> <b>Second Offense</b> <ul style="list-style-type: none"> <li>Long-term suspension/Expulsion</li> </ul>
<b>36. Tobacco-Possession, distribution or use of tobacco products</b> including E-cigarettes, juling, and vaping paraphernalia in building or on school grounds. The School Resource Officer may be called to aid or consult on any tobacco incident. Participation in Drug/Alcohol Counseling upon return from completion of suspension.	<b>First Offense</b> <ul style="list-style-type: none"> <li>3 days ISS</li> <li>Parents notified</li> </ul> <b>Second Offense</b> <ul style="list-style-type: none"> <li>1-3 days OSS</li> <li>Parent conference</li> <li>Complete Drug/Alcohol counseling upon return.</li> </ul>
<b>37. Truancy - Any time a student is not where they are supposed to be.</b> This includes skipping a class even though students remain in the building and/or leaving the campus without permission or authorization from the office.	<b>First Offense</b> <ul style="list-style-type: none"> <li>Make up time missed in detentions or ISS</li> <li>Parents notified</li> </ul> <b>Second Offense</b> <ul style="list-style-type: none"> <li>1-2 days ISS</li> <li>Parent conference</li> </ul> <b>Third Offense</b> <ul style="list-style-type: none"> <li>3-5 days ISS</li> <li>Parent conference</li> </ul>
<b>38. Vandalism/Property Damage-Defacing school or individual property</b> by writing, scratching, carving, graffiti, etc.	<b>First Offense</b> <ul style="list-style-type: none"> <li>Student charged cost of repair or replacement of property</li> <li>1 day ISS or OSS until paid</li> </ul> <b>Second Offense</b> <ul style="list-style-type: none"> <li>Restitution</li> <li>3-5 days ISS or OSS until paid</li> </ul> <b>Third Offense</b> <ul style="list-style-type: none"> <li>Restitution</li> <li>5- 10 days OSS</li> </ul>
<b>39. Weapons - Possession or use of any item that is ordinarily considered a weapon (guns, knives, etc.) is forbidden on school property.</b>	<b>Possession of a Weapon</b> <b>First Offense</b> <ul style="list-style-type: none"> <li>Immediate 10-day suspension and parent conference to determine future status of the student</li> <li>Referral to the proper authorities</li> <li>The Superintendent of Schools will recommend long term suspension.</li> </ul> <b>Second Offense</b> <ul style="list-style-type: none"> <li>Recommendation for long-term suspension or expulsion and referral to proper authorities</li> </ul> <b>Use of a Weapon</b> <b>First Offense</b> <ul style="list-style-type: none"> <li>10-day suspension immediately with recommendation for long-term suspension of up to 1 year or expulsion</li> <li>Referral to proper authorities</li> </ul>

**\*\*\* At the principals' discretion, the consequence may be increased due to the severity of the misbehavior. \*\*\***

### **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. 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.

#### **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.

### **Definition of Student Consequences**

#### **Detentions**

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:

#### **Teacher Detention**

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 or she is to report to the designated room promptly with school materials prepared to study. Failure to report to a teacher's detention hall may result in the detention being doubled or a stronger disciplinary action. Detentions may be served before school, after school, or during a student's lunch/advisory time. This choice will be at the discretion of the teacher issuing the detention along with parental input when necessary.

#### **Administrative Detentions**

Detentions assigned from the office will be **one hour** in length. Failure to serve detentions will result in detentions being doubled, ISS, or Saturday detention. Students will have 24-hour notice prior to serving their detentions.

#### **Saturday Detention**

A student, for discipline reasons, may be assigned a Saturday Detention that will be served promptly from 8:00 a.m. to 12:00. The student must have appropriate study materials for that period of time. In case of bad weather, listen to KTUI Radio--102.1. Students who do not serve Saturday Detention may face having additional discipline that may result in Saturday detentions doubled or possible suspension.

#### **In-School Suspension (ISS)**

In-School Suspension is held at Sullivan Middle School. Students are to report to the Middle School before 8:00 a.m. with books and supplies for all classes. Assignments will be sent to in-school suspension by the classroom teachers. Misconduct in in-school suspension will result in out-of-school suspension.

### **Out of School Suspension (OSS)**

Students are not permitted on school grounds or attend school activities while suspended. Students may complete classwork/homework but only credit will be given on summative assessments. In the event of a Long-term suspension (over 10 days) which includes the last day of the school year, will also apply to summer school. Summer school is a privileged extension of the school year, and if a student ends the year on a long-term suspension they are not eligible to attend.

**Note:** Any pupil who is guilty of habitual truancy, violent opposition to authority, repetition of an offense after being corrected, habitual and determined neglect of duty, or whose general behavior and bad example tend to injure the school and fellow pupils may be suspended by the principal.

- Suspension may follow any offense, depending upon the particular circumstances involved. Parents will be informed by telephone or mail regarding the questionable behavior of the pupil.
- In-School Suspension and/or Saturday Detention may be used at the discretion of the administration.

### **BUS REGULATIONS**

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.

*(Board Regulation 2652)*

**Students will be held responsible for the following regulations:**

1.	Pupils must obey the driver. The driver may <ol style="list-style-type: none"><li><b>assign students to specific seats for any length of time they deem necessary.</b></li><li>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.</li></ol>
2.	Pupils must follow bus stop rules: <ol style="list-style-type: none"><li>Pupils must be on time to the bus stop. The bus cannot wait.</li><li>Pupils will only be picked up and let off at their regular scheduled bus stop.</li><li>Pupils may be let off the bus at a stop other than their own with written permission from a parent and an approved bus pass from the office.</li><li>The bus route will not be altered to make non-scheduled stops.</li><li>Pupils will stand away from the roadway until the bus has come to a complete stop.</li><li><b>Pupils creating discipline problems at the bus stop may be removed from the bus.</b></li></ol>
3.	Students will be expected to adhere to the following rules while on the bus: <ol style="list-style-type: none"><li>Unnecessary conversation with the driver is prohibited.</li><li>Except for ordinary conversation, classroom conduct is to be observed on the bus.</li><li>Pupils must not at any time extend arms or head out of the bus window.</li><li><b>Pupils must not throw items out of the bus windows.</b></li><li>Items or materials that could cause damage or harm will not be permitted on the bus. The bus driver may refuse items at the bus stop.</li><li><b>Alcohol or controlled substances will not be permitted on the bus.</b></li><li><b>The use of tobacco in any form will not be permitted on the bus.</b></li><li><b>Profane and/or disrespectful language will not be tolerated on the bus.</b></li><li>Food and beverage will not be permitted on the bus.</li></ol>
4.	A student not assigned will not be permitted on a bus without written permission from a parent and an approved bus pass from the office.
5.	<b>The student will pay for property damage to the bus.</b>
6.	<b>Scuffling and fighting will not be tolerated on the bus.</b>

**Disciplinary Measures (Middle School and High School only)**

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 principal.

*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	Major Offenses
Out of seat	Dangerous acts
Littering	Obscenities
Disturbances	<b>Assault*</b>
Not in assigned seat	Disrespect/defiance
Excessive noise	Smoking
Food or drink consumption	Water guns
Skateboards	Vandalism
Cell Phones	Fighting
	Spitting

**Penalties for major offenses:**

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

**Penalties for minor offenses:**

1 <sup>st</sup> offense:	Warning letter and/or regular discipline policy
2 <sup>nd</sup> offense:	Warning letter and/or detention and/or regular discipline policy
3 <sup>rd</sup> offense:	1-3 day bus suspension and/or regular discipline policy
4 <sup>th</sup> offense:	1-10 day bus suspension and/or regular discipline policy
5 <sup>th</sup> offense:	11-44 day bus suspension and/or regular discipline policy
6 <sup>th</sup> offense:	45-90 day bus suspension and/or regular discipline policy
7 <sup>th</sup> 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 principal.

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 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](mailto: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 7/25/202*

**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](mailto: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 grievants receive 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

**Form C1425**

**GENERAL ADMINISTRATION**  
**School Community Relations**  
**School Volunteers**

**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 programs<sup>1</sup> that are administered by the Missouri Department of Elementary and Secondary Education (the Department) under the Every Student Succeeds Act of 2015 (ESSA)<sup>2</sup>

<b>Missouri Department of Elementary and Secondary Education Complaint Procedures for ESSA Programs Table of Contents</b>	
<b>General Information</b> 1. What is a complaint under ESSA? 2. Who may file a complaint? 3. How can a complaint be filed?	
<b>Complaints filed with LEA</b> 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)?	<b>Complaints filed with the Department</b> 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?
<b>Appeals</b> 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.

<sup>1</sup> Programs include Title I, A, B, C, D, Title II, Title III, Title IV.A, Title V

<sup>2</sup> 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.

**INSTRUCTIONAL SERVICES**  
**Libraries, Media and Technology Services**  
**Technology Acceptable Use**

**Form 6320.2**

**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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*Approved by Sullivan School District Board of Education September 17, 2018*

Sullivan School District  
2023 - 2024  
Transportation Application

SCHOOL NAME: \_\_\_\_\_ GRADE: \_\_\_\_\_

STUDENT'S NAME: \_\_\_\_\_

IS BUS TRANSPORTATION REQUIRED DURING THE 2023 - 2024 SCHOOL YEAR?  
\_\_\_\_\_ YES \_\_\_\_\_ NO

**IF YES, PLEASE COMPLETE THE REST OF THE APPLICATION.**

**AM PRIMARY ADDRESS:** \_\_\_\_\_

CITY: \_\_\_\_\_, MO ZIP CODE: \_\_\_\_\_

**AM SECONDARY ADDRESS:** \_\_\_\_\_

CITY: \_\_\_\_\_, MO ZIP CODE: \_\_\_\_\_

**PM PRIMARY ADDRESS:** \_\_\_\_\_

CITY: \_\_\_\_\_, MO ZIP CODE: \_\_\_\_\_

**PM SECONDARY ADDRESS:** \_\_\_\_\_

CITY: \_\_\_\_\_, MO ZIP CODE: \_\_\_\_\_

**(THESE ARE THE ONLY ADDRESSES THE SCHOOL DISTRICT WILL DROP OFF/PICK UP YOUR CHILD. ANY CHANGES MUST BE MADE 24 HOURS IN ADVANCE, WITH THE OFFICE AT YOUR CHILD'S SCHOOL BUILDING.)**

TELEPHONE NUMBER: \_\_\_\_\_

EMERGENCY NUMBER: \_\_\_\_\_

1. PARENT/GUARDIAN NAME: \_\_\_\_\_
2. PARENT/GUARDIAN NAME: \_\_\_\_\_
3. OTHER SUPERVISING ADULT: \_\_\_\_\_

SPECIAL NEEDS/CONSIDERATIONS:



# **STUDENT HANDBOOK**

## **SULLIVAN MIDDLE SCHOOL**

### **2023-2024**

**STUDENTS & PARENTS MUST REVIEW THIS HANDBOOK TOGETHER AND UNDERSTAND ITS CONTENTS. AFTER DOING SO, EACH STUDENT MUST RETURN THIS FORM WITH PARENT SIGNATURES TO THEIR ADVISOR. THANK YOU FOR YOUR COOPERATION.**

**MY CHILD, \_\_\_\_\_, AND I HAVE REVIEWED AND UNDERSTAND THE STUDENT HANDBOOK FOR THE 2023 - 2024 SCHOOL YEAR.**

**STUDENT'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_**

**STUDENT'S EMAIL ADDRESS \_\_\_\_\_**

**PARENT'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_**

**PARENT'S EMAIL ADDRESS \_\_\_\_\_**

**LEAD TEACHER SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_**