



Sullivan Elementary School

23-24 Student Handbook

104 West Washington
Sullivan, MO 63080
573.468.5171 x 3000



Dr. Jana Thornsberry
Superintendent

Mrs. Victoria McCulloch
Principal

Mrs. Tara Doyle
Assistant Principal

Welcome to the 2023-24 school year at Sullivan Elementary!

The Sullivan Elementary staff is excited to work together with you and your child this school year! Our vision is to create a safe, positive place to learn and grow. We believe student success is a result of high expectations of parents, community, and staff.

An effective and positive educational setting is one where the home, school, and community work together. We strongly encourage and welcome parent involvement. Communicating with your child's teacher, attending school functions, and modeling an excitement for learning will help to ensure your child's success. You, as the parent, are a valuable component of your child's education!

The pages of the handbook are filled with important information regarding school policy, regulations, and procedures. Please take the time to review the contents with your child. If you have questions after reading the handbook, please contact the school office.

All of us at SES are excited about kids and learning! Please let us know how we can help you

Victoria McCulloch
Principal

Tara Doyle
Assistant Principal

Sullivan School District Directory

Elementary School, Mrs. Victoria McCulloch , Principal	468-5171x3000
Primary School, Mrs. Megen Booker, Principal	468-5171x4000
Middle School, Mr. Patrick Burke, Principal	468-5171x2000
High School, Mr. Jason Merkel, Principal	468-5171x1000
Central Office	468-5171x6000
Dr. Jana Thornsberry, Superintendent	
Mrs. Cindy Carey, Assistant Superintendent of CIA	
Mr. Doug Cuneio, Assistant Superintendent of Student Services	
Director of Special Services, Mrs. Cheryl Garbs	468-5171x6105
School-Based Social Worker, Mrs. Tiffany Redd	468-5171x2048
Transportation Director, Mr. Ben Hampton, Bus Garage	468-5171x7100

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.

Arrival and Dismissal Information

School hours are from 7:50 a.m. until 2:50 p.m. each day. Please have your child at school no later than 7:50 a.m. each day. Children will be counted tardy after 8:00 a.m. Children should **NOT** arrive earlier than 7:25 a.m. or remain on campus later than 2:50 p.m. unless they are participating in a supervised activity. **School doors will not be unlocked until 7:25 a.m. each school day.** Supervision is not available for students who arrive before 7:25 a.m. or remain later than 2:50 p.m. The above procedures are designed for the safety and well-being of your children.

Elementary office hours are 7:30 - 3:30, Monday-Friday. The office phone number is 468-5171 x3000.

Please note the following transportation department policy: **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.**

Before School

Students eating breakfast in the morning should report immediately to the cafeteria. If they do not eat breakfast at school, they should report to their designated area.

After School

It is very important that you make arrangements for what your child will do after school before your child leaves home in the morning. Please write a note to the teacher if there is a change from your child's normal routine. In the case of an unforeseen change of plans, **please call the SES office before 12:00 p.m. (noon)** so that accurate instructions may be given to your child. If you arrive to pick up your child and he/she has already boarded the school bus, please don't go on the school bus to get your child. If you need your child to get off the bus, tell one of the principals, and they will radio the bus driver. You may be required to provide identification. Please help us to prevent the risk of serious injury by carefully adhering to all rules of traffic safety:

Morning drop off procedure

1. **All students should be dropped off at the arch in the right lane only.** Please do not drop students off in the middle of the street or left lane as they will have to cross in front of traffic. Please do not double park in an attempt to speed up the process as this further puts children in danger. Please remain in your vehicle and do not leave it unattended otherwise you will block traffic for other people trying to drop off. Only drop off students when you are in the right lane next to the sidewalk. **DO NOT PARK IN THE BUS LOADING ZONE or DRIVE THROUGH THE BUS LANE in the morning.**
2. Please **DO NOT DROP OFF OR PICK UP CHILDREN AT THE SIDE GRAVEL PARKING LOT.** There are cars pulling into the lot making this unsafe for your child. This rule is intended to prevent serious injury and to ensure the safety of all students.
3. Bicycles may be ridden to school by students and parked in the proper place.
4. Skateboards are prohibited on school grounds due to safety issues with the parking lot & traffic.

Afternoon Pick-Up Procedure

Each family will be given a set of window cards with the name of the student printed on it. The person picking up a student will need to have this card visible when they arrive at school to pick up a child. If someone is picking up more than one child, they will need to have their card also. If the person does not have the identifying window card, they will need to park in our main parking lot and enter the building to check out the student through the office. The person will need to provide identifying information such as a driver's license to pick up the child.

Student pick-ups will occur in the school bus lane after the buses have been dismissed. Parents will need to line up along S. Church Street and the east side of Grigsby Street (between First Baptist Church and the Elementary) and then enter the bus lane at the rear of the building just south of S. Church Street. **(Please do not block roadways or intersections. City ordinance does not allow parking within fifteen feet of an intersection corner.)** No vehicle will be allowed in the bus lane until all buses have arrived at school. After bus arrival, cars will begin to line up in the bus lane and stay behind all buses. When buses are dismissed, the pick-up vehicles will be directed to proceed forward around the building until they reach the front building entry. Please be courteous and take turns pulling toward the front of the building. We will have adults stationed identifying cars by the child's name and the child(ren) will be called forward to get in the vehicle as long as the window card is visible.

Students who are walking will be held in the gym until **3:00 pm**.

School Access

All elementary school doors will be locked during school hours. Entry will require pushing a monitor button located outside the front doors and notifying the office of your reason for entrance. If you will be visiting anywhere in the elementary, you will be asked to provide your driver's license which will be scanned via the Visitor Management System through Raptor Technologies. At that time, a visitor badge will be created to be worn during your entire visit at the elementary whether it be as a volunteer, parent/teacher conference, eating lunch with your child, or chaperoning a field trip. Teachers have been instructed not to release students to anyone without consent from the office. Thank you for your cooperation in this matter and helping to keep our students safe.

Early Sign-Out

If you need to take your child from school during the school day, he or she must be signed out in the office. Teachers are instructed not to release a student unless the office calls for him/her. This is for the safety of all students. ***(Refer to Sullivan School District Board Policy and Regulation 2330 found on the district website.)***

ATTENDANCE POLICIES & PROCEDURES

Attendance

Per District Policy 2310, the Board of Education believes that regular attendance is essential to achieving success in school. It is the philosophy of the Sullivan School District that each student is in attendance 90% of the school year. **If your student falls below 90%, this may have a detrimental effect upon academic progress and may be one factor considered in promotion/retention decisions.**

Letters will be sent home monthly to parents after a student misses four school days or more. When a student is absent, the school should be notified by phone or a note from the parent or guardian. This allows the district to track reasons for absences and allows for accurate reporting.

Excessive absences

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.

Tardies

Children are tardy if they arrive after 8:00 a.m. Parents bringing their child to school later are required to come into the office and sign in the child in order for the child to go to class. Please make sure your child is on time so they may begin learning with the rest of the class. **If your child is tardy twice in one week, he/she will serve**

an after school detention in the office until 3:30. A parent conference will be required for excessive tardies.

Make-Up Work After Absences

When a student returns to school after an absence, he/she 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 to make up all work. Students may make up all work or complete a substitute assignment for what they missed in class.

Prior Approval Form

It is recognized by Sullivan Elementary staff and administration that occasionally families must vacation during the school year. When a student is anticipating a vacation during the school year, a parent or guardian should pick up a vacation leave form at the office, complete, and return it before the vacation begins. Upon approval, students will be allowed to make up assignments or do teacher approved assignments. Missed days will count against the student according to the attendance policy.

Communication

Report Cards

Parents are encouraged to communicate regularly with their child's teacher. Regular communication between home and school is the best way to help ensure your child's academic and social success. Conferences may be requested by note, phone, or email. An appointment may be set up before or after school or during the teacher's planning time. Scheduled days are set aside for conferences in October and March, but a conference may take place at any time by parent request. Report cards are issued at the end of each quarter and mid-quarter progress reports are also sent home each quarter. Report cards will reflect standards-based grading in English Language Arts, mathematics, science and social studies for 3rd, 4th, and 5th grade students.

What is standards based grading? Standards-based grading communicates how students are performing on a set of clearly defined learning targets called standards. The purpose of standards-based grading is to identify what a student knows, or is able to do, in relation to pre-established learning targets as opposed to simply averaging grades/scores over the course of a grading period.

How does standards-based grading differ from traditional grading? Unlike traditional grading systems, a standards-based grading system measures a student's mastery of grade-level standards by prioritizing the most recent, consistent level of performance. A student who may have struggled at the beginning of a course, when first encountering new material, may still be able to demonstrate mastery of key content/concepts by the end of the grading period.

In a traditional grading system, a student's performance for an entire quarter is averaged together. Early scores that were low would be averaged together with more proficient performance later in the course, resulting in a lower overall grade than current performance indicates.

Immunizations

It is unlawful for any student to attend school unless he/she has been immunized as required under the rules and regulations of the Department of Health and can provide satisfactory evidence of such immunizations. Children in non-compliance will be prohibited from enrolling in or attending school. It is unlawful for a parent or guardian to refuse or neglect to have the child immunized as required by this policy, unless the child is properly exempted. ***(Refer to Sullivan School District Board Policy and Regulation 2850 found on the district website.)***

Medication

Sullivan's school staff is prohibited from providing or administering any medication, including aspirin, to any student.

Students needing occasional medications such as penicillin, etc., for colds, earaches, and sore throats are to take these medications at home if possible. Board of Education policy states that the giving of medicine to students during school hours be discouraged and restricted to medication that cannot be given on an alternative schedule. However, if medicine must be taken at school, it should be delivered to the nurse by the parent in the original prescription bottle.

You can assist your school nurse by:

- Keeping home students who are running a fever, vomiting and /or seem too ill to benefit from the school program.
- Sharing any medical information that might affect your student's performance at school in any way.
- Notifying her of immunization boosters and the results of physical and dental exams.
- Notifying her of any change in the information on the student's Emergency Card (phone number, business phone, address, or emergency contact person).
- If your child misses school for being sick in the morning on party day, please keep him/her home the rest of the day. ***(Refer to Sullivan School District Board Policy and Regulation 2870 found on the district website.)***

Head Lice

Sullivan School District has a **NO live lice** policy. Children will be screened at school if lice are suspected or as a result of a reported case.

- The screening activities will be at the discretion of the school nurse and general classroom screenings are not recommended.
- Families will be notified by school personnel the same day their child has been identified with head lice.
- Other students in the classroom will not be notified unless there are multiple cases in the classroom.
- Treatment for head lice will be done at home.
- Children will be checked by the nurse when returning to school. (This is kept confidential).

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.)**

General School Procedures

Bullying Prevention

Board Policy 2655 states: The District is committed to maintaining a learning and working environment free of any form of bullying or intimidation by students toward District personnel or students on school grounds or school time, at school sponsored activities, or in a school related context. Bullying is the intentional action by an individual or group of individuals to inflict physical, emotional, or mental suffering on another individual or group of individuals.

Bullying occurs when a student:

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

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

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

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

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

Cell Phones

Cell phones are **not to be seen nor used during the school day**. Cell phones that are in the building during the school day **must be turned off**. They must **remain in the child's backpack or book bag**. If seen or heard, cell phones will be confiscated. Parents/Guardians will be notified to pick up the cell phone.

Change in Student Information

It is very important that the **school office be notified immediately of a change of address; telephone number; or a change in emergency contact information** during the academic school year. It is necessary that we have some way to contact parents during the school day. In addition, should there be a change in custody, please notify the principal.

Check Writing Policy

- Checks must be pre-printed with name, address, and phone number.
- Checks must include the driver's license number of the signee.
- Checks should be made out to Sullivan Elementary School.
- We CANNOT accept checks written for a different amount or with scratched out information.
- Returned check fee is \$10 per check. A second offense will result in a cash only basis with the school for the remainder of the school year.
- Please write the student's name and the reason for payment in the "comments" section of the check.

Child Abuse or Neglect

Should a child be suspected of abuse or neglect, it is the responsibility of the observer to contact the child abuse counselor. The number is toll free and is 1-800-392-3738.

Classroom Parties and Special Treats

Sometimes individual children wish to provide classroom birthday treats. Arrangements for such treats should be made in advance with the classroom teacher.

In order to maintain the health of students, food and drink brought to school for parties and activities must meet the following requirements:

1. Food or drink items are to be commercially prepared and packaged. Commercial bakery foods, such as cookies, cakes, pies, donuts, or cupcakes that are pre-packaged in containers at the bakery are acceptable. Plastic gloves must be used at any time food is being distributed to students.
2. Drinks may be canned/bottled drinks that are poured into cups at school. Powdered drinks may be mixed at school and poured into cups.

Closings

Unscheduled school closings will be announced through the following:

- **Telephone** -- Our district uses School Messenger to provide emergency broadcasts and parental outreach.
- **Radio** -- 1560 AM, 102.1 FM, 1220 AM, 101.7 FM, 1490 AM, and 105.3 FM
- **Television** -- Channels 2, 4, and 5

Parents should plan in advance what their child should do if school must dismiss early. **If at all possible, please do not call the school for cancellations or early dismissals since school phones are extremely busy at this time.**

Confidentiality

Any information received by a school district employee relating to the conduct of a student shall be received in confidence and used for the limited purpose of assuring that good order and discipline is maintained in the schools. **(Refer to Sullivan School District Board Policy and Regulation 2520 found on the district website.)**

Conscious Discipline

Conscious Discipline is a leader in brain-based, social-emotional learning that builds resilience in children, families, educators, and schools. Sullivan Elementary School staff and students utilize everyday events to cultivate emotional intelligence through a self-regulation program that integrates social-emotional learning and self-discipline.

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, well-groomed and wear clothes that are in good taste.

1. Hats, scarves, or bandanas 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, or shorts that do not provide ample coverage will not be permitted. (The fingertip rule applies, with the student standing and arms at the side, the garment should fall beyond the student's fingertips.)

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*)

Corporal Punishment (Prohibited)

No person employed by or volunteering on behalf of the Sullivan School District shall administer or cause to be administered corporal punishment upon a student attending district schools. (***Refer to Sullivan School District Board Policy and Regulation 2670 found on the district website.***)

Daily Work and Homework Completion

A large factor in student success is being prepared and having work completed. Our staff is committed to providing our students with the support they need in order to complete assignments each day. Students are frequently given time in class to complete work, however, some work is expected to be done at home.

Learning at home is an essential part of a balanced education. Homework is important to enhance student learning and gives pupils the opportunity to practice at home the skills learned in class. It also helps children become confident and independent learners which will help throughout their time at school and in adult life.

Along with homework, students are encouraged to read at least 20 minutes each night. There is a strong correlation between a child's ability to read and academic performance.

Possible consequences for Incomplete Work

Late homework or incomplete work

- A recess/lunch/after school detention to complete the late or incomplete work
- Before or after school tutoring
- Saturday School

Fire/Tornado/Disaster/Intruder Drills

Every precaution is taken to ensure the safety of your child during normal school hours. Periodically, we practice fire, tornado, earthquake, and intruder drills to make certain students learn proper safety procedures and adhere to all safety guidelines.

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)**

Initiatives

Character Education

Character education has truly become woven into the fiber of our everyday school activities. Our efforts will be focused on making a character connection between grade levels, activities, families, and the larger community.

Our building focuses on responsibility, cooperation, honesty, and respect to foster a climate that builds cooperative relationships and nurtures responsibility, kindness, and good judgment as the basis for building a successful community of learners.

Leader in Me®

Leader in Me® is a whole-school model that empowers students with the leadership and life skills they need to thrive in the 21st century. It is based on principles and practices of personal, interpersonal and organizational effectiveness, and upon the powerful premise that every child possesses unique strengths and has the ability to be a leader.

Leader in Me helps students learn how to become self-reliant, take initiative, plan ahead, set and track goals, prioritize their time, manage their emotions, be considerate of others, express their viewpoint persuasively, resolve conflicts, find creative solutions, value differences, and live a balanced life. The process helps students develop the skills and self-confidence they need to lead their lives and succeed in school and beyond.

Positive Behavior Support (PBS)

PBS is an approach for teaching children appropriate behavior and providing the support necessary to sustain that behavior. The goal of PBS is to reduce challenging student behavior through a proactive, positive, and consistent manner across all school settings and improving academic achievement and social competence. The key components of PBS are to teach children to respect themselves, others, and property by setting the same expectations and using the same terminology across all school settings.

Internet Usage

The Board of Education recognizes that it is important for students to have access to electronic-based research tools and to master skills for their application to learning, problem solving, production of work, and presentation of information. The Board also recognizes that while these resources represent extraordinary learning opportunities and enriching educational materials, they also offer persons with illegal, immoral, or inappropriate avenues for reaching students, teachers, staff, parents/guardians, and members of the community. Additionally, these resources present tempting opportunities for users to explore areas that are either confidential, have restricted access, are inappropriate, or are disruptive to the classroom or workplace. It is the purpose of District policy and regulations to outline acceptable student and employee behavior with respect to use of District technology and electronic resources. **A Chromebook and Technology Use Agreement must be signed by the student and parent** and returned to the office in order for the student to have a Chromebook assigned to them and to be allowed access to school district technology. The Sullivan School District Elementary School Chromebook Policy Parent/Student Handbook contains details including, but not limited to, **information about estimated repair/replacement costs which students/families will be responsible for along with the Agreement form.** *(Refer to Sullivan School District Board Policy and*

Regulation 6320 found on the district website.)

Library Media Center

Students are encouraged to use the library at school. The library is open each morning before school at 7:30 a.m. for overdue book exchange and reading time. Students are responsible for the books they check out and must pay for all lost books. Please help your child care for his/her books and return them on or before the assigned library day.

Parents as Teachers

This program is a free program for everyone. It serves families that have children from birth to three years of age. For information call 468-5171 x4305.

Promotion/Retention

Retention may be considered when, in the judgment of the professional staff, it is in the best educational interest of the student involved. Parents/Guardians will receive prior notification and explanation concerning the retention. However, the final decision will rest with the school administration. ***(Sullivan District Board Policy PR2520)***

Retaining a student is a very important decision that is not determined by one criterion. Students that are reading more than one grade level below their grade level are candidates for possible retention. Other criteria used to make this determination are as follows:

- Poor academic achievement in subject areas, especially attainment of grade level objectives, as determined by tests, teacher assignments, and work samples
- Lack of educational progress
- Chronological age
- Study habits
- Attendance record
- Social and emotional maturity

Students whose reading level is deficient will have the option of summer school remediation or after school tutoring programs to make up the deficit. *(The reading retention law does not apply to special education students on an Individual Educational Plan.)*

Reading Levels and State-Mandated Retention

Third Grade Students

Third grade students who cannot demonstrate a reading level at or above the third grade level will be administered a reading assessment within forty-five (45) days of the end of their third grade year. If this assessment reflects that the student is reading below the second grade level, the District will design and implement a reading improvement plan for the student's fourth grade year. The reading improvement plan must include a minimum of thirty (30) hours of additional reading instruction or practice outside the regular school day during the fourth grade year. In addition, the District may require the student to attend summer school for reading instruction as a condition of promotion to the fourth grade.

Fourth Grade Students with Reading Improvement Plans

Within forty-five (45) days of the conclusion of the fourth grade year, the District shall administer another reading assessment to those fourth grade students for whom reading improvement plans had been designed. If this assessment reveals that the student is reading below a third grade level, the student shall be required to attend summer school to receive supplemental reading instruction. At the conclusion of summer school, the student shall be given another reading assessment. If the student is still reading below third grade level, the student shall not be promoted to fifth grade.

Students shall not be retained more than once on the basis of their inability to satisfy the third grade or fourth grade reading standards. However, the District may, at its discretion, retain any student with a reading improvement plan who has not completed summer school for supplemental reading instruction.

Fifth and Sixth Grade Students

The reading assessment process shall be repeated on a yearly basis through the end of students' sixth grade years, accompanied by a corresponding increase in the required reading level. The reading assessment process will also be applied to students who initially enter the District in grades four, five, or six and who have been determined to be reading below grade level.

The permanent record of students who are determined to be reading below the fifth grade level at the end of the sixth grade shall carry a notation stating that the student has been unable to meet the minimal reading standards. That notation will be removed from the student's record once the District determines that he or she has met the standards.

Exceptions

The following students are exempt from the reading assessments:

- Students receiving special education services under an Individualized Education Program (IEP) pursuant to §162.670, RSMo.
- Students who are receiving special education services pursuant to Section 504 whose service plan includes an element addressing reading.
- Students who have limited English proficiency.
- Students who have insufficient cognitive ability to meet the reading requirements. However, a reading improvement plan shall be provided for these students in accordance with law.

Recess

Students may not be excused from going outdoors for recess unless there is an acceptable reason, such as illness or injury. When playground or weather conditions make it necessary to stay indoors, all students have a supervised inside recess. Since students are expected to go outside for recess, unless excused, they should wear clothes suitable for the weather. Warm winter coats, caps, and gloves are needed for cold days. As a guideline, if the temperature and/or wind chill is below 20 degrees F, we will have indoor recess.

Retention Decisions Appeal

Parents/guardians who wish to appeal a decision regarding a student's retention must first contact the building principal. If parents/guardians do not accept the decision at the building level, an appeal may be made in writing to the Superintendent. All appeals must be requested within two (2) weeks after the close of school.

School Meals

Nutritious breakfasts and lunches are provided by Opaa! Food Management and are available each day at the elementary school. Menus and nutrition information can be found at <http://www.sullivan eagles.org/food-services> or by downloading the Opaa mobile menu app at menus.opaafood.com. **Students with lunch and breakfast accounts that reflect a negative balance greater than \$10.00 will receive an alternative lunch. No charges will be allowed for à la carte foods and beverages.** On May 15 annually all charging will be cut off. All charges not paid before the end of the school year will be carried forward into the next school year. Free and reduced lunch applications will be sent home with every student at the beginning of the year and are available in the school office. Please take advantage of this opportunity.

Meal prices: \$2.60 for lunch, \$1.95 for breakfast, 60 cents for milk. Reduced price meals are 50 cents for lunch and 40 cents for breakfast. (Board Policy 5550)

School Resource Officer

SES has a School Resource Officer on staff and in attendance each school day as well as present for after-school activities. The SRO also coordinates the D.A.R.E. Program for our fifth grade students. D.A.R.E. is a program that teaches drug prevention and awareness. The School Resource Officer can be contacted through the school office: (Board Policy 2641)

Smoke-Free School Buildings and Property

Smoking is prohibited in the buildings or on school property. This action was taken to not only protect the health of employees, children, and patrons, but also to provide modeling for young people.

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. ***(Refer to Sullivan School District Board Policy 2840 found on the district website.)***

Statewide Assessments

All students will participate in statewide assessments. The administration will annually develop an assessment schedule for the current school year. The testing schedule will list the assessment instrument to be administered and the students who will be administered each test or assessment instrument. This policy and the assessment schedule will be given to each student as well as their parent/guardian at the beginning of each school year. In addition, a copy of this policy and the assessment schedule will be available to the public in the District office during normal business hours. ***(Refer to Sullivan School District Board Policy and Regulation 6440 found on the district website.)***

Student Textbook Usage

Textbook and library books are to be treated with respect by the students, used wisely, are for, and returned in good condition when the assignment or course is concluded. The student to whom a textbook or library book is issued will be held responsible for its return in good condition. A reasonable system of fines, penalties, or methods of repayment for a fair value of the book is to be developed. No student is to be penalized if the book is lost because of factors beyond his/her control. ***(Refer to Sullivan School District Board Policy and Regulation 6231 found on the District website)***

Discipline

Maintaining sound discipline and dealing with discipline problems are one of the most important aspects of teaching and school administration. Unless students are well behaved and motivated, little learning will take place in the classroom. Rude, disruptive, or harmful behavior will not be tolerated. Each student is responsible for his/her behavior. When behaviors demonstrated by a child are such as to cause harm to another person or interfere with the instructional process, steps will be taken to develop new and more productive behaviors.

When student misconduct warrants an office referral, the principal will review all facts pertaining to the misconduct and administer the appropriate discipline. That discipline should be consistent within the building and serve to ensure a safe and secure school setting for all students and staff. Consideration will be given to the seriousness of the inappropriate behavior, the intensity and duration of the behavior, and the frequency of referrals for this or similar inappropriate behaviors. The administrator may use any of the appropriate consequences in the appropriate order or combination taking into consideration the child's age, grade, and other extenuating circumstances. A parent will be notified by a phone call or a letter sent home notifying them of their child's behavior. **In some cases, a parent may be asked to come to school immediately for a conference. If you have any questions/concerns regarding your child's behavior, please contact your child's teacher before contacting the principal.** ***(Refer to Sullivan School District Board Policy and Regulation 2610 found on the district website.)***

Long-term suspensions (over ten days) that include the last day of the school year will also apply to

summer school. Summer school is a privileged extension of the school year. If a student ends the year on a long-term suspension, they are not eligible to attend summer school.

Student attendance on field trips is a privilege. Students who exhibit rude, disrespectful, disruptive, harmful, or inappropriate behavior during the school year, or have 4 or more office referrals, may not be allowed to attend the field trip.

Teacher Assigned Discipline Procedure

Classroom teachers will implement appropriate consequences for minor infractions of the school expectations. Teachers may assign consequences to occur during the school day or after school hours. Teachers will notify parents regarding the concern and to make arrangements for transportation prior to an after school detention.

Office Discipline Procedure

The following is intended to provide guidelines for the administration of student discipline for students who are sent to the office:

Types of Misbehavior	Corrective Discipline
Academic Dishonesty	<p>First Offense: Principal/student conference. Think Sheet assigned. Parent/guardian notified.</p> <p>Second Offense: 1-3 days detention. Conference with parents.</p> <p>Third Offense: 1-5 days out-of-school suspension. Conference with parent/guardian. Students will be reassessed to determine actual level of achievement.</p>
<p>Arson Starting a fire or causing an explosion with the intention to damage property or buildings.</p>	<p>First Offense: 5-10 days out-of-school suspension or expulsion, notification to law enforcement officials and documentation in the student's discipline record. Parent/guardian conference.</p> <p>Subsequent Offense: 11-180 days out-of-school suspension or expulsion, notification to law enforcement officials and documentation in student's discipline record.</p>
<p>Assault Assaultive behavior toward a person which is unprovoked and he/she does not indicate a desire to fight and does not engage in such conduct.</p>	<p>First Offense: 5-10 days out-of-school suspension and conference with parent/guardian. Referral to authorities when appropriate. (Regulation 2673)</p> <p>Second Offense: 10 days out-of-school suspension with referral to superintendent and conference with parents, Referral to authorities when appropriate. (Regulation 2673)</p> <p>Third Offense: Possible expulsion</p>
<p>Bullying (Sullivan District Board Policy PR2655): The intentional action by an individual or group of individuals to inflict physical, emotional or mental suffering on another individual or group. Bullying may also include cyberbullying or cyber threats. Cyberbullying is sending or posting harmful or cruel text or images using the Internet or other digital communication devices. Cyber threats are online materials that threaten or raise concerns about violence against others, suicide or self-harm. Anyone reporting an instance of bullying may be asked to fill out the district Bullying</p>	<p>First Offense: Principal/student conference. Conference and apology to the party involved. Up to three (3) days detention, or up to three (3) days of in-school suspension, or possible 1-3 days out-of-school suspension. Parent/guardian notified.</p> <p>Second Offense: Three (3) days detention, or up to three (3) days of in-school suspension, or possible 1-3 days out-of-school suspension. Conference with parent/guardian.</p> <p>Third Offense: 1-5 days out-of-school suspension or possible 10-180 days out-of-school suspension, or expulsion and possible documentation in a student's discipline record. Referral to authorities when appropriate.</p>

Report Form.	
Defacing Property	<p>First Offense: Principal conference, Parent/guardians notified. Possible restitution.</p> <p>Second Offense: Student charged cost of property defaced. 1-3 days out-suspension.</p> <p>Third Offense: Student charged cost of property defaced. 1-3 days suspension. Conference with parent/guardian.</p>
<p>Disparaging or Demeaning Language</p> <p>Use of words or actions, verbal, written or symbolic, meant to harass or injure another person; i.e. threats of violence or defamation of a person's race, religion, gender or ethnic origin. Constitutionally protected speech will not be punished.</p>	<p>First Offense: Principal/student conference, in-school suspension, or 1-3 days out-of-school suspension.</p> <p>Subsequent Offense: In-school suspension, 1-5 days out-of-school suspension, possible 10-180 days out-of-school suspension, or expulsion, and possible documentation in student's discipline record.</p>
<p>Disrespectful/ Disruptive Speech or Conduct</p> <p>Disrespectful verbal, written or symbolic language/gesture that is disruptive to the learning environment or other school setting.</p>	<p>First Offense: Principal/student conference, 1-3 days detention, or in-school suspension.</p> <p>Subsequent Offense: Conference with parent/guardian. In-school suspension, 1-5 days out-of-school suspension, possible 10-180 days out-of-school suspension, or expulsion, and possible documentation in student's discipline record.</p>
<p>Drugs/Alcohol (Sullivan District Board Policy 2640)</p> <ul style="list-style-type: none"> ▪ Possession of or attendance under the influence of any unauthorized prescription drug, alcohol, narcotic substance, counterfeit drugs or drug-related paraphernalia, including controlled substances and illegal drugs defined as substances identified under schedules I,II,III,IV or V in section 202 of the Controlled Substances Act. ▪ Sale, purchase or distribution of any prescription drug, alcohol, narcotic substance, counterfeit drugs and/or drug-related paraphernalia, including controlled substances and illegal drugs defined as substances identified under schedules I,II, III, IV or V in section 202 of the Controlled Substances Act. 	<p>First Offense: Principal/student conference, 3-10 days out-of-school suspension, possible 10-180 days out-of-school suspension, notification to law enforcement officials, and documentation in the student's discipline record. Parent/guardian notified.</p> <p>Subsequent Offense: 10-180 days out-of-school suspension, notification to law enforcement officials, and documentation in student's discipline record. Expulsion, notification to law enforcement officials, and documentation in the student's discipline record. Parent/guardian notified.</p>
Electronic Devices (cell phones)	<p>First Offense: Principal/student conference. Parent/guardian notified to pick up the phone.</p> <p>Second Offense: 1-3 days detention. Parent/guardian notified to pick up the phone.</p> <p>Third Offense: 1-3 days in-school suspension. The phone will not be allowed at school.</p>
<p>False Alarms</p> <p>Tampering with emergency equipment, setting off false alarms, making false reports.</p>	<p>First Offense: Principal/student conference, in-school suspension, 1-180 days out-of-school suspension, or expulsion, and possible documentation in the student's discipline record.</p> <p>Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion, and possible</p>

	documentation in student's discipline record.
Fighting Mutual combat in which both parties have contributed to conflict either verbally or by physical action. Those who encourage others to fight will face disciplinary action. Fights can be classified as an assault anytime administration feels it is necessary	First offense: 1-3 days in school suspension or out-of-school suspension, conference with parent/guardian. Second offense: 3-5 days out-of-school suspension, conference with parent/guardian. Third offense: 10 days out-of-school suspension and referral to superintendent.
Inappropriate Behavior	First Offense: Principal/student conference, warning, or 1-3 days detention. Second Offense: 1-3 days detention. Parent/guardian notified. Third Offense: 1-3 days ISS. Conference with parent/guardian.
Inappropriate Language	First Offense: Principal/Student conference. Complete "Think Sheet" which must be signed by parent/guardian and returned. 1-3 days detention. Second Offense: 1-3 days detention or possible 1-3 in-school suspension. Third Offense: 1-3 days in-school suspension or out-of-school suspension. Conference with parent/guardian.
Inappropriate/Unacceptable items: Toys, cards, electronic items, laser pointers, and or nuisance items . Possession or use of pocket knife, lighters, matches, or other items determined by staff to be unacceptable at school but does not qualify as a safe school act violation.	First Offense: Principal/student conference, 1-3 days detention, Item will be confiscated and returned to parent/guardian. Second Offense: 1-3 days in-school suspension. Conference with parent/guardian. Third Offense: 1-3 days out-of-school suspension. Conference with parent/guardian.
Inappropriate Use of Electronic Devices Defined as: <ul style="list-style-type: none"> • The act of using electronic devices to record or display confidential events involving faculty, staff or other students is a violation. This would include the filming or displaying of situations including but not limited to acts of violence, disruptions to school environment, staff without permission on school property or other acts prohibited by the school disciplinary code. • The act of creation and distribution or display of video, sound, pictures and/or other recordings of confidential events involving faculty, staff or other students. This would include the filming or displaying of situations including but not limited to acts of violence, disruptions to school environment, staff without permission on school property or other acts prohibited by the school disciplinary code. 	First Offense: Principal/student conference. Loss of privilege as determined by the teacher and/or administration. Could include: 3 to 10 days out-of-school suspension (possible 10-180 days out-of-school suspension, or expulsion and possible documentation in student's discipline record.) Referral to authorities when appropriate. Parent/guardian notified. Second Offense: 10 days out-of-school suspension (possible 10-180 days out-of-school suspension, or expulsion and possible documentation in student's discipline record.) Referral to authorities when appropriate.

<p>Minor rules -- Repeated Violations (10 office referrals or more) can seriously affect the learning climate. The principal will review the series of minor violations and determine if serious disciplinary action is warranted. The principal will conference with the student and parent advising them of the consequences of continued violations, if the inappropriate behavior continues.</p>	<p>First Offense: Principal/student conference, 1-3 days in-school suspension. Conference with parent/guardian. Second Offense: 3-5 days in-school suspension. Conference with parent/guardian. Third Offense: 1-3 days out-of-school suspension. Conference with parent/guardian.</p>
<p>Rough Housing</p>	<p>First Offense: Principal/student conference, Conference and apology (if possible) between parties involved. Parent/guardian notified. 1-3 days detention. Second Offense: 1-3 days detention, 1-3 days in-school suspension, and/or Parent/guardian notified. Third Offense: 1-3 days in-school suspension, 1-3 days out of school suspension, and conference with parent/guardian.</p>
<p>Sexual Harassment Includes but is not limited to the following:</p> <ul style="list-style-type: none"> ▪ Uninvited and deliberate touching or pinching ▪ Uninvited sexually suggestive gestures ▪ Uninvited sexually suggestive language 	<p>First Offense: Principal/student conference. Conference and apology to the party involved, 1-3 days detention. parent/guardian notified. Second Offense: 1-3 days in-school suspension. Conference with parent/guardian. Third Offense: 3-5 days out-school-suspension. Conference with parent/guardian.</p>
<p>Technology-Computer/Internet/Email Misconduct</p>	<p>First Offense: Principal/student conference. Parents/guardians will be notified. Students may receive limited or banned computer use. Possible detention. in-school suspension or out-of-school suspension. Subsequent Offense: Conference with student and parent/guardian. Students will lose computer privileges. In-school suspension or out-of-school suspension may be assigned.</p>
<p>Theft</p>	<p>First Offense: Principal/student conference, Return or reimbursement to victim. Parent/guardian notified. Conference with a Resource Officer. Second Offense: Return or reimbursement to victim. 1-3 days detention. Conference with parent/guardian. Third Offense: Return or reimbursement to victim. 1-3 days out-of-school suspension. Conference with parent/guardian.</p>
<p>Threatening a Staff Member</p>	<p>First Offense: Principal/student conference, 1-3 days in-school suspension, or 1-3 days out-of-school suspension. Parent/guardian notified. Subsequent Offense: 1-5 days out-of-school suspension, possible 10-180 days out-of-school suspension, or expulsion, and possible documentation in student's discipline record. Conference with parent/guardian.</p>
<p>Threatening a Student</p>	<p>First Offense: Principal/student conference, 1-3 days in-school suspension, or 1-3 days out-of-school suspension. Parent/guardian notified. Second Offense: 1-3 days in-school suspension or 1-5 days out-of-school suspension, possible 10-180 days out-of-school suspension, or expulsion, and possible documentation in student's discipline record. Conference with parent/guardian.</p>

<p>Tobacco (Sullivan District Board Policy 2640)</p> <ul style="list-style-type: none"> ▪ Possession of any tobacco products on school grounds, bus or at any school activity. ▪ Use of any tobacco products on school grounds, buses or at any school activity. 	<p>First Offense: Principal/student conference, detention, or in-school suspension. Parent/guardian notified.</p> <p>Subsequent Offense: In-school suspension or 1-10 days out-of-school suspension. Parent/guardian notified.</p>
<p>Truancy Absence from school without the knowledge and consent of parent/guardian and/or the school administration.</p>	<p>First Offense: Principal/student conference, detention, or 1-3 days in-school suspension. Parent/guardian notified.</p> <p>Subsequent Offense: 3-10 days in-school suspension. Parent/guardian notified.</p>
<p>Weapons (Sullivan District Board Policy PR2620)</p> <ul style="list-style-type: none"> ▪ Possession or use of any instrument or device, other than those defined in 18 U.S.C. 921 or 571.010, RSMo, which is customarily used for attack or defense against another person; any instrument or device used to inflict physical injury to another person. ▪ Possession or use of a firearm as defined in 18 U.S.C. 921 or any instrument or device defined in 571.010, RSMo. or any instrument or device defined as a dangerous weapon in 18 U.S.C. 930. <p>(Refer to Sullivan School District Board Policy and Regulation 2620 found on the district website.)</p>	<p>First Offense: Principal/student conference, in-school suspension, 1-180 days out-of-school suspension, or expulsion, possible notification to law enforcement officials, and possible documentation in student's discipline record. Parent/guardian notified.</p> <p>Subsequent Offense: 11-180 days out-of-school suspension or expulsion, possible notification to law enforcement officials, and documentation in student's discipline record. Parent/guardian notified.</p> <p>First Offense: One calendar year suspension or expulsion, notification to law enforcement officials, and documentation in the student's discipline record. Parent/guardian notified.</p>

Detention

Detentions assigned will be until 3:30. Parents will be notified in advance if a student is staying after school.

In-School Suspension (ISS)

In-school suspension is held at the elementary school. Students report to the office upon arrival. Assignments will be sent to the office by the classroom teachers. Misconduct in in-school suspension will result in out-of-school suspension.

Student Suspension (OSS) and Expulsion

The term “suspension” refers to an exclusion from school that will not exceed a specific period of time. The term “expulsion” refers to the exclusion for an indefinite period.

In Missouri, a principal may suspend a student for up to ten (10) school days. A superintendent may suspend a student for up to 180 school days. **(Refer to Sullivan School District Board Policy and Regulation 2662 found on the district website.)**

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.

(Refer to Sullivan School District Board Policy and Regulation 2652 and 5220 found on the district website.)

Students will be held responsible for the following regulations:

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

Disciplinary Measures

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

Misconducts will be classified as either minor or major by the **Director of Transportation**.

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

Penalties for major offenses:

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

Penalties for minor offenses:

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

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**(Form 1300)****Prohibition Against Harassment, Discrimination and Retaliation**

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

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

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

Title and/or Name: Cindy Carey, Assistant Superintendent

Title IX Coordinator

Address: 138 Taylor Street, Sullivan MO 63080

Number: 573-468-5171

Email: careyc@sullivan eagles.org

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

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

GENERAL ADMINISTRATION

Policy 1301 **(Regulation 1301)**

Equal Opportunity

Prohibition Against Sexual Harassment and Retaliation under Title IX

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

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

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

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

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

TITLE IX, TITLE VI, SECTION 504 GRIEVANCE PROCEDURE

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

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

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

Level Three - Superintendent - If the complaint is not resolved at level two, the grievant may proceed to level three by presenting a written appeal to the Superintendent within ten (10) working days after the 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@sullivaneagles.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.

STUDENTS

Form C2400

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

GENERAL ADMINISTRATION
School/Community Relations
School Volunteers

Form C1425.1

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

GENERAL ADMINISTRATION
School Community Relations
School Volunteers

Form C1425

Parent Volunteer Form

Name: _____

Address: _____

Telephone No.: _____

Name of Volunteer's Student(s)

School Attending: _____

Grade Level: _____

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

Yes _____ No _____

If yes, please provide details:

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

Yes _____

No _____

If yes, please provide details:

Parent Signature

Falsification of this document is a misdemeanor.

PUBLIC NOTICE/SURROGATE PARENT ANNOUNCEMENT

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

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

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

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

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

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

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

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

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

MEDICAID SCHOOL-BASED HEALTH SERVICES PROGRAM

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

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

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

Dear Parent or Guardian:

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

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

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

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

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

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

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

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

1. What is a complaint?

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

2. Who may file a complaint?

Any individual or organization may file a complaint.

3. How can a complaint be filed?

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

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

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

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

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

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

Local education agencies are required to disseminate, free of charge, this information regarding ESSA complaint procedures to parents of students and appropriate private school officials or representatives.

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

Form 6320.2

Libraries, Media and Technology Services

Technology Acceptable Use

General Guidelines

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

Privacy and Safety

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

Legal Propriety

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

Email

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

Consequences

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

Human Sexuality Instruction

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

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

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

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

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

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

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

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

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