

# Sullivan High School

2011-2012

“Home of the Eagles”



1073 East Vine Street  
Sullivan, MO 63080  
[www.eagles.k12.mo.us](http://www.eagles.k12.mo.us)

## **IMPORTANT PHONE NUMBERS**

Sullivan Central Office (573) 468-5171  
Sullivan High School (573) 468-5181  
Sullivan Middle School (573) 468-5191  
Sullivan Elementary School (573) 468-5196  
Sullivan Primary School (573) 468-5446  
Sullivan Performing Arts Theatre (573) 468-4588  
Special Services Department (573) 468-5174

## **2011-2012 STUDENT COUNCIL OFFICERS**

*Olivia Louderman, President*

*Katie Wells, Vice President*

*Emily Reinhold, Secretary*

*Justin O'Dell, Treasurer*

This book belongs to: \_\_\_\_\_

*Dear Students:*

*Are you ready to tackle the most exciting years of your educational career? Those years are waiting for you at SHS. The classes, the activities, and the friendships are what you will remember about these wonderful years. We will be here to guide you and help you on your way to adulthood and graduation. This handbook is one way we can help you stay organized and on top of your grades and daily activities. Use your handbook to answer questions and provide you information about school expectations, dates, and guidelines. The back pages of your handbook will serve as a hall pass for you when you need one.*

*It is always very exciting to start a new school year. Hopes and expectations are high. We hope you have those same feelings in May that you do in September. Meet the challenge of the year. Achieve your goals. Every great achievement involves a leap into the unknown. Trust in your training, launch your effort with confidence, and let your dreams take flight. We hope all your dreams take flight this year. Have a great year!*

*Sincerely,*

*Jennifer Schmidt*

*Jason Harbour*

*Adam Kealen*

*The sky is full of opportunity  
"Dare to Soar"*

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

**SULLIVAN SCHOOL DISTRICT ADMINISTRATION**

Phone No. (573) 468-5171 Fax No. (573) 468-7720

*Dr. Thomas Allen, Superintendent*

*Mrs. Terri A. Parks, Assistant Superintendent of CIA*

*Dr. Tanya Voss, Director of Student Services*

**BOARD OF EDUCATION**

*Marsha Tierney, President*

*Marty Tiefenbrunn, Vice-President*

*Shannon Johanning, Treasurer*

*Robbie Berti*

*Jimmy Frye*

*Dan Smith*

*Randy Stack*

**SULLIVAN HIGH SCHOOL ADMINISTRATION**

*Jennifer Schmidt, Principal*

*Jason Harbour, Assistant Principal/Activities Director*

*Adam Kealen, Assistant Principal/A+ Coordinator*

**MISSION STATEMENT**

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

**SCHOOL SONG**



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

### Daily Bell Schedule

Warning Bell	7:35
1 <sup>st</sup> /5 <sup>th</sup> Period	7:40 – 9:10
2 <sup>nd</sup> /6 <sup>th</sup> Period	9:15 – 10:45
<i>1st Lunch</i>	10:45 – 11:10
3 <sup>rd</sup> /7 <sup>th</sup> Period	11:15 – 12:45
3 <sup>rd</sup> /7 <sup>th</sup> Period	10:50 – 11:20
<i>2nd Lunch</i>	11:20 – 11:42
3 <sup>rd</sup> /7 <sup>th</sup> Period	11:45 – 12:45
3 <sup>rd</sup> /7 <sup>th</sup> Period	10:50 – 12:20
<i>3rd Lunch</i>	12:20 – 12:45
Eagle Time/ Advisory	12:50 – 1:10
4 <sup>th</sup> /8th Period	1:15 – 2:45

### Morning Assembly

Warning Bell	7:35
1 <sup>st</sup> /5 <sup>th</sup> Period	7:40 – 9:00
<i>Assembly</i>	9:00 – 10:00
2 <sup>nd</sup> /6 <sup>th</sup> Period	10:05 – 11:25
<i>1st Lunch</i>	10:25 – 10:50
3 <sup>rd</sup> /7 <sup>th</sup> Period	11:55 – 1:15
3 <sup>rd</sup> /7 <sup>th</sup> Period	11:30 – 12:10
<i>2nd Lunch</i>	12:10 – 12:35
3 <sup>rd</sup> /7 <sup>th</sup> Period	12:40 – 1:15
3 <sup>rd</sup> /7 <sup>th</sup> Period	11:30 – 12:50
<i>3rd Lunch</i>	12:50 – 1:15
4 <sup>th</sup> /8th Period	1:20 – 2:45

### Afternoon Assembly

Warning Bell	7:35
1 <sup>st</sup> /5 <sup>th</sup> Period	7:40 – 9:05
2 <sup>nd</sup> /5 <sup>th</sup> Period	9:10 – 10:35
<i>1st Lunch</i>	10:35 – 11:00
3 <sup>rd</sup> /7 <sup>th</sup> Period	11:05 – 12:30
3 <sup>rd</sup> /7 <sup>th</sup> Period	10:40 – 11:25
<i>2nd Lunch</i>	11:25 – 11:50
3 <sup>rd</sup> /7 <sup>th</sup> Period	11:55 – 12:30
3 <sup>rd</sup> /7 <sup>th</sup> Period	10:40 – 12:05
<i>3rd Lunch</i>	12:05 – 12:30
4 <sup>th</sup> /8th Period	12:35 – 2:00
<i>Assembly</i>	2:00 – 2:45

**School is in session from 7:35-2:45. Students should not arrive before 7:15. Students involved in an activity before 7:15 must be with their activity teacher. Unless they are involved in a supervised after school activity, students must leave by 3:00.**

**SULLIVAN SCHOOL DISTRICT  
2011-12 CALENDAR**

SUN	MON	TUE	WED	THU	FRI	SAT
<b>JULY</b>						
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

SUN	MON	TUE	WED	THU	FRI	SAT
<b>AUGUST</b>						
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

SUN	MON	TUE	WED	THU	FRI	SAT
<b>SEPTEMBER</b>						
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

SUN	MON	TUE	WED	THU	FRI	SAT
<b>OCTOBER</b>						
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

SUN	MON	TUE	WED	THU	FRI	SAT
<b>NOVEMBER</b>						
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

SUN	MON	TUE	WED	THU	FRI	SAT
<b>DECEMBER</b>						
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

SUN	MON	TUE	WED	THU	FRI	SAT
<b>JANUARY</b>						
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				


SUN	MON	TUE	WED	THU	FRI	SAT
<b>FEBRUARY</b>						
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29			

SUN	MON	TUE	WED	THU	FRI	SAT
<b>MARCH</b>						
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

SUN	MON	TUE	WED	THU	FRI	SAT
<b>APRIL</b>						
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

SUN	MON	TUE	WED	THU	FRI	SAT
<b>MAY</b>						
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

SUN	MON	TUE	WED	THU	FRI	SAT
<b>JUNE</b>						
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

\*Possible Snow Make-up Day       NO SCHOOL      Tentative Make-up Schedule for Days Missed

176 Student Attendance Days	TWD Teacher Work Day	<u>DAYS MISSED</u>	<u>MAKE-UP DAY</u>
		1	12/22
		2	02/20
		3-6	5/22-25

**SULLIVAN SCHOOL DISTRICT  
SCHOOL CALENDAR  
2011-12**

Aug. 8-9, 2011.....	New Teacher Professional Development
Aug. 11-12, 2011.....	Professional Development
Aug. 15, 2011.....	Teacher Work Day
Aug. 16, 2011.....	First Day of Student Attendance
Sept. 5, 2011.....	Labor Day
Sept. 27, 2011.....	(School in Session) MS/HS 6 Week Report (30 Days)
Sept. 28, 2011.....	(School in Session ½ Day) ½ Professional Development
Oct. 3-7, 2011.....	(School in Session) HS/MS Parent-Teacher Conferences (evenings)
Oct. 14, 2011.....	(School in Session) End of 1st Quarter (43 Days)
Oct. 21, 2011.....	No School
Oct. 24-28, 2011.....	(School in Session) PS/ES Parent-Teacher Conferences (evenings)
Oct. 26, 2011.....	(School in Session ½ Day) ½ Professional Development
Nov. 9, 2011.....	(School in Session) MS/HS 6 Week Report (30 Days)
Nov. 23, 2011 thru	
Nov. 25, 2011.....	Thanksgiving Break
Nov. 30, 2011.....	(School in Session ½ Day) ½ Professional Development
Dec. 21, 2011.....	(School in Session) End of Semester (87 Days)
Dec. 22, 2011 thru	
Jan. 2, 2012.....	Winter Break
Jan. 3, 2012.....	Teacher Work Day
Jan. 4, 2012.....	Classes Resume
Jan. 16, 2012.....	Martin Luther King, Jr. Day
Jan. 25, 2012.....	(School in Session ½ Day) ½ Professional Development
Feb. 15, 2012.....	(School in Session) MS/HS 6 Week Report (30 Days)
Feb. 17, 2012.....	Professional Development
Feb. 20, 2012.....	Presidents' Day
Feb. 29, 2012.....	(School in Session ½ Day) ½ Professional Development
Mar. 6, 2012.....	(School in Session), End of 3rd Quarter (42 Days)
Mar. 19, 2012 thru	
Mar. 23, 2012.....	Spring Break
Mar. 28, 2012.....	(School in Session ½ Day) ½ Professional Development
Mar. 30, 2012.....	(School in Session) MS/HS 6 Week Report (30 Days)
Apr. 2, 2012 thru	
Apr. 27, 2012.....	(School in Session except on 4/6 & 4/9) MAP Testing
Apr. 6, 2012 thru	
Apr. 9, 2012.....	No School
May 21, 2012.....	Last Day of School
May 25, 2012.....	High School Graduation
June 4, 2012 thru	
June 29, 2012.....	Summer School

Possible Make Up Days

12/22, 2/20, 5/22, 5/23, 5/24, 5/25

Board Approved: 3/21/11 Updated: 3/28/2011 10:34 AM

## ATTENDANCE PROCEDURES

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

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

Students missing no class periods during the school year will be awarded a certificate for perfect attendance. Students missing no more than 7 class periods will be awarded a certificate for outstanding attendance each semester.

Parents/Guardians should contact the principal's office at 468-5181 by 8:00 A.M. on the day of the absence to notify the school when their student is unable to attend and give the reason for the absence.

Students will be allowed a maximum of 5 absences per class per semester. This total ***includes excused and unexcused*** absences. If a student exceeds the total number of absences allowed for one semester, it will result in loss of credit in the class or classes in which they exceed five absences. *However*, the following absences will ***not*** count against the allowed five absences per semester:

- absence excused through a doctor's, dentist's, or orthodontist's office
- absence due to a death in the immediate family
- absence due to required religious observances

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

In order for a student to re-capture credit that is lost due to exceeding 5 absences, he/she will have to make up any time missed over the 5 absences. For example, if a student misses a class 6 times, he/she will have to make up 90 minutes. Students will have 1 semester to make up the time. Students can make up time after school in the alternative program from 3-4:30 p.m. Monday through Thursdays or during Saturday School from 8 a.m.- 11 a.m. Other times may be arranged through administration.

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

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

### Verification of Absences

After an absence, the student must bring a written excuse from their parents or guardians unless the parent called the school on the day of the absence. A student will not be excused for an absence unless the above policy is followed.

### Excused Absences

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

- personal illness
- serious illness in the immediate family
- death in the family\*
- professional appointments that cannot be made outside of the school day  
note from the doctor/dentist must be turned in to the office
- religious holiday\*
- half-day to take behind the wheel driver's test\*
- one day of college visitation

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

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

### Unexcused Absences

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

### Long-Term Absences

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

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

### Make-up Procedures

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

etc.) will be at the discretion of the individual teacher. No make-up work will be permitted for work missed due to suspension or other unexcused absences.

#### Homebound Instruction

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

#### Work Completion Policy

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

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

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

#### Permission to Leave School

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

In case of illness, a student should report to the nurse's office. Under no circumstances should a student leave the school grounds without official permission from the school administrative personnel. The student must sign out and obtain permission through the Principal's office or the student will be counted truant.

#### Tardiness to Class

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

#### Tardiness to School

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

#### Class Admittance Slips from Office

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

#### Sign In and Sign Out

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

#### Attendance and Extra-Curricular Activities

Students absent from school more than half of the day on the day of the activity must receive written permission from the administration to participate in the activity that day. For Saturday events, you must be in attendance at least half of the day on Friday. Examples: practice, athletic events, class meetings, dances, and music performances.

#### Closed Campus

Board policy 2630 refers to the closed campus.

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

#### Withdrawal or Transfer from School

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

Building procedure: Any student desiring to withdraw or transfer from school must initiate the following procedure:

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

#### **DRESS CODE**

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

Building procedures are as follows:

- No hats, hoods, scarves, or bandanas may be worn or displayed in the building.

- No clothing or tattoos may display logos or advertisements of alcohol or tobacco products.
- No clothing or tattoos may display overt or implied obscenities or sexual innuendoes.
- No clothing may draw undue attention or cause a disruption to the educational process.
- No bare midriffs, bare backs, or shorts that do not provide ample coverage will be allowed.
- No revealed underwear.
- No spikes or hanging chains on clothes.
- No spaghetti straps or cut-off shirts that excessively expose the student's torso

### **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.

#### **STUDENTS WILL BE HELD RESPONSIBLE FOR THE FOLLOWING REGULATIONS:**

1. Students must obey the driver. The driver may:
  - a. Assign students to specific seats for any length of time they deem necessary.
  - b. Refuse to let a student board the bus until the student obtains permission to do so if the driver feels order and safety on the bus is in jeopardy.
2. Students must follow bus stop rules including:
  - a. Students must be on time to the bus stop. The bus cannot wait.
  - b. Students will only be picked up and let off at their regular scheduled bus stop.
  - c. Students may not be let off at a stop other than their own without written permission from a parent.
  - d. The bus route will not be altered to make non-scheduled stops.
  - e. Students will stand away from the roadway until the bus has come to a complete stop.
  - f. Students creating discipline problems at the bus stop may be removed from the bus.
3. Students will be expected to adhere to the following rules while on the bus.
  - a. Unnecessary conversation with the driver is prohibited.
  - b. Except for ordinary conversation, classroom conduct is to be observed on the bus.
  - c. Students must not, at any time, extend arms or head out of the bus windows.

- d. Students must not throw items out of the bus windows.
  - e. Items or materials that could cause damage or harm will not be permitted on the bus.
  - f. The bus driver may refuse items at the bus stop.
  - g. Alcohol or controlled substances will not be permitted on the bus.
  - h. The use of tobacco in any form will not be permitted on the bus.
  - i. Profane and/or disrespectful language will not be tolerated on the bus.
  - j. Food or beverage will not be permitted on the bus.
4. A student not assigned will not be permitted on a bus without written permission from a parent and the principal.
5. Property damage to the bus by a student will be paid for by the student.
6. Scuffling and fighting will not be tolerated on the bus.

Disciplinary Measures

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

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

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

Examples of major and minor offenses:

**Minor Offenses**

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

**Major Offenses**

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

Penalties for major offenses:

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

Penalties for minor offenses:

- 1<sup>st</sup> offense: Warning letter and/or regular discipline policy
- 2<sup>nd</sup> offense: Warning letter and/or detention and/or regular discipline policy
- 3<sup>rd</sup> offense: 1-3 day bus suspension and/or regular discipline policy

4 <sup>th</sup> offense:	1-10 day bus suspension and/or regular discipline policy
5 <sup>th</sup> offense:	11-44 day bus suspension and/or regular discipline policy
6 <sup>th</sup> offense:	45-90 day bus suspension and/or regular discipline policy
7 <sup>th</sup> offense:	Suspension of bus privileges for one year and/or regular discipline policy

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

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

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

Bullying

Board policy 2655 states:

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

Bullying occurs when a student:

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

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

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

Harassment

Board policy 2130 regarding harassment states:

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

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

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

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

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

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

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

### **STUDENT DISCIPLINE PROCEDURES**

Board policy 2600 refers to student discipline and can be found on the school's website or located in the central office. Board policy 2670 refers to corporal punishment and can be found in the same areas.

Building procedures follow: The Student Discipline Procedures are designed to foster student responsibility, respect for the rights of others, and to insure the orderly

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

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

#### Detention

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

#### Teacher Detentions

All classroom teachers may issue detentions for disciplinary reasons. These detentions are to be served under direction of the teacher in the teacher's room for a period not to exceed 45 minutes per day. Students will be given notice 24 hours prior to the assigned detention.

When a student is issued a detention, he/she is to report to the designated room promptly and be prepared to study. Failure to report to a teacher's detention or failure to report with proper materials will result in the detention being doubled. The type of detention is completely at the discretion of the teacher. Detentions may be of the following forms: After school--not later than 3:30 or before school--not earlier than 7:15 or a written assignment.

#### Administrative Detentions

Detentions assigned by a building administrator. The hours shall be Tuesday, Wednesday, and Thursday from 2:50 P.M. until 3:45 P.M. and Monday and Friday from 7:00 A.M. until 7:35 A.M. Students will be assigned a detention time and date by the administration. Failure to serve detentions will result in detentions being doubled, ISS, or Saturday School.

#### In-School Suspension

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

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

Saturday School

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

Out-Of-School Suspension

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

Students on long-term suspension (longer than 10 days) will be allowed to make-up work after the 10<sup>th</sup> day of OSS, provided they do so in alternative or Saturday School. They will receive zeroes on all assignments for the first 10 days.

**HIGH SCHOOL STUDENT DISCIPLINE**

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

TYPES OF MISBEHAVIOR	CORRECTIVE DISCIPLINE
<b>1. Abusive Communication Toward a Staff Member (verbal, non-verbal, electronic)</b>	<b>First Offense</b> <ul style="list-style-type: none"><li>• 1-3 days OSS</li><li>• Parent conference</li></ul> <b>Second Offense</b> <ul style="list-style-type: none"><li>• 5 days OSS</li><li>• Parent conference</li></ul> <b>Third Offense</b> <ul style="list-style-type: none"><li>• 10 days OSS</li><li>• Parent conference</li></ul>
<b>2. Arson-</b> The malicious burning of property	<b>First Offense</b> <ul style="list-style-type: none"><li>• 10 days OSS with recommendation for long-term suspension or expulsion</li><li>• Notification of authorities</li><li>• Full restitution</li></ul> <b>Second Offense</b> <ul style="list-style-type: none"><li>• Expulsion</li><li>• Notification of authorities</li><li>• Full restitution</li></ul>

<p><b>3. Assault-</b> Use of physical force with the intent to do bodily harm. This act usually occurs unprovoked by the victim.</p>	<p><b>First Offense</b></p> <ul style="list-style-type: none"> <li>• 1-180 days OSS</li> <li>• Parents and authorities notified</li> </ul> <p><b>Second Offense</b></p> <ul style="list-style-type: none"> <li>• 10 days OSS with recommendation for long-term suspension</li> <li>• Parents and authorities notified</li> </ul> <p><b>Third Offense</b></p> <ul style="list-style-type: none"> <li>• Expulsion</li> </ul>
<p><b>4. Bullying-</b> An intentional action by an individual or group of individuals to inflict physical, emotional, or mental suffering on another individual or group of individuals (<i>Board Policy 2655</i>). Violations involving bullying will be subject to the following consequences depending on factors such as: age of student(s), degree of harm, severity of behavior, number of incidences, etc.</p>	<ul style="list-style-type: none"> <li>• Consequences may range from loss of privileges, conference with teacher, parents contacted, conference with principal, ISS, Saturday School, OSS, and expulsion.</li> <li>• Subsequent offenses will result in more serious penalties up to and including long-term suspension or expulsion.</li> <li>• Referral to authorities will be made when appropriate.</li> </ul>
<p><b>5. Cell Phone (including text messaging)-</b> Cell phones should not be seen or used between 7:35 a.m and first dismissal bell (unless students remain in a classroom) because of their potential to disrupt the educational process. Cell phones will be confiscated if the student is using it or if it goes off for any reason. Parents are encouraged to call the office if they need to reach their child. Should students bring their cell phone to school, they should be turned off and locked in lockers. The school is not responsible for cell phones and will not use administrative time to investigate lost or stolen cell phones. <i>Students who refuse to turn over their cell phone to the teacher or administrator will be subject to additional consequences.</i></p>	<p><b>First Offense</b></p> <ul style="list-style-type: none"> <li>• Confiscation of phone</li> <li>• 1 day ISS</li> <li>• Returned to parent</li> </ul> <p><b>Second Offense</b></p> <ul style="list-style-type: none"> <li>• Confiscation of phone</li> <li>• Saturday School</li> <li>• Returned to parent</li> </ul> <p><b>Third Offense</b></p> <ul style="list-style-type: none"> <li>• Confiscation of phone</li> <li>• 1 day OSS</li> <li>• Returned to parent</li> </ul>
<p><b>6. Cell Phone (Inappropriate Use of Camera Phone)-</b> Unauthorized photographing or videotaping. This includes sending pictures or videos with the intent of inflicting emotional or mental suffering on another individual or group of individuals.</p>	<p><b>First Offense</b></p> <ul style="list-style-type: none"> <li>• 1-180 days OSS and/or permanent expulsion. Student may be reported to law enforcement and the camera phone will be confiscated and held until deemed appropriate to return by district.</li> </ul>

<p><b>7. Cheating/Academic Dishonesty-</b> Tests/examinations/class work; plagiarism is a form of cheating.</p>	<p><b>First Offense</b></p> <ul style="list-style-type: none"> <li>• Zero on assignment</li> </ul> <p><b>Second Offense</b></p> <ul style="list-style-type: none"> <li>• Zero on assignment</li> <li>• 1 day ISS</li> </ul> <p><b>Third Offense</b></p> <ul style="list-style-type: none"> <li>• Zero on assignment</li> <li>• Saturday School</li> </ul>
<p><b>8. Class Misconduct-</b> Disobedience, discourteousness, lack of cooperation, failure to bring proper materials to work with, general attitude of indifference, disrespect to teachers or any other behaviors that interferes or disrupts the learning process</p>	<p><b>First Offense</b></p> <ul style="list-style-type: none"> <li>• 1-3 administrative detention</li> </ul> <p><b>Second Offense</b></p> <ul style="list-style-type: none"> <li>• 1-3 days days ISS</li> </ul> <p><b>Third Offense</b></p> <ul style="list-style-type: none"> <li>• Saturday School</li> </ul>
<p><b>9. Dress Code Violations-</b> Refer to the dress code on pg. 11-12</p>	<p><b>First Offense</b></p> <ul style="list-style-type: none"> <li>• Student will change clothes</li> </ul> <p><b>Second Offense</b></p> <ul style="list-style-type: none"> <li>• 1 day ISS</li> <li>• Confiscation of item</li> </ul> <p><b>Third Offense</b></p> <ul style="list-style-type: none"> <li>• Saturday School</li> <li>• Parent conference</li> </ul>
<p><b>10. Driving/Parking Violations-</b> Students who fail to park correctly, drive safely or display parking permits will be subject to disciplinary action.</p>	<p><b>First Offense</b></p> <ul style="list-style-type: none"> <li>• Warning and/or loss of driving privileges for 1-10 days</li> </ul> <p><b>Second Offense</b></p> <ul style="list-style-type: none"> <li>• Loss of driving privileges for a minimum of 10 days</li> </ul> <p><b>Third Offense</b></p> <ul style="list-style-type: none"> <li>• Permanent loss of driving privilege</li> </ul>
<p><b>11. Extortion-</b>Verbal threats or physical conduct designed to obtain money or other valuables.</p>	<p><b>First Offense</b></p> <ul style="list-style-type: none"> <li>• 1-10 days OSS</li> <li>• Parent Conference</li> </ul> <p><b>Second Offense</b></p> <ul style="list-style-type: none"> <li>• 10 days OSS with recommendation for long-term suspension</li> </ul> <p><b>Third Offense</b></p> <ul style="list-style-type: none"> <li>• Expulsion</li> </ul>
<p><b>12. Failure to serve detentions</b></p>	<p><b>First Offense</b></p> <ul style="list-style-type: none"> <li>• 1 day of ISS</li> </ul> <p><b>Second Offense</b></p> <ul style="list-style-type: none"> <li>• 2 days of ISS</li> </ul> <p><b>Third Offense</b></p> <ul style="list-style-type: none"> <li>• Saturday School</li> </ul>

<p><b>13. Fighting</b> – Mutual combat in which both parties have contributed to conflict either verbally or by physical action. Those who encourage others to fight will face disciplinary action. Fights can be classified as an assault anytime administration feels it is necessary. The School Resource Officer may be called to aid or consult on any fighting incident.</p>	<p><b>First Offense</b></p> <ul style="list-style-type: none"> <li>• 3-10 days OSS</li> <li>• Parents notified</li> </ul> <p><b>Second Offense</b></p> <ul style="list-style-type: none"> <li>• 10 days OSS</li> <li>• Conference with parents</li> </ul> <p><b>Third Offense</b></p> <ul style="list-style-type: none"> <li>• 10 days OSS with recommendation for long-term suspension</li> </ul>
<p><b>14. Filing a False Alarm-</b> Tampering with emergency equipment, setting off false alarms, or making false reports</p>	<p><b>First Offense</b></p> <ul style="list-style-type: none"> <li>• 10 days OSS</li> <li>• Parent conference</li> </ul> <p><b>Second Offense</b></p> <ul style="list-style-type: none"> <li>• 10 days OSS with recommendation for long-term suspension</li> </ul> <p><b>Third Offense</b></p> <ul style="list-style-type: none"> <li>• Expulsion</li> </ul>
<p><b>15. Forgery-</b>Falsification on an absence or tardy excuse, note from home, or parent signature</p>	<p><b>First Offense</b></p> <ul style="list-style-type: none"> <li>• 1-3 detentions</li> </ul> <p><b>Second Offense</b></p> <ul style="list-style-type: none"> <li>• 1 day ISS</li> </ul> <p><b>Third Offense</b></p> <ul style="list-style-type: none"> <li>• Saturday School</li> </ul>
<p><b>16. Foul language/Inappropriate gestures-</b> Inappropriate language/gestures <b>will not</b> be tolerated and will be dealt with harshly</p>	<p><b>First Offense</b></p> <ul style="list-style-type: none"> <li>• 1 day ISS</li> </ul> <p><b>Second Offense</b></p> <ul style="list-style-type: none"> <li>• 3 days ISS</li> </ul> <p><b>Third Offense</b></p> <ul style="list-style-type: none"> <li>• Saturday School</li> </ul>
<p><b>17. Harassment/Sexual Harassment</b> - Every student has the right to attend school in an atmosphere free of physical or verbal harassment. Harassment is the use of physical contact, language or written material that is disparaging or demeaning. Verbal, written or symbolic words or gestures meant to harass or injure another person. Harassment is prohibited. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors or other uninvited verbal or physical contact of a sexual nature. Harassment should be reported to either a faculty member or administrator as soon as possible after the offense occurs. Either the victim or a witness may report it. (Board Form 2130)</p>	<ul style="list-style-type: none"> <li>• Violations involving harassment or sexual harassment will result in an out-of-school suspension consistent with the seriousness of the specific violation.</li> <li>• Suspensions may range from a minimum of one day for minor violations to long-term suspension for more serious offenses.</li> <li>• Subsequent offenses will result in more serious penalties up to and including long-term suspension or expulsion.</li> <li>• Referral to authorities will be made when appropriate.</li> </ul>

<p><b>18. Insubordination-</b> Students are expected to demonstrate respect for staff at all times. General insubordination is failure to follow a reasonable request.</p>	<p><b>First Offense</b></p> <ul style="list-style-type: none"> <li>• 1-3 administrative detentions</li> </ul> <p><b>Second Offense</b></p> <ul style="list-style-type: none"> <li>• 1-3 days ISS</li> </ul> <p><b>Third Offense</b></p> <ul style="list-style-type: none"> <li>• Saturday School</li> </ul>
<p><b>19. Internet/Technology Usage Violation-</b> Refer to the Acceptable Use policy on pg. 53-54</p>	<p><b>First Offense</b></p> <ul style="list-style-type: none"> <li>• Warning and parent notification</li> <li>• Possible loss of internet/technology privileges</li> </ul> <p><b>Second Offense</b></p> <ul style="list-style-type: none"> <li>• Loss of internet/technology privileges remainder of grading period</li> </ul> <p><b>Third Offense</b></p> <ul style="list-style-type: none"> <li>• Loss of internet/technology privileges for the remainder of the year</li> <li>• Possible suspension</li> </ul>
<p><b>20. Possession of personal/nuisance items-</b> (anything not deemed educationally relevant). Personal/nuisance items should not be seen or used during instructional time because of their potential to disrupt the educational process. Personal/nuisance items will be confiscated if they disrupt the educational process. The school is not responsible for personal/nuisance items and will not use administrative time to investigate lost or stolen personal/nuisance items.</p>	<p><b>First Offense</b></p> <ul style="list-style-type: none"> <li>• Confiscation of item</li> <li>• Returned to parent</li> </ul> <p><b>Second Offense</b></p> <ul style="list-style-type: none"> <li>• Confiscation of item</li> <li>• 1 day ISS</li> <li>• Returned to parent</li> </ul> <p><b>Third Offense</b></p> <ul style="list-style-type: none"> <li>• Confiscation of item</li> <li>• Saturday School</li> <li>• Returned to parent</li> </ul>
<p><b>21. Possession, use of, or attendance under the influence of alcohol-</b> A student shall not possess, use, transmit, or be under the influence of alcohol of any kind on school grounds or at any school activity or event. The School Resource Officer may be called to aid or consult on any alcohol incident.</p>	<p><b>First Offense</b></p> <ul style="list-style-type: none"> <li>• 10 days OSS,</li> <li>• Notification of authorities</li> <li>• Parent conference</li> </ul> <p><b>Second Offense</b></p> <ul style="list-style-type: none"> <li>• Expulsion (per Safe School Act)</li> </ul>
<p><b>22. Possession, use of, or attendance under the influence of other controlled substances including imitation drugs-</b> A student shall not possess, use, or be under the influence of any illegal drug on school grounds or at any school activity or event. Substances presented as any of the above will be treated in the same manner. Severe consequences are also in order for students illegally using, transmitting or under the influence of over-the-counter or prescription drugs as well. The School Resource Officer may be called to aid or consult on any drug incident.</p>	<p><b>First Offense</b></p> <ul style="list-style-type: none"> <li>• 10 days OSS with recommendation for long-term suspension</li> <li>• Notification of authorities</li> <li>• Parent conference</li> </ul> <p><b>Second Offense</b></p> <ul style="list-style-type: none"> <li>• Expulsion (per Safe School Act)</li> <li>• Notification of authorities</li> <li>• Parent conference</li> </ul>

<p><b>23. Public Display of Affection-PDA</b> The physical demonstration of affection for another person while in the view of others. General hugging and hand holding is acceptable.</p>	<p><b>First Offense</b></p> <ul style="list-style-type: none"> <li>• Warning &amp; parent notification</li> </ul> <p><b>Second Offense</b></p> <ul style="list-style-type: none"> <li>• 1-3 administrative detentions</li> </ul> <p><b>Third Offense</b></p> <ul style="list-style-type: none"> <li>• 1-3 days ISS</li> </ul>
<p><b>24. Repeated violations of minor rules (10 office referrals or more)</b> can seriously affect the learning climate. The principal or assistant principal will review the series of minor violations and determine if serious disciplinary action is warranted, after a conference with the student and parents advising them of the consequences of continued violations, if the inappropriate behavior continues.</p>	<p><b>First Offense</b></p> <ul style="list-style-type: none"> <li>• 3-5 days OSS</li> </ul> <p><b>Second Offense</b></p> <ul style="list-style-type: none"> <li>• 5-10 days OSS</li> </ul> <p><b>Third Offense</b></p> <ul style="list-style-type: none"> <li>• 10 days OSS with recommendation for long-term suspension or expulsion</li> </ul> <p><b>Ten or more office referrals will result in suspensions from school.</b></p>
<p><b>25. Sale, purchase, or distribution of controlled substance including imitation drugs-</b> A student shall not distribute any illegal drug, of any kind on school grounds or at any school activity or event. Substances presented as any of the above will be treated in the same manner. Severe consequences are also in order for students illegally distributing over-the-counter or prescription drugs as well. The School Resource Officer may be called to aid or consult on any drug incident.</p>	<p><b>First Offense</b></p> <ul style="list-style-type: none"> <li>• 10 days OSS with recommendation for long-term suspension or expulsion</li> <li>• Notification of authorities</li> <li>• Parent conference</li> <li>• Notify Superintendent</li> </ul>
<p><b>26. Sexually Explicit, Vulgar or Violent Material-</b> Students may not possess of display, electronically or otherwise, sexually explicit, vulgar or violent material including, but not limited to, pornography or depictions of nudity, violence or explicit death or injury.</p>	<p><b>First Offense</b></p> <ul style="list-style-type: none"> <li>• Consequences could include ISS, Saturday School, or OSS (dollar value of item will be considered when determining the consequence)</li> <li>• Parent conference</li> <li>• Notification of authorities (when appropriate)</li> </ul> <p><b>Second Offense</b></p> <ul style="list-style-type: none"> <li>• 10 days OSS with recommendation for long-term suspension</li> <li>• Notification of authorities</li> </ul>

<p><b>27. Stealing/Theft-</b> taking another's property without permission</p>	<p><b>First Offense</b></p> <ul style="list-style-type: none"> <li>• Consequences could include ISS, Saturday School, or OSS (dollar value of item will be considered when determining the consequence)</li> <li>• Parent conference</li> <li>• Notification of authorities (when appropriate)</li> </ul> <p><b>Second Offense</b></p> <ul style="list-style-type: none"> <li>• 10 days OSS with recommendation for long-term suspension</li> <li>• Notification of authorities</li> </ul>
<p><b>28. Tardy Policy</b></p>	<p><b>1<sup>st</sup>:</b> Verbal warning from teacher  <b>2<sup>nd</sup>:</b> Teacher detention  <b>3<sup>rd</sup>:</b> Teacher detention  <b>4<sup>th</sup> and 5<sup>th</sup>:</b> 1 day ISS  <b>6<sup>th</sup> and beyond:</b> Saturday School</p>
<p><b>29. Threatening a Staff Member</b></p>	<p><b>First Offense</b></p> <ul style="list-style-type: none"> <li>• 1-10 days OSS</li> </ul> <p><b>Second Offense</b></p> <ul style="list-style-type: none"> <li>• 1-10 days OSS with recommendation for long-term suspension</li> </ul>
<p><b>30. Threatening a Student</b></p>	<p><b>First Offense</b></p> <ul style="list-style-type: none"> <li>• 1-10 days OSS</li> </ul> <p><b>Second Offense</b></p> <p>1-10 days OSS with recommendation for long-term suspension</p>
<p><b>31. Tobacco-</b>Possession or use of tobacco products in building or on grounds. The School Resource Officer may be called to aid or consult on any tobacco incident.</p>	<p><b>First Offense</b></p> <ul style="list-style-type: none"> <li>• 3 days ISS</li> <li>• Parents notified</li> </ul> <p><b>Second Offense</b></p> <ul style="list-style-type: none"> <li>• 3 days OSS</li> <li>• Parents notified</li> </ul> <p><b>Third Offense</b></p> <ul style="list-style-type: none"> <li>• 5 days OSS</li> <li>• Parents notified</li> </ul>
<p><b>32. Truancy-</b> Anytime a student is not where he/she is supposed to be. This includes skipping a class even though student remains in building.</p>	<p><b>First Offense</b></p> <ul style="list-style-type: none"> <li>• Two administrative detentions per period missed or 1 day ISS</li> </ul> <p><b>Second Offense</b></p> <ul style="list-style-type: none"> <li>• 2 days ISS</li> </ul> <p><b>Third Offense</b></p> <ul style="list-style-type: none"> <li>• Saturday School</li> </ul>

<p><b>33. Vandalism/Property Damage-</b> Defacing school property by writing, scratching, carving, graffiti, etc.</p>	<p><b>First Offense</b></p> <ul style="list-style-type: none"> <li>• Consequences could include ISS, Saturday School, or OSS (dollar value of item will be considered when determining the consequence)</li> <li>• Notification of authorities (when appropriate)</li> <li>• Full restitution</li> </ul> <p><b>Second Offense</b></p> <ul style="list-style-type: none"> <li>• 10 days OSS with recommendation for long-term suspension</li> <li>• Notification of authorities</li> <li>• Full restitution</li> </ul>
<p><b>34. Weapons -</b> Possession or use of any item that is ordinarily considered a weapon (guns, knives, etc.) is forbidden on school property.</p>	<p><b>First Offense</b></p> <ul style="list-style-type: none"> <li>• One calendar year OSS or expulsion</li> <li>• Notification of authorities</li> <li>• Parent conference</li> </ul>

### **SCHOOL SEARCH PROCEDURE**

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

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

#### The Person

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

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

#### School Property

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

#### Automobiles

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

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

#### Seizure of Illegal Materials

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

#### Illegal or Unauthorized Materials

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

## ACADEMIC

The following grading scale shall be used in all courses except honors courses:

96	-	100	A	4.00	75	-	78	C	2.50
93	-	95	A-	3.75	70	-	74	C-	2.00
89	-	92	B+	3.50	67	-	69	D+	1.75
86	-	88	B	3.25	64	-	66	D	1.50
83	-	85	B-	3.00	60	-	63	D-	1.00
79	-	82	C+	2.75	0	-	59	F	0.00

### Grade Reporting and Honors

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

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

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

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

### Graduation Requirements

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

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

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

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

Every student must be enrolled in at least seven (7) credit courses per semester except those students enrolled in part time attendance as outlined in Board Policy.

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

#### College Preparatory Certificate

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

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

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

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

#### Credit Recovery

The Sullivan High School Credit Recovery option is afforded to students who have lost credit in a particular subject and desire to regain credit through computerized instruction accessed only through the high school's computer writing lab. The opportunity exists only after a student has failed a course required for graduation. Students are allowed to regain a maximum of 2 credits through credit recovery. Each course taken through computerized instruction awards ½ unit of credit for its successful completion. Credit Recovery is accessed in the alternative school after school hours through the district licensed *A+ Learning System* program. Students are assigned a subject module according to their grade level counselor's recommendation.

### Ranking the Top Ten

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

To be considered one of the top ten scholastically ranked students, a student must meet the requirements for the College Preparatory Certificate. A student must also have passed 9 honors courses or equivalent. Equivalent classes include Physics, College Algebra, Calculus, Rhetoric & Research, Early European Civilization, Art Appreciation, AP Biology, Anatomy, Chemistry II, Spanish III and IV, and French III and IV. All courses required for the College Preparatory Certificate must be taken for a grade rather than on the pass-fail option. Ranking will be determined after completion of the eighth semester of course work. A student must attend Sullivan High School for four of eight semesters to be eligible. Students ranking in the top ten will be recognized as graduating with highest honors.

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

### Honor Courses

Honors courses are offered in several departments. Admission to these courses is based on a student's demonstrated ability and desire to do challenging academic work. Criteria for admission includes:

- student request
- parent permission
- previous grades in subject area
- teacher recommendation
- entrance test

Students enrolled in honors courses will be graded on the following scale:

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

Students who are not performing satisfactorily in an honors course will be transferred to a regular course.

### Adding or Dropping a Class

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

- scheduling error
- credit has already been given for class and additional credit would not be allowed

- necessary prerequisites have not been met
- necessary to meet graduation requirements
- senior going on part-time attendance
- balance class sections

Grade Level Student Classification

Students will be classified as follows:

First year of attendance	Freshman
Second year of attendance	Sophomore
Third year of attendance	Junior
Fourth year of attendance	Senior

Students will attend meetings and participate in the activity of the respective classes. Seniors, however, may only participate in Senior Week activities if they are on track to graduate that spring.

**OPTIONAL PROGRAMS**

Alternative School

The Sullivan Alternative School serves at risk students in grades 7 through 12. The school is located in the high school and offers students various opportunities for success. Students work with the A+ Learning System, in regular curriculum, and can take some of their courses in the high school. The focus of the alternative school is to help students progress to graduation through successful completion of high school credits or to return to regular high school attendance. Attendance is another focus of the alternative school with several programs in place to assist students to attain regular attendance.

Credit Recovery

The Sullivan High School Credit Recovery option is afforded to students who have lost credit in a particular subject and desire to regain credit through computerized instruction accessed only through the high school's computer writing lab. The opportunity exists only after a student has failed a course required for graduation. Students are allowed to regain a maximum of 2 credits through credit recovery. Each course taken through computerized instruction awards ½ unit of credit for its successful completion. Credit Recovery is accessed in the alternative school after school hours through the district licensed *A+ Learning System* program. Students are assigned a subject module according to their grade level counselor's recommendation.

Missouri Options

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

exam and meeting the additional requirements, students are granted a high school diploma.

MoVIP: (Missouri Virtual Instructional Program)

MoVIP is a supplementary educational program sanctioned by the Department of Elementary and Secondary Education in Missouri to support a school district's current curriculum with courses that are not available or accessible for a variety of reasons. MoVIP instruction is delivered over the internet to K-12 students across Missouri, and courses are facilitated by certified teachers. Currently the content for MoVIP courses is generated through computerized instruction by a variety of commercial educational vendors, some of which are headquartered outside the state of Missouri. The site facilitator is the junior/senior counselor, Mr. Wieggers.

MoVIP courses can be taken during the school day in the library or on a student's personal time. Courses are monitored by our high school counselors and librarian. The courses are taken for enrichment purposes or as regular academic courses.

A+ Program

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

- Sign a Sullivan High School A+ Participation Agreement
- Attend Sullivan High School or another A+ school for the three consecutive years prior to graduation from Sullivan High School
- Maintain at least a 2.5 grade point average
- Maintain a 95% attendance record
- Perform 50 hours of unpaid tutoring or mentoring for academically younger students
- Maintain a record of good citizenship and avoidance of the unlawful use of drugs
- Make a good faith effort to first secure all available federal post-secondary student financial assistance funds that do not require repayment

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

Independent Study

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

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

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

**Prerequisites:** Students must meet the following criteria:

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

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

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

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

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

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

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

#### Part-Time Attendance

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

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

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

- Only seniors enrolled in college or vocational/technical school classes will be eligible for part-time attendance.

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

## **RECOGNITION OF ACHIEVEMENT**

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

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

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

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

### **Gold Level**

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

### **Silver Level**

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

### **White Level**

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

**Chevrons:** Our chevron system is designed to recognize outstanding students in the area of leadership, culture, and scholarship. It will be the duty of each sponsor to determine and record the chevron points for the students in his/her charge. These points will be given toward leadership, or culture depending on the area of performance. The scholarship chevron may be earned by attaining a 3.50 grade point average through the first five grading periods. After making this determination, the sponsor will turn in his or her list to the office where the points will be totaled. Any student receiving ten (10) points in any one area will be eligible to receive a chevron in that area. The highest honor a student may receive is 12 chevrons. In order to reach this goal a student must earn three (3) chevrons in his/her freshman year and three (3) in each year hence.

Chevron breakdown as follows:

Scholarship (white): 3.5 grade point average through first five grading periods of the present school year.

Cultural (tan): 10 points earned through band, choir, plays, musicals, art shows, others

Leadership (blue): 10 points earned through class officer, club officer, club membership, production crew, others.

The Sullivan "S" is awarded after earning any three (3) chevrons. The service BAR is awarded after earning six (6) chevrons. The STAR is awarded after earning nine (9) chevrons. The second star is awarded the senior year after earning three (3) chevrons each year in high school.

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

At the end of first semester, a list of sophomores, juniors, and seniors with a cumulative grade point average of 3.50 or above is compiled. Each teacher is instructed to identify students on the list who represent the qualities of service, leadership and character. Students who have met the grade requirement are given an application that must be completed and turned in to the sponsor within a given

time. The selection committee reviews the recommendations of the faculty and the applications of the students and selects the students who will be invited to join the National Honor Society. Sophomores and juniors who are not selected may be invited to join the National Honor Society the following year. Honor Society members, in addition to other privileges, may wear a blue honor cord at graduation and have a special seal representing scholastic accomplishment affixed to their diploma.

### **AWARDS FOR WHICH STUDENTS MAY BE SELECTED**

#### Boys State

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

#### Scholar Athlete

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

#### "I Dare You" Award

The "I Dare You" Award is offered annually to recognize young people who have demonstrated motivation for leadership and excellence of character. The recipient is selected by a committee of faculty and administration. The award was first offered in 1941 by William H. Danforth, who dared young people to achieve their highest potential and to influence others through lives of service and responsible citizenship.

#### Hugh O'Brian

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

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

#### Girls State

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

#### Sophomore Pilgrimage

The GFWC Eighth District Missouri Federation of Women's Clubs sponsors a sophomore to participate in Sophomore Pilgrimage to Jefferson City. The purpose of

Sophomore Pilgrimage is to promote better citizenship and to provide a view of state government in action.

#### Missouri Scholars Academy

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

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

### **USEFUL INFORMATION**

#### ACT Assessment Test Date Schedule

Information about taking the ACT is available in the counselor's office. The following is the ACT assessment Test Date Schedule for the 2011-2012 school year:

<b>Test Date</b>	<i>Registration Deadline</i>	<b>Test Date</b>	<i>Registration Deadline</i>	<b>Test Date</b>	<i>Registration Deadline</i>
<b>Sept.10,2011</b>	<i>Aug.12,2011</i>	<b>Dec.10, 2011</b>	<i>Nov. 4, 2011</i>	<b>Apr.14, 2012</b>	<i>Mar. 9, 2012</i>
<b>Oct. 22, 2011</b>	<i>Sept. 16, 2011</i>	<b>Feb.11, 2012</b>	<i>Jan. 13, 2012</i>	<b>Jun. 9, 2012</b>	<i>May 4, 2012</i>

#### Accident Insurance

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

#### Book Fines

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

#### Cafeteria & Wellness

Board policy 2750 addresses wellness and can be located on the school's website and in the central office.

Students will be able to put money in their lunch account each morning from 7:15 A.M. until the first bell rings. Lunch prices for the high school are \$2.00 for lunch, \$1.25 for breakfast and .30 for milk. A la carte items are priced in the cafeteria. Students must have their lunch card in order to purchase items in the cafeteria. The school cafeteria is maintained as a vital part of the health program of the school. To encourage good nutrition, a well-balanced lunch is offered at a reasonable price. The lunch room management and your fellow students will appreciate your cooperation in:

- depositing all lunch litter in wastebaskets
- returning all trays and utensils to the dishwashing area
- leaving your table and the floor around your table in a clean condition for others

- being courteous in the lunch line (no cutting into line)

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

#### Class Projects

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

#### Counseling Services

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

#### Final Examination Procedure

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

#### Final Exemption Procedure

Each semester students have the opportunity to earn two passes which will exempt them from one final each. The following guidelines will be followed:

1. Students will have no more than 8 periods of excused absences during the semester. The student may not receive ISS or OSS during the semester. Students must not have any unexcused absences. Students will then receive a pass from the office. This pass will exempt them from one final.
2. Students with perfect attendance, no excused or unexcused absences, will also qualify for a pass. This pass will exempt them from one final.

The passes can only be used in a class which the student is earning an A or B. The student will still be in attendance during that final, but there may be an alternative place for them to go so they do not have to remain in class while the others are taking the final.

#### Fire and Tornado Drills

Fire and tornado drills will be conducted several times each year. A fire drill will be signaled by a continuous sounding of the alarm system. A fire evacuation plan is posted in each room, and students should become familiar with it.

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

#### Gym Floors

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

#### Hall Lockers

Form 2150 refers to the use of student lockers and must be filled out by the student prior to receiving a locker for use.

Lockers are assigned at registration. The students are responsible to see that they are locked and kept clean. Label all books clearly with names and addresses. Locker problems should be reported to the office immediately. Students should not change lockers or remove locks without receiving approval from the office. Lockers are the property of Sullivan School District and school officials reserve the right to inspect lockers.

#### Library Store

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

#### Money Raising Projects

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

#### Off Limit Areas During Lunches

Students are restricted to the cafeteria /commons area. All other areas of the campus and buildings are off limits. Students found in off limits areas will be considered truant.

#### Public Information

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

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

#### Organizations

The following organizations will be active at Sullivan High School during the 2010-2011 school year. They will be organized early during the 1<sup>st</sup> semester. Please note the organizations. If you are interested, contact the sponsor or the office for more information.

Athletics	DECA	FCCLA	SADD
Cheerleaders	Drama Club	FFA	Scholar Bowl
Color Guard	FBLA	Natl Art Honor Society	Science Club
Dance Team	FCA	NHS	STUCO

#### Student Publications

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

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

### Personal/Nuisance Items

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

### Rules Pertaining to All School Dances

- The sponsors will use their own judgment on admitting students to the dance.
- Appropriate attire is expected at all school dances (no cut-off shirts or pants, dresses of appropriate length, proper footwear, etc.)
- Anyone consuming, having had consumed, or possessing alcoholic beverages will not be allowed to enter the dance and will be subject to disciplinary action under use of controlled substance in the student handbook.
- Sign-up for the dances will be held until 2:40 p.m. on the Wednesday prior to the dance. Students must sign up any guest not presently enrolled at Sullivan High School under the following regulations (on open dances):
  - Guest must leave driver's license or other ID at gate until end of dance or until guest leaves
  - The person signing up a guest will be held responsible for the guest's actions
  - No dropouts will be admitted to the dance
  - Enrolled in the 9th grade or above
  - Under the age of 21
- Student must have all fines paid in order to attend the dance.
- Students must be in attendance at least half of the day in order to attend the dance. If the dance is on a Saturday, students must be in attendance at least half of the day on Friday.
- The gate will be closed one hour after the dance starts.
- If someone desires to leave the dance early, he/she will not be permitted to re-enter the dance.

### School Pictures

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

### Drink and Snack Machine Rules

- Do not take any food or drink to class without special permission from the teacher. No food or drink in the gym or halls at lunch time.
- Purchase snacks or drinks before school, at lunch or after school.
- Put all wrappers and cans in the trash.

### Sullivan High School Library

The high school library provides a place for quiet study from 7:30 A.M. until 3:00 P.M. each school day. Students may purchase essential school supplies in the library mini-store before school, between classes or after school. Student conduct in the library shall be consistent with a quiet study atmosphere at all times. A student will be admitted to the library during school hours if he/she presents a pass from the teacher to whose class he/she is assigned that period.

Check out rules:

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

#### Transportation to Extra-Curricular Activities

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

#### Visitors

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

### **NOTICE OF NONDISCRIMINATION**

As per Board of Education policy adopted April 19, 1994, applicants for admission and employment, students, parents of elementary and secondary school students, employees, sources of referral of applicants for admission and employment, and all unions or professional organizations holding collective bargaining or professional agreements with the Sullivan School District are hereby notified that this institution does not discriminate on the basis of race, color, national origin, sex, age, or handicap in admission/access to, or treatment/employment in its programs and activities.

Any person having inquiries concerning the Sullivan School District's compliance with the regulations implementing Title VI, Title IX, or Section 504 is directed to contact the assistant superintendent, Title IX and Section 504 Coordinator, 138 Taylor Street, Sullivan, MO 63080, 573-468-5171, who has been designated to coordinate institution's efforts to comply with the regulations implementing Title IX and Section 504.

Any person may also contact the Assistant Secretary for Civil Rights, U.S. Department of Education regarding the institution's compliance with the regulations implementing Title VI, Title IX, or Section 504.

### **DISCRIMINATION**

#### Discrimination on Educational Programs

Sex will not be used as a basis for determining admission to education programs of the Sullivan School District.

Sex will not be used as a basis for determining a student's access to or participation in any course. Students may be separated on the basis of sex for class activities where the materials and discussion deal exclusively with human sexuality or where physical education classes are engaged in competition in body contact sports. No course will be offered to only one sex. Sex discrimination in academic or vocational counseling is also prohibited.

Title IX requirements do not apply in any way to the selection or use of textbooks or curricular materials. The Sullivan School District does recognize, however, that sex stereotyping in curricular materials is a serious matter; textbooks and materials considered for use in the school system will be carefully examined for such stereotyping.

#### Nondiscrimination in Educational Activities

Sex will not be used as a basis for preventing a student's participation in extra curricular activities, school organizations or competitive athletics.

Open access to all students in, but not limited to, the following activities; music, pep clubs, cheerleaders, athletics, clubs, and organizations. Students may be selected by sex in music if done for voice range. Federal regulations do not require single, coeducational teams for all sports. Athletics may be provided either through separate teams for males and females or through a single team open to both sexes. It is the desire of the school district to provide the sports and levels of competition which effectively meet the interests and abilities of both boys and girls.

#### Grievance Procedures

The school district's officer responsible for Title IX is:

Director of Student Services  
Administration Office  
138 Taylor Street  
Sullivan, MO 63080  
573-468-5171

Persons desiring additional information about the Title IX should contact the assistant superintendent's office. Individuals who wish to file a grievance due to an alleged violation of Title IX should follow the procedure below:

Students - Discuss grievance with his/her teacher, counselor or building principal.

SULLIVAN SCHOOL DISTRICT  
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 wish 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 grievants could reasonably become aware of such occurrence. The grievants 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 grievants 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 grievants 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 grievants 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 grievants receive the report from the Superintendent. The grievants 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 grievants 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:

Sullivan School District  
Director of Support Services

138 Taylor Street  
Sullivan, MO 63080  
573-468-5171

Monday-Friday 8:00-3:00

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

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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. MEAD Environmental Associates completed its three-year reinspection of Sullivan School District's facilities during the summer 2003. The results of these 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 reinspection 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.

Dr. Tanya Voss  
Director of Student Services

#### **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; birth date 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.

**Standard Complaint Resolution Procedure  
for  
No Child Left Behind Act Programs**

This complaint resolution procedure applies to all programs administered by the Department of Elementary and Secondary Education under the No Child Left Behind Act (NCLB).

A complaint is a formal allegation that a specific federal or state law or regulation has been violated, misapplied, or misinterpreted by school district personnel or by Department of Education personnel. Any parent or guardian, surrogate parent, teacher, administrator, school board member, or other person directly involved with an activity, program, or project operated under the general supervision of the Department may file a complaint. Such a complaint must be in writing and signed; it will provide specific details of the situation and indicate the law or regulation that is allegedly being violated, misapplied, or misinterpreted.

The written, signed complaint must be filed and the resolution pursued in accordance with local district policy by submitting the complaint to the superintendent. If the issue cannot be resolved at the local level, the complainant may file a complaint with the Missouri Department of Education. If there is no evidence that the parties have attempted in good faith to resolve the complaint at the local level, the Department may require the parties to do so and may provide technical assistance to facilitate such resolution.

Any persons directly affected by the actions of the Department may file a similarly written complaint if they believe state or federal laws or regulations have been violated, misapplied, or misinterpreted by the Department itself. Anyone wishing more information about this procedure or how complaints are resolved may contact local district or Department personnel.

The Department of Elementary and Secondary Education does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. Inquiries related to Department programs may be directed to the Jefferson State Office Building, Title IX Coordinator, 5th floor, 205 Jefferson Street, Jefferson City, MO 65102-0480; telephone number 573-751-4212.

### **Family Educational Rights and Privacy Act (FERPA) Annual Notification**

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that the Sullivan School District, with certain exceptions, obtain 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 education 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 (ESEA) 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 the Sullivan School District to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by September 8, 2008. The Sullivan School District has designated the following information as directory information: [Note: an LEA may, but does not have to, include all the information listed below.

Student's name  
Participation in officially recognized activities and sports  
Address  
Telephone listing  
Weight and height of members of athletic teams  
Electronic mail address  
Photograph  
Degrees, honors, and awards received  
Date and place of birth  
Major field of study  
Dates of attendance  
Grade level  
The most recent educational agency or institution attended

### **Medicaid School Based Health Services Program**

If your child has an 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 Individualized Education Plan (IEP) and possible other pertinent records, e.g., evaluations and physicals, by a physician retained by the district to determine medically necessary as defined by the 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 573-468-5174.

### **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.

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.

#### 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.

**STUDENTS**

Form C2130.1

**Nondiscrimination and Student Rights**

**Sexual Harassment Prohibited Notice**

**SEXUAL HARASSMENT PROHIBITED  
NOTICE  
TO ALL EMPLOYEES AND STUDENTS  
REGARDING SEXUAL HARASSMENT**

The Sullivan School District is committed to an academic and work environment in which all students and employees are treated with dignity and respect. Sexual harassment of students and employees whether committed by supervisors, employees or students and regardless of whether the victim is an employee or student will not be tolerated.

Sexual harassment includes but is not limited to:

1. sexual slurs, threats, verbal abuse and sexually degrading descriptions
2. graphic verbal comments about an individual's body
3. sexual jokes, notes, stories, drawing, pictures or gesture
4. spreading sexual rumors
5. touching an individual's body or clothes in a sexual way
6. displaying sexually suggestive objects
7. covering or blocking of normal movements
8. unwelcomed sexual flirtation or propositions
9. acts of retaliation against a person who reports sexual harassment.

Inquiries, complaints or grievances from students and their parents and employees regarding sexual harassment or compliance with Title IX may be directed to the Superintendent of Schools, to the District's Title IX Coordinator or the Director of the Office of Civil Rights, Department of Education, Washington, D.C.

The District's Title IX Coordinator is

Dr. Tanya Voss Director of Support Services

138 Taylor Street, Sullivan, Missouri 63080  
(573)468-5171

SUPPORT SERVICES

Policy 5250

Safety, Security and Communications

Use of Tobacco Products

The Board of Education recognizes that the use of tobacco products represents a health and safety hazard. Therefore, the use of tobacco products shall be prohibited in all District buildings, grounds and vehicles. This policy applies to all employees, students and patrons attending school-sponsored activities and meetings.





**SULLIVAN HIGH SCHOOL  
2011-2012**

**Students and parents must review this handbook together and understand its contents. After doing so, each student must return this form with parent signatures to their advisor. Thank you for your cooperation.**

**My child, \_\_\_\_\_,  
and I have reviewed and understand the student handbook for the  
2011-2012 school year.**

**Student Signature \_\_\_\_\_**

**Date \_\_\_\_\_**

**Student's Email Address \_\_\_\_\_**

**Parent Signature \_\_\_\_\_**

**Date \_\_\_\_\_**

**Parent's Email Address \_\_\_\_\_**

**Advisor Signature \_\_\_\_\_**

**Date \_\_\_\_\_**