

# SULLIVAN PRIMARY SCHOOL

The Eagle Way.



On the right road,  
doing the right thing

## SHOWING GOOD CHARACTER

2010-2011

Dear Parents/Guardians and Students:

Welcome to Sullivan Primary! We are anticipating an exciting year. We look forward to working with you and your child.

Our school theme is “The Eagle Way: On the Right Road, Doing the Right Thing.” Our school family promotes a child-centered learning environment in a culture of character, respect and high expectations. The Primary was awarded two promising practices by the Character Education Partnership (CEP) and was chosen as a **National School of Character** out of 166 schools in the country! Our school will be described in the *2010 National Schools of Character* book and on CEP’s website. In 2008 our school was recognized as “Missouri Schools of Character” by *Characterplus*. We are proud of our growth and accomplishments in this area and will continue the implementation of character practices at the Primary.

As a primary school, emphasis is put on an explicit model of effective reading instruction. We are pleased to see continual growth in our reading scores. Please read to or with your child fifteen minutes each night. This has proven to be valuable to your child’s academic growth.

The pages of the handbook are filled with important information regarding school policy, regulations and procedures. Please take time to review the contents with your child. If you have questions that remain unanswered after reading the handbook, please call the school office. We feel that open and clear communication between school and home is important to the success of our educational program.

We welcome your participation and support during the school year. Please consider becoming an active member of the caring Primary community by joining the Parent Teacher Organization (PTO) and volunteering for special events. Working together, we will be able to reach our collective goals. We look forward to celebrating your child’s successes. Please feel free to call (468-5446) or stop by anytime.

Sincerely,

SULLIVAN PRIMARY SCHOOL

Cindy S. Carey  
Principal



# SULLIVAN SCHOOL DISTRICT DIRECTORY

Primary Office .....	468-5446
Cindy Carey, Principal	
Deb Renick, Primary Nurse	
Danna Schmidt, Counselor	
Early Childhood and Parents as Teachers .....	860-5443
Nikki Beichler, Director of Special Services.....	468-5174
School Bus Garage .....	468-6695
Elementary Office .....	468-5196
Gary Edler, Principal	
Mike Mabe, Assistant Principal	
Middle School Office .....	468-5191
Dr. Jana Thornsberry, Principal	
High School Office .....	468-5181
Dr. Jennifer Schmidt, Principal	
Jason Harbour, Assistant Principal/Athletic Director	
Adam Kealen, Assistant Principal/A+ Coordinator	
Chad Lynn, Alternative Education Administrator	
Chris Rowe, Technology	
Central Office .....	468-5171
Dr. Mickie Shank, Superintendent	
Terri Parks, Assistant Superintendent of CIA	
Dr. Tanya Voss, Director of Support Services	
School Board Members	
Marsha Tierney .....	President
Marty Tiefenbrunn .....	Vice-President
Jimmy Frye .....	Treasurer
Robbie Berti .....	Member
Shannon Johanning.....	Member
Randy Stack.....	Member
Sandy Coppage.....	Secretary

## DISTRICT MISSION

All students will learn.

## PRIMARY VISION

We are positive that every child can learn, achieve, and be successful with character in a safe, caring environment.



# DISTRICT POLICY

## **Development**

The development and adoption of policies to govern operation of the School District are the responsibility of the Board of Education. In developing policy, the Board may solicit input from the community, staff and other professionals.

At any meeting of the Board, policies governing the schools may be enacted, amended or repealed by a majority vote. The formal adoption of policies shall be recorded in the minutes of the Board. Only those written statements so adopted and so recorded shall be regarded as official Board policy.

## **Implementation**

The Superintendent of Schools is assigned the responsibility for insuring that all Board policies, rules and regulations are implemented. The Board authorizes the Superintendent to develop administrative guidelines in order to implement Board policy. The Superintendent shall notify all employees and students of their need to abide by Board policies and regulations. Administrators shall prepare staff, student and parent handbooks that interpret Board policies and state rules and regulations which affect each population set. The handbooks shall be revised annually and distributed within the first month of the school term.

## **Review**

The Board shall review written policies on a continuing basis to ensure consistency and legality of Board action and administrative decisions. Policies shall be reviewed and revised as a result of newly enacted state and/or federal legislation, court decisions, as a result of research and/or policy development as presented by state and/or national organizations and agencies, or for other reasons as determined by the Board. *(Refer to Sullivan School District Board Policy and Regulation 0510 found on the district website.)*

***It is the policy of the Sullivan School Board of Education not to discriminate on the basis of age, religion, national origin, or handicap in its educational programs, activities, or employment practices.***

***“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.”***

**We recognize that the education of young children is a partnership between home and school. Parent involvement is a very important component of education. Parents are invited and encouraged to participate in a variety of ways. Have a great year!**

# SCHOOL HOURS

School hours are from 8:00 A.M. until 3:00 P.M. each day. Please have your child at school by 8:00 A.M. each day. Children should NOT arrive earlier than 7:30 A.M. or remain on the campus later than 3:00 P.M. unless they are participating in a supervised activity. **SCHOOL DOORS WILL NOT OPEN UNTIL 7:30 A.M. EACH SCHOOL DAY.** Supervision **WILL NOT** be provided for students who arrive before 7:30 A.M. or remain later than 3:00 P.M. The above procedures are designed for the safety and well-being of your child.

# HEALTH REQUIREMENTS

The Missouri Department of Health requires that all children entering school must be properly immunized. Students will be excluded from school if they do not meet these requirements. *(Refer to Sullivan School District Board Policy and Regulation 2850 found on the district website.)*

## Immunization Requirements

<b>DPT</b>	4 doses	The last dose received at age 4 or older. Booster dose every 10 years.
<b>IPV</b>	4 doses	
<b>Measles</b>	2 doses	At 12 months or after.
<b>Rubella</b>	1 dose	At 12 months or after.
<b>Mumps</b>	1 dose	At 12 months or after.
<b>Hepatitis B</b>	Series of three	
<b>Varicella</b>	2 doses	At 19 month or after (documented history of disease in lieu of vaccine).
<b>PCV</b>	4 doses	

### **Lice**

A head louse is a bloodsucking insect parasite that is found on the heads of people. Itching is a major symptom of louse infestation as a result of the parasitic. At the scratch site, secondary bacterial infection may occur.

Head lice can be acquired by coming into close contact with an infested person; wearing infested garments such as coats, caps, and scarves; using infested combs and brushes; lying on infested carpets or beds.

Because school brings large numbers of children into close contact daily, they serve as a focal point for the transmission of all kinds of communicable diseases, including head lice infestation. Control depends on prompt case finding, proper handling of each case, effective treatment, and prevention of spread.

Infested students will be sent home with a letter explaining recommendations for treatment.

If possible, the school nurse will demonstrate to parents how to identify the presence of nits or lice on the child's head and how to remove nits. It should be emphasized that nits are not always killed by pediculocide shampoo and must be removed or they may hatch in seven days and cause self-reinfestation of the child.

Readmission to the school after effective treatment will be based on the absence of lice and nits as determined by the school nurse before the school's start of day. When a case of head lice is found in the classroom, the school nurse will examine all the students in the classroom. The school nurse will observe or examine students who may exhibit symptoms of lice.

Sullivan School District has a "no nit" policy. If your child comes to school with nits they will be sent home until they are removed. Please check your child's head before returning to school especially after weekends. Please contact the school nurse if you find lice/nits or have concerns.

**Head Lice Tips:** Use a blow-dryer. Also, use hair products like mousse hairspray, etc. These products make it hard for the nits to attach to the hair strand.

### **Medication**

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

Students needing occasional medications such as penicillin, etc., for colds, earaches, and sore throats, are to take these medications at home if possible. Medication that is prescribed three (3) times a day can be given before the student comes to school, after school, and again at bedtime. **However, if medicine must be taken at school, it should be delivered to the nurse by the parent in the original prescription bottle.** You can assist your school nurse by:

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

*(Refer to Sullivan School District Board Policy and Regulation 2870 found on the district website.)*

### **Students with Communicable Diseases**

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

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

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

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

Students with acute or chronic contagious or infectious diseases and their families have a right to privacy and confidentiality. Only staff members who have a medical reason to know the identity and condition of such students will be informed. Willful or negligent disclosure of confidential information about a student's medical condition by staff members will be cause for disciplinary action. ***(Refer to Sullivan School District Board Policy and Regulation 2860 found on the district website.)***

**Vision Exams and Screenings**

Pursuant to legislation enacted in 2007 (Senate Bill 16), every child enrolling in kindergarten or first grade in a public school must have a comprehensive vision examination performed by a state-licensed optometrist or physician. Evidence of the child’s eye examination must be given to the school no later than January 1, 2009 and shall include:

1. Complete case history,
2. Visual acuity at distance (aided and unaided),
3. External examination and internal examination (ophthalmoscope examination),
4. Subjective refraction to best visual acuity.

# ATTENDANCE POLICIES

**Attendance**

Regular attendance is essential for quality education. Please avoid appointments during the school day. It is the philosophy of the Sullivan School District Administration and School Board that students should not miss more than twenty (20) days during the school year and still receive credit for classwork.

**Students with chronic absenteeism (20 days or more), may be subject to retention and/or referral to the prosecuting attorney for judicial action. All absences, excused and unexcused, will be included in the twenty (20) allowable days.** Students who miss more than twenty (20) days may appeal for an extension, provided no absences were unexcused. A decision by the principal that denies an extension of days or results in retention may be appealed to the Attendance Committee. The Attendance Committee which will consist of the principal, counselor, nurse, child’s teacher, special education teacher (if appropriate), within (10) calendar days. The committee’s decision may be appealed to the superintendent, then the Board of Education. *(Refer to Sullivan School District Board Policy and Regulation 2310 found on the district website.)*

**Primary’s Steps In Attendance Policy and Procedure Plan**

<b>Step I</b>	Parent contacted by letter after missing four (4) school days.
<b>Step II</b>	Parent contacted and a conference is scheduled after a student misses six (6) days.
<b>Step III</b>	If the student has ten (10) or more absences, he/she will be referred to the school social worker for follow up services. The social worker will contact the student’s family by phone, letter, or home visit to begin working with the student and family to help resolve the issue that is preventing the student from regular school attendance.

**Parent Responsibilities**

Parents have responsibility for requiring and promoting their child’s regular school attendance, the first step in achieving academic success.

Missouri School Law under the Compulsory School attendance subsection places the burden of responsibility for school attendance on the parent:

**Every parent/guardian or other person in this state having charge, control or custody of a child between the ages of seven (7) and sixteen (16) years shall cause the child to attend regularly some public, private, parochial parish, or home school not less than the entire school term of the school which the child attends. (RSMo. 167.031)**

**Excused Absences**

The following absences will be excused:

- Doctor’s appointment that cannot be made other than school time
- Death in the family
- Court appearance
- Illness
- Extenuating circumstances (these will be approved by the principal prior to absence.)
- Religious holidays

**Procedures**

- Students must bring a note from a parent, guardian, or doctor’s excuse for each absence.
- Absences will be considered unexcused without the aforementioned note to the teacher or office.
- **Students with unexcused absences will not be given credit for missed assignments.**
- Students with acute illness, physical traumas, or lengthy hospitalizations are eligible for homebound services. You can contact the office to request this service.

**Make-Up Work After Absences**

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

Full credit will be given for properly executed make-up work following an excused absence. The student must assume responsibility and provide the effort to make- up all work. Students may make-up all work or a substitute assignment for what they had in class.

**Tardiness**

Each student is expected to arrive at 8:00 A.M. daily. Students are considered tardy after 8:10 a.m. All tardies will be considered unexcused unless the student brings a note indicating illness, family emergency, or attendance at a required religious observance as reason for the tardiness. Students with unexcused tardies will not be given credit for work missed due to being tardy. **If your child is tardy twice in one week, he/she will serve an after school detention in the office for 15 minutes after school. A parent conference will be required for excessive tardies.** School tardies will be treated with the same importance as attendance.

**Perfect Attendance Awards**

Perfect attendance for purpose of awards shall be defined as “no absences or tardies” for the school year. Regular attendance (for purpose of awards) shall be considered no more than three (3) days absent yearly (including time accrued through tardiness). Realizing that good school attendance is a good habit for students to develop, the Sullivan P.T.O. wants to recognize students that have outstanding attendance for the school year.

<b>Bronze Medal</b>	Students that have three or less absences for the year.
<b>Silver Medal</b>	Students that miss one day or less.
<b>Gold Medal</b>	Students that have no tardies, no early dismissals, and no days absent for the year.

**Prior Approval Form**

Please try to schedule all family vacations during schools breaks. Your child misses important instruction when he/she is not in school. It is recognized by Sullivan Primary Staff and Administration that occasionally families must vacation during the school year. While this situation is not encouraged,

it is at times unavoidable. When a student is anticipating a vacation during the school year, a parent or guardian should pick up a vacation leave form at the office, complete, and return it before the vacation begins. Upon approval, students will be allowed to make up assignments, or do a teacher approved assignment.

### **Early Dismissal**

If you need to take your child from school during the school day, he or she must be signed out in the office. **All parents and visitors are to check in at the office anytime they are on the school grounds.** (Refer to Sullivan School District Board Policy and Regulation 2330 found on the district website.)

## **SCHOOL RULES**

1. Students should settle disputes without fighting.
2. Students must obey the teachers and teacher assistants.
3. Students should put name on balls and equipment brought to school.
4. Nerf footballs are allowed. Neither tackling nor tearing of clothing is expected. Play safely.
5. Students should leave Heeleys, skateboards, hard balls, bats and roller-skates at home.
6. Students should leave gum and other items which might interrupt classroom instruction at home.
7. Snacks are acceptable and are to be eaten at appropriate times. Students should be reminded to dispose of trash in the trash receptacles provided.
8. Playground problems should be reported to the teacher or aide on duty.
9. Once students get to school in the morning, either by riding the bus or walking, they are NOT to leave the school ground without permission from the office. They are not to play outside but come directly inside the building.
10. Students should not bring any type of electronic or computer game, radios (including those with earphones), MP3 players, CD players, tape recorders, cell phones, and toys are not to be brought to school without specific permission from the principal.
11. Yu-Gi-Oh! Cards and any other trading cards are not permitted at school or on the school bus.
12. Laser lights are prohibited at school and on the school bus.

**Note following school guidelines will result in the item or items being confiscated and retained by the principal until picked up by the parent.**

## **GENERAL SCHOOL POLICIES**

### **School Access**

All of the doors to the building will be locked during the school day except for the front doors. **Please do not go anywhere in the building before signing in at the office.** After you sign in, you are authorized to go only to the location stated on your visitor's badge. Thanks for your cooperation. Teachers have been instructed not to release students to anyone without consent from the office. This rule is to help maintain the safety of all students

### **After School**

It is very important that you make arrangements for what your child will do after school **before your child leaves home in the morning.** Please write a note to the teacher, if there is a change from your child's normal routine. **We will not take changes over the phone after 12:00 P.M. so we may ensure your child gets the message, unless it is an emergency.** It is often upsetting to students when they are unsure of after school plans. They worry and aren't able to give their full attention to their schoolwork. If you arrive to pick up your child and he/she has already boarded the school bus, please don't go on the school bus to get your child. If you need your child to get off the bus, ask the person at pickups and/or go to the office for assistance.

### **School Breakfast and Lunch**

Send your check or money in a sealed envelope to your child's teacher on Monday morning. Write on the outside of the envelope the student's name and "lunch money." Students absent on Monday will follow the above procedure on Tuesday. Lunch cards will be issued to each student at the Primary School. These cards must be kept in proper shape. Any damage, loss, or mutilation (other than normal wear and tear) will result in a \$5.00 replacement fee. The first card will be issued at no charge.

**Meals cost \$1.90 for lunch, \$1.25 for breakfast and milk \$.30. Reduced price meals are \$.40 lunch and \$.30 for breakfast.** Free and reduced lunch prices are available to students who qualify for assistance.

**To help our lunch program operate efficiently, it is requested that your child's lunches be purchased on a weekly or monthly, basis. Please do not send money every day. Students will not be permitted to charge lunches. \* If you qualify for free or reduced lunches, you need to fill out a form before your child eats in the lunchroom. You are responsible for any lunch charges that are made before the form is filled out.**

### **Change in Student Information**

***It is very important that the school office be notified immediately of a change of address, home or office telephone number, or a change in emergency information during the academic school year. It is necessary that we have some way to contact parents during the school day.***

### **Check Writing Policy**

- Checks must be pre-printed with name, address and phone number.
- Checks must include the driver's license number of the signee.
- Checks should be made out to Sullivan High School, Sullivan Middle School, Sullivan Elementary School or Sullivan Primary School, whichever is applicable.
- We CANNOT accept checks written for a different amount or with scratched out information.
- Returned check fee is \$10 per check. 2<sup>nd</sup> offense will put you on a cash only basis with the school for the remainder of the school year.
- Please write the student's name and the reason for payment in the "comments" section of the check.

### **Child Abuse or Neglect**

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

### **Classroom Assignments**

The principal is responsible for assigning students to classroom teachers based on heterogeneous academic ability grouping, male/female ratios, social structures and teacher recommendations. Requests from parents for specific classroom teachers are discouraged. However, there are justifiable situations where a parent request may be warranted and should be considered. A request must be written and submitted by April of the current school year. Specific reasons for the request must be outlined. Each request will be reviewed by the principal on an individual basis.

### **Confidentiality**

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

### **Corporal Punishment (Prohibited)**

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

### **Field Trips**

Each class is allowed an educational field trip at the end of the school year. Student attendance on the field trip is a privilege. Students who exhibit rude, disrespectful, disruptive, harmful, or inappropriate behavior during the school year may not be allowed to attend the field trip, depending on the severity of the offense. **We discourage bringing small children on field trips. Insurance regulations will not permit parents to ride school buses.**

### **Fire/Tornado/Disaster Drills/Intruder**

Every precaution is taken to ensure the safety of your child during normal school hours. Periodically, we practice fire, tornado, disaster, and intruder drills to make certain students learn proper safety procedures and adhere to all safety guidelines. *(Refer to Sullivan School District Board Policy and Regulation 5240 found on the district website.)*

### **Homework Completion**

Sullivan Primary School believes that academics must be held in high regard. In order to reinforce concepts, students must be responsible for a certain amount of work at home. If the work is not completed, students will go to "Homework Help" at a designated time within the school day. A slip will be sent home letting parents know that they have completed their homework at school. It is important that we work together for the academic success of our students.

### **Homework Tips for Parents**

- Check for homework assignment.
- Choose a quiet place and time to complete homework.
- Support, clarify, and motivate, BUT DO NOT DO THE HOMEWORK FOR YOUR CHILD.
- Be wary if your child never has homework.
- Talk with teacher(s) if a large number of assignments are too difficult or time consuming for your child. Learning rates vary so it is difficult to determine an exact amount of time that should be spent on homework each evening.

### **Inclement Weather**

When severe weather creates hazardous conditions, the regular school schedule may be suspended to ensure students' safety. It is the parent's/guardian's responsibility to monitor news reports via television and radio stations. Announcements are normally broadcast on TV channels 5, 2, 4 and 30. The following radio stations will announce school closures: 1560 AM, 102.1 FM, 1220 AM, 101.7 FM, 1490 AM, 105.3 FM, 1350 AM, 104.5 FM. **Please do not call the school for cancellations or early dismissals.**

### **Internet Usage**

The Board of Education recognizes that it is important for students to have access to electronic-based research tools and to master skills for their application to learning, problem solving, production of work, and presentation of information. The Board also recognizes that while these resources represent extraordinary learning opportunities and enriching educational materials, they also offer persons with illegal, immoral or inappropriate motives avenues for reaching students, teachers, staff, parents/guardians and members of the community. Additionally, these resources present tempting opportunities for users to explore areas that are either confidential, have restricted access, are inappropriate or are disruptive to the classroom or workplace. It is the purpose of District policy and regulations to outline acceptable student and employee behavior with respect to use of District technology and electronic resources. A Technology Usage Form must be signed and returned to the office before students are allowed access to computers. *(Refer to Sullivan School District Board Policy and Regulation 6320 found on the district website.) A signed technology usage form must be signed and returned to the office before students are allowed access to computers.*

### **Leaving the District**

We would appreciate knowing in advance if you plan on moving from the school district. A note or a call to the office would give us time to get your child's records in order. Please check with the office to pay any outstanding book fees and/or to find out if your child has a library book checked out.

### **Media**

All media contacts are referred to the Superintendent of Sullivan Schools.

### **Parent/Teacher Conferences**

Grade cards are issued four times in a school year. Parents may check on student progress at any time during the grading period. Parent-Teacher communication is very much encouraged throughout the school year. Please call in advance to schedule appointments. Scheduled parent/teacher conferences this year will be: October 7<sup>th</sup> and 8<sup>th</sup> and February 17<sup>th</sup> and 18<sup>th</sup>. More information will come home with your child before conferences.

### **Smoke Free Environment**

All campuses in the Sullivan District are "smoke free". This includes outside areas.

### **School Parties**

We welcome room parents to assist with entertainment and provide refreshments for the classroom parties. Participation in these activities is voluntary, and parents are notified before the party dates.

Sometimes individual children wish to provide classroom birthday treats. Arrangements for such treats should be made in advance with the classroom teacher. Birthday treats must be checked into the school office and birthday students will pick them up.

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

- Food and drink items are to be commercially prepared and packaged. Commercial bakery foods, such as cookies, cakes, pies, donuts or cupcakes that are packaged in containers at the bakery and/or store are acceptable.

Drinks may be canned, bottled, or boxed drinks.

### **Reading**

The Sullivan School District recognizes the importance of reading for a student's success in school. It is required that all students read or are read to for 15 minutes each evening.

### **Recess**

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

### **Retention**

**DUE TO THE NEW LAW THAT HAS GONE INTO AFFECT, (HOUSE BILL 889), THE SULLIVAN SCHOOL DISTRICT WILL REQUIRE THAT STUDENTS NOT BE PROMOTED TO THE NEXT GRADE LEVEL UNLESS THEY HAVE A READING LEVEL AT OR ABOVE ONE GRADE LEVEL BELOW THE STUDENT'S GRADE LEVEL.**

Students whose reading level is deficient will have the option of summer school remediation or after school tutoring programs to make up the deficit. The Sullivan District recognizes that students have different learning styles. Teachers are aware of this and will accommodate all styles of learning. Special Education students are exempt from this law. Parent conferences for students at risk of retention will begin in January of each year. It is important students, parents, teachers, and administrators work together when retention is a possibility. Teachers are asked to stay in touch with parents through written or oral

communication on a regular basis when retention is a possibility. The final decision regarding retention will be the responsibility of the administration and will not be made until all grades are determined at the end of the year.

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

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

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

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

**Smoke Free Environment**

All campuses in the Sullivan District are “smoke free”. This includes outside areas.

**Student Dress Code**

The Sullivan School District Policy 2651 states that students’ dress and grooming to be neat, clean, and in good taste, so that each student may share in promoting a positive, healthy and safe atmosphere within the school district.

<b>1</b>	<ul style="list-style-type: none"> <li>▪ Students are not allowed to wear clothing to school which advertises or condones the use of alcohol or drugs.</li> <li>▪ Also, any form of dress which is disruptive in appearance, displays inappropriate lettering or pictures, or is detrimental to the purpose or conduct of the school is prohibited.</li> <li>▪ Students who wear such clothing will be asked to change, cover up or turn inside out such apparel.</li> <li>▪ Repeated occurrences will result in disciplinary action.</li> </ul>
<b>2</b>	<ul style="list-style-type: none"> <li>▪ Any unusual hair color and styles that cause distraction to the learning environment in any way will not be tolerated and will be dealt with immediately.</li> <li>▪ Also, no tattoos, or distracting make-up will be allowed.</li> </ul>
<b>3</b>	<ul style="list-style-type: none"> <li>▪ When, in the judgment of the principal, a student’s appearance or mode of dress disrupts the education process, or constitutes a threat to health or safety, the student may be required to make modifications.</li> </ul>

**Student Performance & Evaluation**

Mid-quarter reports will be sent home approximately every four (4) weeks and report cards will be sent home at the end of each nine (9) weeks. This is a means of informing parents/guardians of student progress, or lack of progress, in each subject, as well as effort and participation.

**Student Textbook Usage**

Textbooks on which assignments are based are to be available to each student. Under the guidance of the teacher and the rules for a particular class, a textbook should be available for the student to take home overnight or over a weekend so that the student may prepare homework assignments and so that the parents/guardians may see the textbook.

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

**Violent Threat Plan**

Keeping the children safe is our top priority; there is a campus wide plan to quickly respond to any situation that may arise from a threat. *(Refer to Sullivan School District Board Policy and Regulation 5240 found on the district website.)*

**DISCIPLINE PROCEDURE**

**Primary Discipline Procedure**

Maintaining sound discipline and dealing with discipline problems is one of the most important aspects of teaching and school administration. Unless students are well behaved and motivated, little learning will take place in the classroom. Rude, disruptive, or harmful behavior will not be tolerated.

Each student is responsible for his/her behavior. When behaviors demonstrated by a child are such that cause harm to another person or interfere with the instructional process, intervention steps will be taken to develop new and more productive behaviors.

Consideration will be given to the seriousness of the inappropriate behavior, the intensity and duration of the behavior, and the frequency of referrals for this or similar inappropriate behaviors. The administrator may use any of the appropriate consequences in the appropriate order or combination taking into consideration the child’s age, grade and other extenuating circumstances. A parent will be notified by a phone call or a letter sent home explaining their child’s behavior. **In some cases, the parent may be asked to come to school immediately for a conference and/or to take the child home.** If you have any questions/concerns regarding your child’s behavior please contact your child’s teacher before contacting the principal. *(Refer to Sullivan School District Board Policy and Regulation 2610 found on the district website.)*

The following is intended to provide a guideline for the administration of student discipline for students who are sent to the office for discipline.

Types of Misbehavior	Corrective Discipline
<p><b>Arson</b> Starting a fire or causing an explosion with the intention to damage property or buildings.</p>	<p><b>First Offense:</b> 5-10 days out-of-school suspension or expulsion, notification to law enforcement officials and documentation in student’s discipline record. <b>Subsequent Offense:</b> 11-180 days out-of-school suspension or expulsion, notification to law enforcement officials and documentation in student’s discipline record.</p>

<p><b>Assault</b> Use of physical force with the intent to do bodily harm.</p>	<p><b>First Offense:</b> Three (3) days detention, or possible 1-3 days suspension. Conference w/parents. <b>Second Offense:</b> 3-5 days suspension. Conference w/parents. <b>Thlrd Offense:</b> 5-10 days suspension. Conference w/parents.</p>
<p><b>Biting</b></p>	<p><b>First Offense:</b> Conference and apology (if possible) between parties involved. Parents notified. <b>Second Offense:</b> Three (3) days detention, or possible 1-3 days suspension. Conference w/parents. <b>Thlrd Offense:</b> 3-5 days suspension. Conference w/parents.</p>
<p><b>Boy-Girl Relationship (Show of Affection) in Building or School Grounds</b></p>	<p><b>First Offense:</b> Conference with both parties involved. Parents notified. <b>Second Offense:</b> 1-3 days detention. Conference with parents. <b>Thlrd Offense:</b> 3-5 days suspension. Conference with parents.</p>
<p><b>Bringing Nuisance Items (Water Guns, Cell phones etc.) to School</b></p>	<p><b>First Offense:</b> Confiscation, not to be returned to the student. Parents notified. <b>Second Offense:</b> 1-3 days detention. Conference w/parents. <b>Thlrd Offense:</b> 3-5 days suspension. Conference w/parents.</p>
<p><b>Bullying (Sullivan District Board Policy PR2655):</b> The intentional action by an individual or group of individuals to inflict physical, emotional or mental suffering on another individual or group.</p>	<p><b>First Offense:</b> Conference and apology to party involved. Parents notified. <b>Second Offense:</b> Three (3) days detention, or possible 1-3 day suspension. Conference with parent. <b>Thlrd Offense:</b> 1-5 days suspension (possible 10-180 days out-of-school suspension, or expulsion and possible documentation in student's discipline record.</p>
<p><b>Cheating on Tests and Examinations</b></p>	<p><b>First Offense:</b> Failure on individual test or examination. Parents notified. <b>Second Offense:</b> Failure on individual text or examination. 1-3 days detention. Conference with parents. <b>Thlrd Offense:</b> Failure for quarter. 1-5 days suspension. Conference with parents.</p>
<p><b>Defacing School Property by Writing, Scratching, Carving, Etc.</b></p>	<p><b>First Offense:</b> Student charged cost of property defaced. Grades withheld until paid. Parents notified. <b>Second Offense:</b> Student charged cost of property defaced. 1-3 days detention. Grades with-held until paid. Conference with parents. <b>Thlrd Offense:</b> Student charged cost of property defaced. 1-3 days suspension. Grades withheld until paid. Conference with parents.</p>
<p><b>Disparaging or Demeaning Language</b> Use of words or actions, verbal, written or symbolic meant to harass or injure another person; i.e. threats of violence or defamation of a person's race, religion, gender or ethnic origin. Constitutional protected speech will not be punished.</p>	<p><b>First Offense:</b> Principal/student conference, in-school suspension, or 1-3 days out-of-school suspension. <b>Subsequent Offense:</b> In-school suspension, 3-5 days out of school suspension, possible 10-180 days out-of-school suspension, or expulsion, and possible documentation in student's discipline record.</p>
<p><b>Disrespectful Speech or Conduct</b> Disrespectful verbal, written or symbolic language or gesture that is inappropriately directed at a staff member.</p>	<p><b>First Offense:</b> Principal/student conference, in-school suspension, or 1-3 days out-of-school suspension. <b>Subsequent Offense:</b> In-school suspension, 3-5 days out-of-school suspension, possible 10-180 days out-of-school suspension, or expulsion, and possible documentation in student's discipline record.</p>
<p><b>Disruptive Speech or Conduct</b> Conduct or verbal, written or symbolic language, which materially and substantially disrupts classroom work, school activities or school functions.</p>	<p><b>First Offense:</b> Principal/student conference, in-school suspension, or 1-3 days out-of-school suspension. <b>Subsequent Offense:</b> In-school suspension, 1-5 days out-of-school suspension, possible 10-180 days out-of-school suspension, or expulsion, and possible documentation in student's discipline record.</p>

<p><b>Drugs/Alcohol (Sullivan District Board Policy P2640)</b></p> <ul style="list-style-type: none"> <li>▪ Possession of or attendance under the influence of any unauthorized prescription drug, alcohol, narcotic substance, counterfeit drugs or drug-related paraphernalia, including controlled substances and illegal drugs defined as substances identified under schedules I,II,III,IV or V in section 202 of the Controlled Substances Act.</li> <li>▪ Sale, purchase or distribution of any prescription drug, alcohol, narcotic substance, counterfeit drugs and/or drug-related paraphernalia, including controlled substances and illegal drugs defined as substances identified under schedules I,II, III, IV or V in section 202 of the Controlled Substances Act.</li> </ul>	<p><b>First Offense:</b> 3-10 days out-of-school suspension, possible 10-180 days out-of-school suspension, notification to law enforcement officials, and documentation in student's discipline record.</p> <p><b>Subsequent Offense:</b> 10-180 days out-of-school suspension, notification to law enforcement officials, and documentation in student's discipline record.</p> <p>Expulsion, notification to law enforcement officials, and documentation in student's discipline record.</p> <p><b>First Offense:</b> 1-180 days out-of-school suspension, expulsion, possible notification to law enforcement officials and documentation in student's discipline record.</p>
<p><b>Extortion</b> Threatening or intimidating any student for the purpose of obtaining money or anything of value.</p>	<p><b>First Offense:</b> Principal/student conference, in-school suspension, or 1-10 days out-of school suspension.</p> <p><b>Subsequent Offense:</b> In-school suspension, 1-180 days out-of-school suspension, or expulsion, and possible documentation in student's discipline record.</p>
<p><b>False Alarms</b> Tampering with emergency equipment, setting off false alarms, making false reports.</p>	<p><b>First Offense:</b> Principal/student conference, in school suspension, 1-180 days out-of-school suspension, or expulsion, and possible documentation in student's discipline record.</p> <p><b>Subsequent Offense:</b> In-school suspension, 1-180 days out-of-school suspension, or expulsion, and possible documentation in student's discipline record.</p>
<p><b>Forgery/Lying</b> Falsification on an absence or tardy excuse, note from home, or parent signature.</p>	<p><b>First Offense:</b> 1-3 days detention. Conference with parent</p> <p><b>Second Offense:</b> 1-3 days in-school suspension. Conference with parent.</p> <p><b>Thlrd Offense:</b> 1-3 days out-of-school suspension. _Conference with parents.</p>
<p><b>Hitting/Kicking/Pushing</b></p>	<p><b>First Offense:</b> Conference and apology (if possible) between parties involved. Parents notified.</p> <p><b>Second Offense:</b> Three (3) days detention or possible 1-3 days suspension. Conference w/parents.</p> <p><b>Thlrd Offense:</b> 1-5 days suspension. Conference w/parents.</p>
<p><b>Lunchroom Misbehavior</b> Throwing food, not remaining seated, too loud, etc.</p>	<p><b>First Offense:</b> Assigned seating, pick up trash during recess, loss of recess.</p> <p><b>Second Offense:</b> 1-3 days detention. Conference with parents.</p> <p><b>Thlrd Offense:</b> 1-3 days detention, 1-3 days in-school suspension. Conference with parents.</p>
<p><b>Minor rules – Repeated Violations</b> (10 office referrals or more) can seriously affect the learning climate. The principal will review the series of minor violations and determine if serious disciplinary action is warranted. The principal will conference with the student and parent advising them of the consequences of continued violations, if the inappropriate behavior continues.</p>	<p><b>First Offense:</b> 1-3 days in-school suspension. Conference with parents.</p> <p><b>Second Offense:</b> 3-5 days out-of-school suspension. Conference with parents.</p> <p><b>Thlrd Offense:</b> 1-3 days out-of-school suspension. Conference with parents.</p>

<p><b>Profanity</b></p>	<p><b>First Offense:</b> Conference with student. Parents notified.  <b>Second Offense:</b> 1-3 days detention or possible 1-3 days in-school suspension. Conference with parents.  <b>Thlrd Offense:</b> 1-5 days in-school or out-of-school suspension. Conference with parents.</p>
<p><b>Sexual Harassment –</b>  Includes but is not limited to the following:</p> <ul style="list-style-type: none"> <li>▪ Uninvited and deliberate touching or pinching</li> <li>▪ Uninvited sexually suggestive gestures</li> <li>▪ Uninvited sexually suggestive language</li> </ul>	<p><b>First Offense:</b> Conference and apology to party involved. Parents notified.  <b>Second Offense:</b> Three (3) days detention, or possible 1-3 days suspension. Conference with parents.  <b>Thlrd Offense:</b> 3-5 days suspension. Conference with parents.</p>
<p><b>Stealling</b></p>	<p><b>First Offense:</b> Return or reimbursement to loser. Parents notified.  <b>Second Offense:</b> Return or reimbursement to loser. 1-3 days detention. Conference with parents. Conference with Resource Officer.  <b>Thlrd Offense:</b> Return or reimbursement to loser. 1-3 days suspension. Conference with parents.</p>
<p><b>Tobacco (Sullivan District Board Policy P2640)</b></p> <ul style="list-style-type: none"> <li>▪ Possession of any tobacco products on school grounds, bus or at any school activity.</li>   <li>▪ Use of any tobacco products on school grounds, bus or at any school activity.</li> </ul>	<p><b>First Offense:</b> Principal/student conference, detention, or in-school suspension.  <b>Subsequent Offense:</b> In-school suspension or 1-10 days out-of-school suspension.</p> <p><b>First Offense:</b> In-school suspension or 1-3 days out-of-school suspension.  <b>Subsequent Offense:</b> In-school suspension or 1-10 days out-of-school suspension.</p>
<p><b>Truancy</b>  Absence from school without the knowledge and consent of parent/guardian and/or the school administration.</p>	<p><b>First Offense:</b> Principal/student conference, detention, or 1-3 days in-school suspension.  <b>Subsequent Offense:</b> 3-10 days in-school suspension.</p>
<p><b>Vislting unauthorized sites on a computer</b></p>	<p><b>First Offense:</b> Parent will be called; student will be suspended for the rest of the day. On return to school, the student will lose computer privileges for one week.  <b>Second Offense:</b> Parent will be called; student will be suspended for the rest of the day and the next day. On return to school, the student will lose computer privileges for one month.  <b>Thlrd Offense:</b> Parent will be called; student will be suspended for the rest of the day and an additional 1-3 days. On return to school, the student will lose computer privileges for the rest of the year.</p>
<p><b>Weapons (Sullivan District Board Policy PR2620)</b></p> <ul style="list-style-type: none"> <li>▪ Possession or use of any instrument or device, other than those defined in 18 U.S.C. 921 or 571.010, RSMo, which is customarily used for attack or defense against another person; any instrument or device used to inflict physical injury to another person.</li>   <li>▪ Possession or use of a firearm as defined in 18 U.S.C. 921 or any instrument or device defined in 571.010, RSMo. or any instrument or device defined as a dangerous weapon in 18 U.S.C. 930.</li> </ul>	<p><b>First Offense:</b> In-school suspension, 1-180 days out-of-school suspension, or expulsion, possible notification to law enforcement officials, and possible documentation in student's discipline record.  <b>Subsequent Offense:</b> 11-180 days out-of-school suspension or expulsion, possible notification to law enforcement officials, and documentation in student's discipline record.</p> <p><b>First Offense:</b> One calendar year suspension or expulsion, notification to law enforcement officials, and documentation in student discipline record.</p>

### **Detention and/or In-School Suspension of Students**

The provisions of detention or an in-school suspension program for student violations of policies, rules, and regulations shall provide principals with an additional alternative for dealing with disciplinary problems that occur in the schools. When this alternative is appropriate, students will be assigned to serve a specified time period in the in-school suspension program. These assignments and the determination of the time period for them shall be determined by the principal, or his or her designee. *(Refer to Sullivan School District Board Policy and Regulation 2660-2661 found on the district website.)*

### **Student Suspension and Expulsion**

**NOTE:** The following procedures apply to all students except those who are defined by Board Policy as disabled. Procedures applicable to disabled students are described in Board Policies dealing with the discipline of disabled children.

The Board of Education believes that the right of a child to attend free public schools carries with it the responsibility of the child to attend school regularly and to comply with the lawful policies, rules, and regulations of the school district. This observance of school policies, rules, and regulations is essential for permitting others to learn at school.

Therefore, the administrative prerogative to exclude a student from school because of willful violation of school rules and regulations, willful conduct which materially or substantially disrupts the rights of others to an education, or willful conduct which endangers the student, other students or the property of the school is permitted, provided such action is taken in accordance with due process and with due regard for the welfare of both the student and the school.

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

### **Suspensions**

In Missouri, a principal may suspend a student for up to ten (10) school days. A superintendent may suspend a student for up to 180 school days. Procedures for suspending a student are outlined below.

1. Before suspending a student, a principal or superintendent must (a) tell the student, either orally or in writing, what misconduct he or she is accused of; (b) if the student denies accusation, explain, either orally or in writing, the facts that form the basis of the proposed suspension; and give the student an opportunity to present his or her version of the incident.
2. If the principal or superintendent concludes that the student has engaged in misconduct punishable by suspension, the procedures described below apply unless the student is disabled. (If the student is disabled, the procedures described in the policy dealing with the discipline of disabled children apply.)
3. The principal or superintendent should determine whether the student should be suspended or whether less drastic alternative measures would be appropriate. In many cases, the principal or superintendent may decide not to suspend a student unless conferences (between the teacher, student and principal, and/or between the parent, student and principal) have been held and have failed to change the student's behavior.
4. If suspension is imposed, the student's parents or guardians must be promptly notified of the suspension and the reasons for the action.
5. Any suspension by a principal must be reported, immediately and in writing, to the superintendent, who may revoke the suspension, either part or in full, at any time.
6. If a student is suspended for more than ten (10) school days, the following rules also apply:
  - The student, his or her parents, guardians or others having custodial care have a right to appeal the superintendent's decision to the board or a committee of the board appointed by the board president.
  - If the student gives notice that he or she wishes to appeal the suspension to the board, the suspension shall be stayed until the board renders its decision, unless in the superintendent's judgment, the student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process.

- All notices of appeal shall be transmitted, either by the appealing party or by the superintendent, to the secretary of the board. Oral notices, if made to the superintendent, shall be reduced to writing and communicated to the secretary of the board.
- The superintendent, when notified of an appeal, shall promptly transmit to the board a full written report of the facts relating to the suspension, the action taken by the superintendent, and the reasons for the action.
- Upon receipt of a notice of appeal, the board will schedule a hearing and within a reasonable time in advance of the scheduled date, will notify, by certified mail, the appealing party of the date, time, and place of the hearing and of the right to counsel, to call witnesses, and to present evidence at the hearing.
- Hearings of appealed suspension will be conducted as described in the section of this policy dealing with student disciplinary hearings.

*(Refer to Sullivan School District Board Policy and Regulation 2662 found on the district website.)*

### **Suspensions for More Than 180 Days and Expulsions**

Only the board may expel a student or suspend a student for more than 180 days. The applicable procedures are outlined below:

1. Before recommending to the board that a student be expelled or suspended for more than 180 days, the superintendent must (a) tell the student, either orally or in writing, what misconduct he or she is accused of; (b) if the student denies the accusation, explain, either orally or in writing, the facts that form the basis of the proposed suspension/expulsion; and give the student an opportunity to present his or her version of the incident.
2. If the superintendent concludes that the student has engaged in misconduct and should be expelled or suspended for more than 180 days, the procedures described below apply unless the student is disabled. (In the case of a disabled student, the procedures described in the policy dealing with the discipline of disabled children shall apply.)
  - The superintendent will recommend to the board that the student be expelled or suspended for more than 180 days. The superintendent may also immediately suspend the student for up to 180 days.
  - Upon receipt of the superintendent's recommendation, the board will follow the procedures described in the section of this policy dealing with student disciplinary hearings.
3. If the student is expelled, he or she may later apply to the board for readmission. Only the board can readmit an expelled student.

*(Refer to Sullivan School District Board Policy and Regulation 2663 found on the district website.)*

### **Student Discipline Hearings**

The Board of Education may originate student discipline hearings upon recommendation of the superintendent. In such cases, the Board of Education will review the superintendent's report and determine whether to conduct a discipline hearing. In addition, student discipline hearings also will be held upon written request of the student or the student's parents, to consider appeals from student suspensions in excess of ten (10) school days. A discipline hearing will always be held in cases of suspensions in excess of 180 school days or expulsions, unless after meeting with the superintendent or designee, the parent or guardian waives in writing the right to an expulsion hearing.

In all hearings, whether initiated by the Board of Education or by appeal, the following procedures will be adhered to:

1. The student and the parents/guardians will be advised of the charges against the student; their right to a board hearing; the date, time and place of the hearing; their right to counsel; and their procedural rights to call witnesses, enter exhibits and cross-examine adverse witnesses. All such notifications will be made by certified mail, addressed to the student's parents or guardians. The board shall make a good-faith effort to have the parents or guardians present at the hearing.
2. Prior to the board hearing, the student and the student's parents/guardians will be advised of the identity of the witnesses to be called by the administration and advised of the nature of their testimony. In addition, the student and the student's parents/ guardians will be provided with copies of the documents to be introduced at the hearing by the administration.

3. The hearing will be closed unless the board decides otherwise. The hearing will only be open with parental consent. At the hearing, the administration or their counsel will present the charges and such testimony and evidence to support such charges. The student, his or her parents/guardians or their counsel shall have the right to present witnesses, introduce exhibits, and to cross-examine witnesses called in support of the charges. A licensed court reporter may record the hearing and prepare a written transcript.
4. At the conclusion of the hearing, the Board of Education shall deliberate in executive session and shall render a decision to dismiss the charges; to suspend the student, for a specified period of time; or to expel the student from the schools of the district. The administration or its counsel, by direction of the Board of Education, shall promptly prepare and transmit to the parents/guardians written notice of the decision. Decisions include Findings of Fact and Conclusions of Law. *(Refer to Sullivan School District Board Policy and Regulation 2671 found on the district website.)*

### **Remedial Conference**

Prior to the readmission or enrollment of any student who has been suspended from school or expelled in accordance with this policy, a conference must be held to review the student's conduct that resulted in the suspension or expulsion and any remedial actions needed to prevent future occurrences of such conduct or related conduct. The conference shall include the appropriate school officials including any teacher directly involved with the conduct that resulted in the suspension or expulsion, the student, and the parent or guardian of the student or any agency having legal jurisdiction, care, custody, or control of the student. The Board of Education shall notify, in writing, the parents or guardians and all other parties of the time, place, and agenda of such conference. *(Refer to Sullivan School District Board Policy and Regulation 2664 found on the district website.)*

### **Weapons**

Students shall not bring weapons to Sullivan Primary School. Students who bring weapons to school can be suspended for a period of not less than one year or expelled. The Superintendent may modify the suspension on a case-by-case basis. Sullivan Schools may provide educational services in an alternative setting to a student under school suspension. Weapons shall include the following: a blackjack, a concealable firearm, an explosive weapon, a firearm, a firearm silencer, a gas gun, a knife, knuckles, a machine gun, a projectile weapon, a rifle, a shotgun, a spring gun, or a switchblade knife; except that this section shall not be construed to prohibit a school board from adopting a policy to allow a Civil War re-enactor to carry a Civil War era weapon on school property for educational purposes so long as the firearm is unloaded. *(Refer to Sullivan School District Board Policy and Regulation 2620 found on the district website.)*

## **BUS REGULATIONS**

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

The student plays a very important role in maintaining safety on the bus. When the student is acting in a way that jeopardizes his/her own safety, or the safety of others will result in disciplinary action.

Because of the possibilities for serious accidents, inappropriate behavior will not be tolerated on the bus. In the majority of the cases, cooperation between the school and parent will help to resolve discipline problems without serious interruption to the student's education. *(Refer to Sullivan School District Board Policy and Regulation 2652 and 5220 found on the district website.)*

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

1	<p>Pupils must obey the driver. The driver may:</p> <ul style="list-style-type: none"> <li>▪ Assign students to specific seats for any length of time they deem necessary.</li> <li>▪ Refuse to let a student board the bus until the student obtains permission to do so if the driver feels order and safety on the bus is in jeopardy.</li> </ul>
2	<p>Pupils must follow the bus stop rules including:</p> <ul style="list-style-type: none"> <li>▪ Be on time to the bus stop. The bus cannot wait.</li> <li>▪ Be picked up and let off at their regularly scheduled bus stop.</li> <li>▪ Be let off the bus at a stop other than their own with written permission from a parent.</li> <li>▪ The bus route will not be altered to make non-scheduled stops.</li> <li>▪ Stand away from the roadway until the bus has come to a complete stop.</li> <li>▪ Pupils creating discipline problems at the bus stop may be removed from the bus.</li> </ul>
3	<p>Students will be expected to adhere to the following rules while on the bus.</p> <ul style="list-style-type: none"> <li>▪ Unnecessary conversation with the driver is prohibited.</li> <li>▪ Except for ordinary conversation, classroom conduct is to be observed on the bus.</li> <li>▪ Pupils must not at any time extend arms or head out of the bus windows.</li> <li>▪ Pupils must not throw items out of the bus windows.</li> <li>▪ Items or materials that could cause damage or cause harm will not be permitted on the bus. The driver may refuse items at the bus stop.</li> <li>▪ Alcohol or controlled substances will not be permitted on the bus.</li> <li>▪ The use of tobacco in any form will not be permitted on the bus.</li> <li>▪ Profane and/or disrespectful language will not be tolerated on the bus.</li> <li>▪ Food or beverage will not be permitted on the bus.</li> </ul>

**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 violators may be minor or a major offense depending on the severity of the action.*

**Examples of major and minor offenses:**

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

**Penalties for minor offenses:**

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

**Penalties for major offenses:**

<b>1<sup>st</sup> offense:</b>	1-5 day bus suspension and/or regular discipline policy
<b>2<sup>nd</sup> offense:</b>	6-10 day bus suspension and/or regular discipline policy
<b>3<sup>rd</sup> offense:</b>	11-44 day bus suspension and/or regular discipline policy
<b>4<sup>th</sup> offense:</b>	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.

# IMPORTANT INFORMATION

**Box Tops/Labels For Education**

Please save box tops from General Mills Products, used cell phones, laser and ink jet cartridges, and Campbell’s soup labels and send to school with your child. We will redeem them for cash and use to purchase classroom equipment.

**Character Education**

Character education has truly become woven into the fiber of our everyday school activities. Our efforts will be focused on making a character connection between grade levels, activities, families and the larger community. The primary focuses on responsibility, cooperation, honesty and respect to foster a climate that builds cooperative relationships and nurtures responsibility, kindness, and good judgment as the basis for building a successful community of learners.

**Drug-Free Schools**

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

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

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

**Mentor Program**

A mentor is an adult who, along with parents, provides young people with support, friendship, reinforcement and a constructive example. Mentors are good listeners, people who care, and want to help young people bring out strengths that are already there. All mentors are required to fill out the necessary paperwork and have a background check. Mentoring is once a week for approximately 30 minutes. Come join our mentor program at the Sullivan Primary and throughout the district.

**Parents As Teachers**

This program is a free program for everyone. It serves families that have children from birth to three years of age. For information call 468-5446. This program is housed in the Primary Building.

**P. T. O.**

Please consider joining our Parent Teacher Organization. This is an active group that does many good things for our schools. The Primary and Elementary P. T. O. is one organization. They assist with large functions, sponsor a fund raising project, and initiate two book fairs during the school year.

**Practical Parenting Partnership**

There is a parent resource library available to all parents and is housed at the Elementary School. Resources are for ages K-12 and can be checked out for two weeks. The phone number to call is 468-5196.

**School Resource Officer**

Sergeant Mark Schupp is the district resource officer from the Sullivan Police Department. Sergeant Schupp coordinates the D.A.R.E. Program for our fifth grade students. D.A.R.E. is a program that teaches drug prevention and awareness. Sergeant Schupp can be contacted via e-mail at [schuppm@eagles.k12.mo.us](mailto:schuppm@eagles.k12.mo.us).

**Student Accident Insurance**

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

Participation in any group plan is optional and arrangements for participation are the responsibility of the parents/guardians or students. However, all students are required to have insurance coverage before they are allowed to practice or compete in interscholastic athletics, cheerleading, pompon squads and similar groups. *(Refer to Sullivan School District Board Policy and Regulation 2652 and 5220 found on the district website.)*

NOTICE OF NONDISCRIMINATION

Students, parents of elementary and secondary school students, employees, applicants for admission and employment and sources of referral of applicants for admission and employment with Sullivan School District are hereby notified that this institution does not discriminate on the basis of race, color, national origin, sex, disability, or age in admission, access to, treatment, or employment in its programs and activities.

Any person having inquiries concerning Sullivan School District's compliance with the regulations implementing these Prohibitions is directed to contact Tanya Voss, Title IX and Section 504 Coordinator, 573-468-5171, who has been designated to coordinate Sullivan School District'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 Sullivan School District's compliance with the regulations implementing Title IX or Section 504.

Dr. Mickie L. Shank  
Superintendent  
Sullivan School District

## NONDISCRIMINATION AND STUDENT RIGHTS

### **Distribution of Noncurricular Publications by Students**

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

### **Harassment**

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, 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, 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, national origin, 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, national origin, 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 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, 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. *(Refer to Sullivan School District Board Policy and Regulation 2130 found on the district website.)*

### **Searches by School Personnel**

School lockers and desks are the property of the Board of Education and are provided for the convenience of students, and as such, are subject to periodic inspection without notice, without student consent, and without a search warrant. The lockers and desks may be searched by school administrators or staff who have a reasonable suspicion that the lockers or desks contain drugs, alcohol, material of a disruptive nature, stolen properties, weapons, items posing a danger to the health or safety of students and school employees, or evidence of a violation of school policy. In addition, the Board of Education authorizes the use of trained dogs to sniff lockers or other school property to assist in the detection of the presence of drugs, explosives, and other contraband.

Students or student property may be searched based on reasonable suspicion of a violation of District rules, policy or state law. Reasonable suspicion must be based on facts known to the administration,

credible information provided or reasonable inference drawn from such facts or information. The privacy and dignity of students shall be respected. Searches shall be carried out in the presence of adult witnesses, if such witnesses are available. Students may be asked to empty pockets, remove jackets, coats, shoes and other articles of exterior clothing for examination if reasonable under the circumstances.

No employee shall perform a strip search of any student. The exception to this would be if a school administrator reasonably believes that a student possesses a weapon, explosive, or substance that poses an imminent threat of physical harm to himself or herself or another person, and if a commissioned law enforcement officer is not immediately available. Strip searches may be conducted by, or under the authority of, a commissioned law enforcement officer.

Students are permitted to park on school premises as a matter of privilege, not of right. The school retains the authority to conduct routine patrols of the student parking lots. The interior of a student's automobile on school premises may be searched if a school administrator has reasonable suspicion to believe that illegal, unauthorized or contraband items or evidence of a violation of school policy is contained inside the vehicle.

Law enforcement officials shall be contacted if the search produces a controlled substance, drug paraphernalia, weapons, stolen goods or evidence of a crime, in any case involving a violation of law when a student refuses to allow a search, or where the search cannot safely be conducted. Parents may also be contacted. A student who refuses to submit to a search may be appropriately disciplined by school officials. ***(Refer to Sullivan School District Board Policy and Regulation 2150 found on the district website.)***

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## 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; and 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:

Ms. Tanya Voss  
Director of Support Services  
138 Taylor Street  
Sullivan, MO 63080  
573-468-5171

Persons desiring additional information about the Title IX should contact the deputy 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.

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**EQUAL OPPORTUNITY  
CIVIL RIGHTS, TITLE IX, SECTION 504**

The District assures that it will comply with:

1. Title VI of the Civil Rights Act of 1964, as amended, 42 U.S.C. 2000d et seq., which prohibits discrimination on the basis of race, color, or national origin in programs and activities receiving Federal financial assistance.
2. Section 504 of the Rehabilitation Act of 1973 (Section 504), as amended, 29 U.S.C. 794, which prohibits discrimination on the basis of disability in programs and activities receiving Federal financial assistance.
3. Title IX of the Education Amendments of 1972 (Title IX), as amended, 20 U.S.C. 1681 et seq., which prohibits discrimination on the basis of sex in educational programs and activities receiving Federal financial assistance. The provisions of Title IX apply to students with regard to educational opportunities and freedom from harassment, employees with regard to employment opportunities and freedom from harassment, and to individuals with whom the Board does business.
4. The Age Discrimination Act of 1975, as amended 42 U.S.C. 6101 et seq., which prohibits discrimination on the basis of age in programs or activities receiving Federal financial assistance.
5. All regulations, guidelines, and standards lawfully adopted under the above statutes by the United States Department of Education.

The District shall appoint an administrator(s) to assure compliance with Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, and the Age Discrimination Act of 1975. A District may designate only one employee to serve as both the Title IX and Section 504 Coordinator. In that case, the individual must assume the responsibilities of both coordinators. Those responsibilities are outlined in Regulation 1310.

It is the policy of the District to process all grievances in a fair and expeditious manner, with the intent of resolving them in a mutually agreeable manner. Regulation 1310 provides mechanisms for the resolution of grievances/complaints by employees, patrons and/or students relating to discrimination under Section 504 and Title IX.

This policy and the corresponding regulation do not pertain to the identification, evaluation or placement of students under Section 504. The topics of the identification, evaluation and

placement of students under Section 504 are addressed in the following separate District policies and regulations: Policy and Regulation 2110 - Equal Education Opportunity, and Policy and Regulation 6250 - Instruction for Students with Disabilities.

For issues pertaining to freedom from harassment, refer to Policy and Regulation 2130 - Harassment, and Policy and Regulation 4810 - Sexual Harassment. ***(Refer to Sullivan School District Board Policy and Regulation 1310 found on the district website.)***

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**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 grievants 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  
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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**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:

Ms. Tanya Voss  
Director of Support Services  
138 Taylor Street  
Sullivan, Missouri 63080  
(573)468-5171

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**NOTICE  
TO ALL EMPLOYEES AND STUDENTS  
REGARDING DISCRIMINATION AND 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. The District does not discriminate on the basis of race, color, sex, age, national origin, ethnicity, or disability or perceived sexual orientation in its programs and activities. Discrimination and 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.

Inquiries, complaints or grievances from students and their parents and employees regarding discrimination and harassment may be directed to:

Tanya Voss, District Compliance Officer  
138 Taylor Street  
Sullivan, MO 63080  
573-468-5171

Other offices dealing with these complaints:

Missouri Commission for Human Rights  
Department of Labor & Industrial Relations  
P.O. Box 1129, 3315 W. Truman Blvd.  
Jefferson City, MO 65102-3325  
(573) 751-3325  
[www.dolir.state.mo.us/hr](http://www.dolir.state.mo.us/hr)

Equal Employment Opportunity Comm.  
Robert A. Young Federal Building  
1222 Spruce Street  
Room 8.100  
St. Louis, MO 63103  
(314) 539-7800 or (800) 669-4000  
[www.eeoc.gov](http://www.eeoc.gov)

U.S. Department of Education  
Office of Civil Rights  
Customer Service Team  
Mary E. Switzer Building  
330 C Street, SW  
Washington, DC 20202  
(800) 421-3481  
[OCR@ed.gov](mailto:OCR@ed.gov)

U.S. Department of Justice  
950 Pennsylvania Ave., NW  
Washington, DC 20530-0001  
(202) 353-1555  
[ASKDOJ@usdoj.gov](mailto:ASKDOJ@usdoj.gov)

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Dear Parent:

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

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

The Sullivan School District has conducted a complete inspection of its facilities in May, 1989, utilizing the services of Larron Laboratories. MEAD Environmental Associates completed its three-year reinspection of Sullivan School District's facilities July 20, 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.

Respectfully,  
Dr. Tanya Voss  
Director of Support Services

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Dear Parent or Guardian:

Our district is required to inform you of certain information that you, according to The No Child Left Behind Act of 2001 (Public Law 107-110), have the right to know.

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

- Whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived.
- Whether your child is provided services by paraprofessionals and, if so, their qualifications.
- What baccalaureate degree major the teacher has and any other graduate certification or degree held by the teacher, and the field of discipline of the certification.

In addition to the information that parents may request, districts must provide to each individual parent –

- Information on the achievement level of the parent's child in each of the state academic assessments ask required under this part; and
  - Timely notice that the parent's child has been assigned, or has been taught for four or more consecutive weeks by, a teacher who is not highly qualified.
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#### **PUBLIC NOTICE/SURROGATE PARENT ANNOUNCEMENT**

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

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

All public schools are required to provide parents the right to inspect and review personally identifiable information collected and used or maintained by the district relating to their children. Parents have the right to request amendment of these records if they feel the information is inaccurate, misleading, or violates the privacy or other rights of their children. Parents have the right to file complaints with the U.S. Department of Education or the

Missouri Department of Elementary and Secondary Education concerning alleged failures by the district to meet the requirements of the Family Educational Rights and Privacy Act (FERPA). You may contact your local school district if you wish to review the requirements provided by FERPA.

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

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

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

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

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

If you have a child with a disability or know of a child with a disability who is not attending the public school; or, if you are interested in learning more about volunteering to serve as a surrogate parent for a child with a disability you may contact your school district's Director of Special Education at 573-468-5174.

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#### **MEDICAID SCHOOL-BASED HEALTH SERVICES PROGRAM**

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

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

If you have any questions or concerns, Please contact the Director of Special Services at 573-468-5174.

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

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

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

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

If you do not want Sullivan School District to disclose directory information from your child's educational records without your prior written consent, you must notify the District in writing by August 30, 2008. Sullivan School District has designated the following information as directory information:

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

**Student Educational Records  
FERPA Educational Rights Annual Notification**

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

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

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

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

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

**RIGHT TO OBTAIN POLICY:** You have the right to obtain a copy of the written policy adopted by the Board of Education of the Sullivan School District in compliance with FERPA. A copy may be obtained in person or by mail from:

Dear Parent/Guardian:

We ask that you review the Student Handbook with your child. Please complete the information below and send to your child's teacher.

My child, \_\_\_\_\_ and I have reviewed and understand the Student Handbook for the 2010-2011 school year.

Thank you for your cooperation.

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*Parent/Guardian Signature*