

# PATTONSBURG R-II HIGH SCHOOL

## HOME OF THE PANTHERS

660-367-2111

Dear Parents:

This Student handbook has been prepared to assist students in adjusting to school life. The Administration and Board of Education believe that an understanding of the school rules and regulations by each student is necessary in order to create a learning environment.

We suggest that each student discuss the rules and regulations in this handbook with their parents or guardians. Please note the changes in the eligibility policy and rules for extracurricular events. This will help avoid confusion and misunderstandings.

**The acknowledgement by a parent or guardian that a copy of the handbook has been provided is a requirement in order for students to receive their grade cards.**

We are looking forward to a great year. Please feel free to call or visit school at any time. **When visiting please check into the office first.** We encourage your participation in the educational process of your student.

Sincerely,

Tim Harding  
High School Principal

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### I. ACKNOWLEDGEMENT

Please sign and return to the school office.

We have received the 2017-2018 Pattonsburg Student Handbook.

By Signing I also agree to the Bus Rules and the School Safety Act.

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(Parent or Guardian Signature)

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(Date)

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(Student Signature)



**PATTONSBURG R-II  
(6-12) MIDDLE & HIGH SCHOOL  
STUDENT HANDBOOK**

**2017-2018**



**PRINCIPAL: TIM HARDING**

**PO Box 200  
PATTONSBURG, MO 64670  
(660) 367-2111**

## **To the Parent/ Guardian**

This Student handbook had been prepared to explain and clarify the procedures, policies, and regulations at Pattonsburg Middle School & High School. The Administration and Board of Education believe that an understanding of the school rules and regulations by each student is necessary in order to create a learning environment.

We suggest that each student discuss the rules and regulations in this handbook with their parents or guardian. This will help avoid confusion and misunderstandings.

We are looking forward to a great year. Please feel free to call or visit school at any time. **When visiting please check in at the attendance center first.** We encourage your participation in the educational process of your student. Please feel free to contact me if you have any questions or concerns.

## **To the Student:**

On behalf of the faculty, we would like to welcome you to Pattonsburg Middle School/ High School for the upcoming school year. We are looking forward to assisting you to fulfill your educational goals. Pattonsburg has a history of fine academic and extracurricular accomplishments. We expect you to meet the goals that have been set, to carry on the tradition and to make this a better place. You can benefit from everything Pattonsburg Middle School & High School has to offer by being actively involved in your classes and the programs offered. If you encounter any problem, we are here to help you. We hope to make your years in school as successful, yet educationally challenging, as possible. Pattonsburg has been designated as an A+ school district for the upcoming school years. We provide many opportunities for our students outside the normal classroom setting, such as a vocational education through the career center in Bethany or dual credit offerings that the school will pay for. We are looking forward to a great year!

Sincerely,

Tim Harding  
High School Principal

### 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 Pattonsburg R-II 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 Pattonsburg R-II School District's compliance with the regulations implementing these Prohibitions is directed to contact Mr. Scott Ireland, Title IX and Section 504 Coordinator, Superintendent, (660-367-2111) who has been designated to coordinate Pattonsburg R-II 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 Pattonsburg R-II School District's compliance with the regulations implementing Title IX or Section 504.

Mr. Scott Ireland

Superintendent  
Pattonsburg R-II School District

# Pattonsburg R-II High School 2017-2018

## School Board Members:

Jason Teel-----President	Greg Coin -----Member
Laura Booth -----Treasurer	Stephanie Mason----- Vice President
Lyle Hoover -----Member	Nathan Woodward---- Member
Pam Plymell ----- Secretary	

## Faculty and Staff:

Scott Ireland-----Superintendent  
Latrenda Snider-----Administrative Assistant  
Tim Harding-----H.S. Principal  
Aubrey Krugh-----Counselor  
Amanda Rogers-----Special Ed. Director  
Benny Sprague-----Transportation  
Mary Thatcher -----Attendance Center  
Arah Gay-----Music/ Band  
Sherry Siever-----Art  
Heather Jones-----Library/ Reading  
Gregg Hartley -----English/ Social Studies  
Jeffrey Epperly-----Physical Education  
Dan Dreesen-----Social Studies/ Physical Education  
Alyssa Lambert -----English  
Todd Wiedmaier-----Ag  
Valerie Parman -----Math/ Business  
Rick Lin-----Math  
Tuanette Hulet -----Science  
Kim Fish-----Spanish  
Lee Warford-----Health/At-Risk  
Jeanette Sprague-----Technology Coordinator  
Sandra Booth -----Food Service  
Martha Danner-----Food Service  
Mary Cruthis-----Custodian  
Gene Thatcher -----Custodian

**Pattonsburg R-II  
Middle School & High School**

**BELL SCHEDULE**

	<b><u>Grades 6-8</u></b>	<b><u>Grades 9-12</u></b>
First Period	8:06 – 8:53	8:06 – 8:53
Second Period	8:56 - 9:43	8:56 - 9:43
Third Period	9:46 - 10:33	9:46 - 10:33
Fourth Period	10:36 - 11:23	10:36 - 11:23
6-8 Lunch	11:23 - 11:40	
9-12 Fifth Period		11:26 - 12:13
6-8 Fifth Period	11:43 – 12:30	
9-12 Lunch		12:13 – 12:30
Sixth Period	12:33 – 1:20	12:33 – 1:20
Seventh Period	1:23- 2:10	1:23- 2:10
Eighth Period	2:13 – 3:00	2:13 – 3:00

**No Student is allowed in the High School before 7:40 or after 3:10 p.m. without direct supervision by administrator, coach, or teacher!**

The middle school and senior high school's day will consist of eight 47-minute periods Mon.-Fri.

There are three minutes between class periods. When the final "tardy" bell rings, students are expected to be seated at their desks.

**A student is considered tardy at the 8:06 bell.**

## **ATTENDANCE POLICY**

### **Attendance**

All students are expected to be in regular attendance and to be on time for classes. This will promote habits of punctuality, self-discipline and responsibility. There is a direct relationship between poor attendance, class failure, and discipline problems.

In order to be a successful in school, students must maintain a good attitude and good attendance habits. An absence from a class is never fully made up because the student has missed class discussion, teacher presentation, and his or her own chance to participate. Benefits of good attendance are habits of punctuality, self -discipline, and responsibility. Students who have good attendance generally earn higher grades, enjoy school more, and develop good employability skills. Parents can have a profound impact on student attendance by leaving absolutely no doubt in the student's mind that they are expected to be in school.

### **Absences and Homework**

If the student is absent from the classroom, the student is required to obtain an admit slip through the attendance center. The student **MUST** have a note from the parent or guardian explaining the nature of the absence. The principal may decide if the absence is excused or unexcused. Students are required to make up the work they missed. **It is the student's responsibility to ask the teachers for the work they missed upon returning to school. The student has one day from the day they return to school to make up**

**work they have missed. In the event of an extended excused absence, the teacher may allow extra time to make up work on an individual basis.**

**Examples of Excused Absence** (credit for make up work is allowed)

- A. Personal illness verified by parent or Doctor
- B. Drivers test not to exceed 3 class periods per year.
- C. Orthodontists and other specialists (i.e. Psychiatric, Physical Therapy, Court or agency appointed counseling).
- D. Vacation w/ parent (verified by Principal prior to vacation)
- E. College visit – 2 per year (Must have approval from counselor’s office and fill out class release form)
- F. Emergencies as accepted by the Principal
- G. Court appearances approved by the Principal
- H. Approved Non-School Activities, i.e. Religious retreats, 4-H, Girl Scouts, Boy Scouts, etc. **(Students must get pre-arranged absence form from Principal to complete prior day of student absence.)**

**Examples of Unexcused Absence** (No credit for make up work)

- A. Truancy
- B. Out of building suspension
- C. Absences due to “Needed at Home”, hunting, shopping, oversleeping, car trouble, work, personal business, etc.
- D. Other activities which conflict with school policy

**Guidelines For Student Absenteeism**

- A. If students are absent more than 8 periods of class per semester, they will lose credit in that class. The student / parent may appeal (see below).
- B. If a student accumulates 4 absences in a class in a semester, the parent will be notified by mail. Students who accumulate more than 4 days (32 periods) worth of absences in a semester, will also be required to attend ½ hour of mandatory tutoring after school for each additional 4 class periods missed, until the completion of that semester. Students will receive one day of ISS for each tutoring session they fail to attend.
- C. If a student misses 2 or fewer days per semester, the student is exempt from semester exams for those classes, but may choose to take an exam to improve their grade. Note: Semester exams **MUST** be taken for weighted/dual credit classes **AND** for any classes in which the student is earning a failing grade (below 60%).

**Appeal Process (Losing Credit)**

A student may appeal excessive absences through the appeals process. The student presents their argument to the high school principal. The principal will then determine reinstatement.

If the student is not happy with the Principal’s decision, the student may appeal the decision to the superintendent of the school. The superintendent will review the case and make a decision regarding the reinstatement of the student’s credit. Again, if the student is not happy with the superintendent’s decision, the student may appeal his/her case to the Board of Education. The Board will review the case, provided the above procedure has been followed, and will decide whether or not credit should be reinstated.

#### **SPECIAL NOTE**

**Any situation not specifically covered by this policy will be dealt with at the discretion of the building principal.**

**Graduation Honor Policy:**

To be eligible for Salutatorian or Valedictorian Status, a student must be enrolled for his/her final four semesters at PHS.

## HOMEWORK POLICY

Students in grades 6-12 will have a homework policy above and beyond the teachers. Work that is not turned in on time will **not** get full credit. The name of the student, their assignment and the hour it was due will be turned into the office. The first late assignment a student receives will be given an opportunity to get it done that same day during school and/or after school for 90% credit. If the student doesn't do the work the first day they will stay the next day after school and do the assignment for a maximum of 75% credit. Each student is then allowed four additional late assignments per class per semester with the ability to receive 75% credit. Any assignments beyond the first five late assignments per student, per class, per semester will be completed for no credit, all work will be completed. It will be up to the student if they want to do it on time for full credit or late and receive reduced credit. Either way **the student will complete the work.**

## Discipline Plan

In dealing with student discipline, the following due process procedure will be followed.

1. The pupil will be given oral or written notice of the charges against him or her.
2. If the pupil denies the charges, he/she will be given an oral or written explanation of the facts, which form the basis of the proposed disciplinary action.
3. The pupil will be given the opportunity to present his/her version of the incident.

### Disciplinary Strategies

**Detention-** Individual teachers may assign students to serve detention for inappropriate behavior. Students serve the detention with the teacher assigning the detention. At least 1 day's notice will be given so the student can make arrangements for transportation. Detentions may be assigned from 7:40 a.m. to 8:10 a.m. or from 3:20 p.m. to 3:50 p.m. The time will be set at the instructor's convenience. Failure to serve detention will result in 1 day of ISS.

**In School Suspension (ISS) -** In School Suspension will be assigned by the Principal. Students will not attend regular classes and will not be allowed interaction with other students, must stay on task and complete work assigned.

### ISS RULES

1. Student is to bring books from complete assigned work.
2. If student does not have work to do, the principal may assign work to be completed by the student.
3. Student is not allowed to lay head down, sleep, or talk without permission.
4. The student will be allowed 3 restroom breaks –morning, noon, and afternoon.
5. If student fails to follow rules, he/she will be assigned an additional day.

**Out of School Suspension (OSS)-** Suspension from school for a designated period of time: 1-10 days by Principal, additional days by Superintendent. The student will be counted absent and **will not** be allowed credit for work completed. Students **will not** be allowed to attend or participate in any school function. Parents will be asked to come in to school with student upon return to school.



### **Expulsion**

This is the most severe disciplinary measure and is utilized in only extreme offenses. The procedure and safeguards are prescribed by law. Expulsion is the exclusion of a student for a long period of time (semester) or permanent. If a student is expelled, the student and parents must appear before the Board of Education to request re-admittance.

## **Pattonburg Middle School & High Discipline Plan**

The discipline code set out in this regulation is intended to be illustrative but not an exclusive listing of acts of misconduct and the consequences for each. Misconduct, which is not specifically listed in this regulation, may be deemed to warrant discipline up to and including expulsion following provision of all due process procedures. In addition, the disciplinary consequence listed for each offense may be increased or decreased by the Administration or the Board of Education due to mitigating or aggravating circumstances. The student discipline code is designed to help foster student responsibility, respect for the rights of others, provide a safe and secure environment and to ensure the orderly operations of the school. No code can be expected to list every offense, which may result in the use of disciplinary action. However, it is the purpose of this code to list certain offenses, which if committed by a student, will result in the imposition of a specific penalty. **THE ADMINISTRATION ALWAYS RESERVES THE RIGHT TO ADMINISTER CONSEQUENCES FOR ACTIONS NOT SPECIFICALLY COVERED IN THIS CODE.**

- A. The consequence of any offense will usually follow the code, but the principal retains the right to handle each offense's punishment differently if the principal feels the situation warrants a change.
- B. If a student has been involved in multiple offenses, the punishment may be different and of a more serious consequence.
- C. The rules and regulations of the student handbook are considered a part of the student discipline code.
- D. The discipline code will apply to any extra-curricular activity sponsored by or in the name of Pattonburg R-II School.
- E. All major discipline matters will follow the due process steps as listed in this handbook.

### **DISCIPLINARY RESPONSES TO STUDENT MISCONDUCT**

#### **LEVEL 1----MISCONDUCT**

Minor misbehavior on the part of the student, which impede orderly classroom procedure or interferes with the orderly operation of the school and school sponsored activities. This misbehavior can usually be handled by an individual staff member, but may sometimes require the intervention of the building administrators or other staff members.

**EXAMPLES:** tardiness to class, abusive language to other students, non-defiant failure to do assigned work or carry out directions, public display of affection, pop or food in the building.

**DISCIPLINARY RESPONSE PROCEDURES:** There is immediate interaction by the staff member who is supervising the student, or any other staff member who observes the misbehavior. Repeated misbehavior of this type requires a parent/teacher conference, and/or a conference with the counselor and/or administrator.

#### **LEVEL II ----- MISCONDUCT**

Misbehavior whose frequency or seriousness tends to disrupt the learning climate of the school or school sponsored activities. These infractions, which usually result from a continuation of Level I misbehavior, require the intervention of administrators. Also included in this level of misbehaviors which do not represent a direct threat to the health and safety of others, but whose educational consequences are severe enough to require corrective action by administrators.

**EXAMPLES:** Truant from class or school, using forged notes, significant classroom disruption, vulgar abusive language, and direct student insubordination/disrespect toward teacher.

**RESPONSE PROCEDURES:** Student is referred to principal for appropriate disciplinary action.

**LEVEL III-----MISCONDUCT**

Acts of physical aggression or vandalism directed against persons or property at school or school sponsored activities.

**EXAMPLES:** Threats of physical harm to other students; repeated insubordination to teachers, incidents of pushing, shoving that could lead to physical harm, vandalism, theft of less than \$50, sexual harassment, fighting.

**RESPONSE PROCEDURES:** Administrator initiates disciplinary action.

**LEVEL IV-----MISCONDUCT**

Acts which result in violence to another person, or which pose a directed threat to the safety of others at school and school sponsored activities; extreme incidents of vandalism and/or theft. **EXAMPLES:** Extortion (threatening or intimidating another student for the purpose of obtaining money or anything of value from student; false alarms (fire, bomb threats or any other misinformation that results in the disruption of the educational environment). The possession use and/or transfer of dangerous weapons capable of firing projectiles to include slingshots, blow guns, dart guns, BB or pellet guns other weapons to include chains, metal knuckles, and knives that are illegal by definition of criminal code; cartridge firing pistols, rifles, shotguns, explosives of any type; vandalism (exceeding \$50 in damages to personal property); possession of and/or sale of stolen property, arson or attempted arson, repeated sexual harassment, physical threats and or confrontations with school staff.

**DISCIPLINARY RESPONSE PROCEDURES:**

Administrator verifies the offense, confers with the staff members, or other individuals involved, and meets with the student for due process procedures. Parents are notified and student is immediately removed from school environment. School officials contact appropriate law enforcement as needed.

**CONSEQUENCES RANGE**

**I. VIOLATIONS AGAINST SCHOOL ADMINISTRATIVE PROCEDURES**

**Tardiness/3 Tardies**

Students are to be in the classroom and seated when the bell rings. If a student is tardy to first hour class, the student must obtain a tardy slip from the office. The instructor will document the tardy in his/her attendance book. When the student receives the fourth tardy for the semester, the student will be assigned ISS. **For each tardy after the fourth one, additional ISS, along with OSS will be implemented according to School Board Policy.** Individual teachers will handle their own classroom tardies; however, administration may give consequences for excessive tardies obtained within the same day.

**Automobiles: Parking and Driving**

**NOTE:** Driving and Parking a vehicle is a privilege, not a right. Failure to follow the rules can and will result in the loss of that privilege.

1. Students are to park vehicles upon arrival to school, leave them immediately, and not return to the parking lot until they leave for the day, unless given permission by the principal.
2. Students are to drive with extreme caution on and around the school district parking lot and driveway.
3. Students are to park on the east side of the rail in the parking lot. The west side is reserved for teachers and visitors.

**1<sup>st</sup> OFFENSE:** Warning by Administrator, 1-3 days ISS, Loss of driving privileges for specified amount of time. 1 week to a semester.

**2<sup>nd</sup> OFFENSE:** Loss of driving privileges for specified time. 2 weeks to a semester

**SUBSEQUENT OFFENSES:** permanent loss of privileges.

## **VIOLATIONS AGAINST PUBLIC DECENCY, GOOD ORDER AND PERSONS**

**Alcohol** - Possession of or presence under the influence of alcohol regardless of whether the student is on school premises

First Offense: 10 Days of OSS Contact with law enforcement agencies.

Subsequent Offenses: Semester Suspension

**Arson** - Intentionally causing or attempting to cause a fire or explosion

First Offense: 11-180 days of OSS or Expulsion, notification of law enforcement agencies.

Subsequent Offenses: Semester Suspension

**Assault** - (Refer to Policy and Regulation 2673 - Reporting of Violent Behavior)

**Assault of a Student or Staff Member** - Use of physical force with the intent to do bodily harm.

First Offense: 1-180 days of OSS or expulsion, notification of law enforcement.

Subsequent Offenses: 11-180 days of OSS or expulsion, notification of law enforcement.

**Fighting** - Physically striking another in a mutual contact as differentiated from an assault.

First Offense: 1-5 days of OSS

Subsequent Offenses: 5-10 days of OSS

**Defiance of Authority** - Refusal to obey directions or defiance of staff authority

First Offense: Verbal reprimand, parent contact, special assignment, detention.

Subsequent Offenses: 1-3 days of ISS, 1-3 days of OSS

**Disruptive Behavior** - Conduct which has the intentional effect of disturbing education or the safe transportation of a student

First Offense: Verbal reprimand, parent contact, special assignment, detention.

Subsequent Offenses: 1-3 days of ISS

**Drugs/Controlled Substance** - Possession or presence under the influence of a controlled substance or substance represented to be a controlled substance while at school, on the school playground, on the school parking lot, a school bus or at a school activity whether on or off of school property.

First Offense: 10 days of OSS Contact with law enforcement.

Subsequent Offenses: 11-180 days of OSS or Expulsion, notification of law enforcement.

**Sale of a controlled substance** or substance represented to be a controlled substance while at school or at any of the locations described above.

First Offense: 11-180 days of OSS or Expulsion, notification of law enforcement.

Subsequent Offenses: Expulsion

**Prescription Medication - Possession** of a prescription medication without a valid prescription for such medication on school premises or on a school bus.

First Offense: Verbal reprimand, parent contact, special assignment, detention.

Subsequent Offenses: 1-3 days of ISS

**Distribution - Distribution** of prescription medication to any individual who does not have a valid prescription for such medication on school premises or on a school bus.

First Offense: 11-180 days of OSS Contact with law enforcement

Subsequent Offenses: Expulsion

**Extortion** - Verbal threats or physical conduct designed to obtain money or other valuables

First Offense: 1-3 days of ISS, 1-5 OSS, notification of law enforcement.

Subsequent Offenses: 1-180 days of OSS or expulsion, notification of law enforcement.

**Firearms and Weapons** (Refer to Policy and Regulation 2620 - Firearms and Weapons in School)

**Possession of a firearm or weapon**

First Offense: (Minimum of one-year suspension)

Subsequent Offenses: Expulsion

**Harassment** (Refer to Policy 2130 - Harassment)

First Offense: Verbal reprimand, parent contact, special assignment, detention.

Subsequent Offenses: 1-5 days of OSS.

**Improper Display of Affection** - Consensual kissing, fondling, or embracing

First Offense: Verbal reprimand, parent contact, special assignment, detention.

Subsequent Offenses: 1-3 days of ISS, 1-5 days of OSS

**Threatening Language**-Use of verbal, physical or written threats to do bodily harm to person or personal property.

First Offense: 1-3 days of ISS, 1-5 days of OSS notification of law enforcement.

Subsequent Offenses: 1-180 days of OSS or expulsion, notification of law enforcement.

**Use of Obscene or Vulgar Language**- Language which depicts sexual acts, human waste, and blasphemous language

First Offense: 1-3 days of ISS, 1-3 days of OSS

Subsequent Offenses: 1-5 days of OSS

**Disruptive or Demeaning Language or Conduct** - Use of hate language to demean other persons due to the race, gender, disability, natural origin, or religious beliefs. This provision also includes conduct, verbal, written, or symbolic speech which materially and substantially disrupts class, school activities, transportation, or school functions.

First Offense: 1-3 days of ISS, 1-3 days of OSS

Subsequent Offenses: 1-5 days of OSS

**Inappropriate Sexual Conduct** (Refer to Policy and Regulation 2130 - Harassment)

**Physical touching of another student** in the area of the breasts, buttocks, or genitals

First Offense: 1-5 days of OSS

Subsequent Offenses: 5-10 days of OSS

**Use of sexually intimidating language, objects, or pictures.**

First Offense: 1-3 days of ISS, 1-3 days of OSS

Subsequent Offenses: 1-5 days of OSS

**Indecent Exposure** - Includes display of breasts, buttocks and genitals in a public location

First Offense: 1-5 days of OSS

Subsequent Offenses: 5-10 days of OSS

**Theft** - Nonconsensual taking or attempt to take the property of another  
Restitution is expected in all cases.

First Offense: 1-3 days of ISS, 1-3 days of OSS

Subsequent Offenses: 3-5 days of OSS

**Tobacco** - Possession or use of tobacco or tobacco products on schools grounds or at school functions

First Offense: 1-3 days of OSS

Subsequent Offenses: 3-5 days of OSS

**Truancy** - Absent or tardy from class or classes without authorization (See also Policy and Regulation 2340 - Truancy and Educational Neglect.)

First Offense: 1-3 days of ISS

Subsequent Offenses: 1-3 days of OSS

**Vandalism** - Intentional damage or attempt to damage property belonging to the staff, students, or the District

First Offense: 1-3 days of ISS, 1-5 days of OSS

Subsequent Offenses: 3-10 days of OSS, Semester suspension

**False Alarms** – Intentionally verbally or non-verbally attempting to mislead students and staff into an emergency situation.

First & Subsequent Offense: 1-10 days OSS, recommendation for suspension up to 180 days, possible expulsion.

### **Cheating**

This occurs ANYTIME a student borrows another student's work, or looks at another student's work (with or without that student's permission) with the intention of gaining personal credit for the work done by another's individual effort. Cheating on tests includes copying of another student's work while actually taking the test; using notes to copy from during a test (unless authorized by the instructor); passing information from one person to another during a test; or passing test information about the test to other students before they have the opportunity to take the test themselves. If a student willingly allows another student(s) to copy an assignment that was supposed to be individual work, or allows another student to receive test information, **BOTH STUDENTS WILL RECEIVE A ZERO FOR THAT ASSIGNMENT/TEST AND A TEACHER ASSIGNED DETENTION (UNLESS IT IS A TEST; THEN ONE DAY ISS WILL BE ASSIGNED BY THE PRINCIPAL).**

**2<sup>nd</sup> OFFENSE:** Student guilty of cheating a second time in that semester will receive an "F" for the quarter in which the second offense occurred.

**3<sup>rd</sup> OFFENSE:** Student guilty of cheating a third time in that semester will receive an "F" for the semester in which the third offense occurred and will be withdrawn from the class.

SPECIAL NOTE: ANY STUDENT WHO IS INVOLVED IN CHEATING FOR ANY OF THE LISTED REASONS WILL BE INELIGIBLE FOR HONOR ROLL STATUS FOR THAT PARTICULAR GRADING PERIOD.

### **UNAUTHORIZED POSSESSION OR USE OF PERSONAL TELECOMMUNICATION DEVICES SUCH AS BEEPERS, PAGERS, OR CELLULAR PHONES AND OTHER ELECTRONIC DEVICES SUCH AS CD-PLAYERS, CAMERAS, AND IPODS.**

**1<sup>st</sup> OFFENSE:** Item(s) will be confiscated and given to administration. The student can pick up the item from the office at the end of the school day.

**2<sup>nd</sup> OFFENSE:** Item(s) will be confiscated and given to administration. Items will only be returned to parents or legal guardians. An afterschool detention will be assigned by the principal.

**3<sup>rd</sup> OFFENSE:** Item(s), if the student chooses to bring them to school, are to be turned into the office by the student at the beginning of the day and retrieved by the student at the end of the day. If a cell phone is confiscated again a day of ISS will be assigned by the office.

### **Police Interviews**

The school has legal jurisdiction over the school day and hours of approved extracurricular activities. The school administration is responsible for protecting each student's rights with respect to interrogation by law enforcement officials. When law enforcement officials find it necessary to question students, the principal or designee must be present and the interview must be conducted in private. An attempt to notify the student's parents will be made.

Any and all policies **not covered** by this handbook, or the Board of Education will be handled according to State of Missouri Laws or Federal Mandate.

### **Computer Misuse**

Students found misusing computers and/or entering unauthorized programs are subject to disciplinary action. Students and their parent/guardian must sign an AUP (Acceptable Use Policy) before computer use will be allowed. Students will be responsible for any costs or repairs as a result of their actions as well.

**Students can lose computer privileges from two weeks up to the rest of the school year.**

### **School Climate**

As a member of the Pattonsburg High School student body, the student is regarded to display the following behaviors:

- Courtesy towards teachers, fellow students and to officials of school activities.
- Pride in everything our school works to achieve.
- Sportsmanship

**You represent our school. Your spirit, conduct, and appearance reflect the entire Pattonsburg school community.**

### **Student Personal Appearance Code**

1. All students, except for dances held on the gym floor, must wear shoes or sandals.
2. Teachers of specific courses where safety or health is a factor may require students to adjust hair, clothing, or remove jewelry during class time.
3. All shirts must be kept buttoned except when worn over another shirt.
4. **Halters, backless clothing, see through or body-hugging garments, open-holed-side-tied, or bare midriffs will not be permitted in the building. Two-piece clothing must meet at all times.**
5. All skirts and shorts must reach at least to the student's middle fingertips with shoulders straight and arms fully extended at the side.
6. No tank tops or sleeveless shirts are to be worn in the building with the exception of the gym for PE classes. Tank tops worn for dress up must be worn with a shirt under them. Sleeveless shirt worn in PE cannot be cut excessively down the sides. (Exceptions School Issued Uniforms)
7. Any clothing worn shall not have writing, drawings, or emblems that are obscene, derogatory, or illegal. Ads for liquor, tobacco, or controlled substances will not be allowed-nor will shirts or clothing that is designed to represent a hidden meaning. (i.e.- Co-ed Naked, Big Johnson, etc.)
8. Clothing must cover all undergarments at all times. (This includes Sports bras)
9. Students are not to wear caps, or hats in the school building.
10. Chains on belts, pockets, or hanging on the outside of clothing will not be permitted.
11. "Circus Clown type hair and/or hair color" or face paint will not be considered appropriate for school, unless part of an assignment, authorized class project or in conjunction with a school spirit week activity.
12. Clothing styles, unusual grooming, jewelry or clothes that create disorder either in the classroom or while attending school-sponsored events will not be acceptable. Sunglasses are not to be worn inside the school building unless prescribed by a doctor for health reasons.
13. All groups representing Pattonsburg R-II School at home or away shall be encouraged to wear dress clothes unless conditions require otherwise.
14. **Dress up for activities, banquets, etc. (jeans and shorts are not to be worn.)**
15. **Dress for Graduation will be as required for other activities and banquets (no jeans, shorts, flip flops). The Principal will determine the appropriateness or inappropriateness of the seniors' dress.**

**A student that fails to comply with the above appearance code will not be allowed to attend class or activity until situation is resolved. Repeated violators will be placed in ISS for the remainder of the school day, other action may be taken at the discretion of the principal.**

### Rules for extracurricular activities

1. Students must be in school by 9:00 a.m. to attend or participate in any activity held that evening. Exceptions may be made only if the student's parent or guardian makes advance arrangements and the absence is for doctor's appointment, funeral, or other absence pre-approved by the principal.
2. In the event that an activity is held on a Saturday, the student must be in attendance by 9:00 a.m. on the school day prior.
3. Students are expected to arrive at school on time the day following evening activities, excessive tardies following activities may lead to disciplinary action.
4. Any student leaving the building without permission from an administrator or teacher will not be readmitted.
5. No student will be admitted if he/she is under the influence of alcohol or controlled substance.
6. Any student causing a disturbance will be required to leave.

### School Trips

1. Students **must** ride the bus to participate in any school activity. In case of special circumstance, i.e. Dr. appt., Funeral, or other emergency situation, notify the Principal.
2. When returning from an activity, **students must ride the bus or may be signed out by the parent at the event OR give the office 24 hours notice if a student is to ride home with another parent and each parent is to give the principal written permission why that student must ride home with them.**
3. Once a student is at an activity they may not leave without special permission from the sponsor.

### Academic Performance and Class Assignment

The Board of Education believes the grade placement and class assignments for a student should reflect the grade level and program of study that is appropriate to academic, social, and emotional needs. Students entering by transfer shall submit evidence of achievement in the grade last attended as a prerequisite for enrollment. The current placement policy states: any student transferring from a non-accredited institute or home schooling may be tested to determine placement level. It is not purely determined by age of the student. It is at the legal discretion of the administration to place a student.

### Mid term reports

Mid term reports are prepared halfway through each quarter for all students. Students will be issued grade slips for each class from their teacher. Students receiving a grade below 70% in a class will be mailed a progress slip for that class. This usually consists of a statement explaining the student's weakness and offers suggestions for improvement. At times the instructors may send positive progress reports home as well.

### Grade Reports

Report cards are issued quarterly. During the first quarter the grade reports may be picked up during the parent teacher conferences. The following grade system will be used.

### GRADING SCALE

96-100 – A	4.00 Excellent	73 – 76 – C	2.00 Average
90 –95 - A-	3.67	70 –72 - C-	1.67
87 –89 - B+	3.33	67 – 69 - D+	1.33
83 –86 - B	3.00 Superior	63 – 66 – D	1.00 Inferior
80 – 82 – B-	2.67	60 – 62 – D-	.67
77 – 79 – C+	2.33	59 & Below- F	0.00 Failure

### Honor Roll

Gold A Honor Roll – All A's

A Honor Roll - No less than 3.67 and no "F's"

B Honor Roll - 3.0 - 3.66 and no "F's"



## Weighted Classes

All dual credit classes will be weighted by 10%. Example: A grade of an “A” is a 4.0 GPA x 10% = 4.4 GPA.

## Semester Examination Policy:

Semester Examinations will be given at the end of each semester. If a student misses 3 or fewer days per semester, the student is exempt from semester exams for those classes unless earning less than a 60%, but may choose to take an exam to improve their grade. Note: Semester exams MUST be taken for weighted classes AND for any classes in which the student is earning a failing grade (below 60%).

Students will be required to take semester tests if they miss more than 3 class periods, per class or have 5 or more tardies per class.

Also any student receiving an OSS will be required to take all semester tests.

## Complaint or Concern

If a student or parent has a concern about a school policy or an employee, the following procedure should be followed in order to resolve the problem as quickly as possible:

1. Contact the person with whom you have a complaint to discuss both sides of the story.
2. If the problem still exists contact the principal.
3. If still unresolved contact the superintendent.
4. Finally, if unresolved ask the superintendent to place the complaint on the following month’s Board of Education agenda for further discussion.

## Meal Service

- Meal service includes breakfast and lunch.

**Breakfast** is available to all students at 7:40 a.m. each morning. Meals are served cafeteria style. Students are expected to pay the cashier daily. When the meals are finished, each student is required to return their plate and utensils to the designated window. Cafeteria supervisors expect students to display good table manners. Lessons may be learned in the cafeteria as well as the classroom.

**Lunch** is available at school. Students are required to remain at school during the lunch period as we are a closed campus. The lunch period is 20 minutes long. All lunches must be eaten in the cafeteria whether it is a school or sack lunch.

### Meal fees:

Regular Breakfast	\$1.35	Regular Lunch	\$2.25
Reduced Breakfast	\$0.30	Reduced Lunch	\$0.40

**“A la carte” lunch items** If students desire an extra entree (sandwich), they must designate in the AM lunch count.

Entree Lunch	\$1.00	Sides Lunch	\$0.35
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(Reduced will cost the same for second entree)

### Reduced Meals Program

If your child qualifies for free or reduced meals, forms are available in the office. The school encourages participation in the Free and Reduced program if you qualify. This information is confidential. The school receives extra revenue for those students who qualify for Free and Reduced meals.

**THE DISTRICT HAS ADOPTED A NO CHARGE POLICY**  
**THANK YOU**

### School Insurance

All students active in school sports are required to have insurance and a copy of their insurance card on file with the school prior to the first day of practice. Any student who wishes to carry accident insurance through the school should request the forms through the office. (Parents with dependent insurance are not obligated to participate in this insurance program.)

### Transportation

The safety of students during transportation to and from school is a responsibility, which they and their parents share with the bus drivers and school officials. The Board of Education wants each student to know what is expected of him or her when they wait, ride and get off of the school bus.

Students who fail to serve these rules are subject to immediate disciplinary action. A student who misbehaves will be reported to the principal. The principal decides if the parent needs to be notified.

### **Bus Rules**

1. Students must obey driver promptly and respectfully.
2. Students must be on time.
3. Unnecessary conversations with the driver are prohibited.
4. Classroom conduct is to be observed.
5. Tobacco is not permitted.
6. Obscene language, gestures, signs and remarks are not allowed.
7. Extending head, arms, hands or throwing anything out the window is not permitted.
8. Students must remain seated while the bus is in motion.
9. Students must follow the driver's direction when exiting from the bus. Always cross the street in front of the bus.
10. Damaging or tampering with equipment is prohibited. Any accidental damage should be reported to the driver.
11. The driver has the authority to arrange seating on the bus as needed.
12. Any student who becomes a discipline problem may be refused transportation.
13. Any student wishing to be picked up or dropped off in a place other than their home must have a note from a parent.
14. No food or drink allowed on the bus.

### **Counseling**

The counseling program is a multi-resource area; Counseling is available for both students and parents. The counselor's office is located next to the library. A schedule of available hours is posted. The counselor may assist the student with social problems, disabilities and limitations, selection of classes, achievement questions and scores, scholarships, grants, plus much more. A crisis response plan is part of our comprehensive Guidance Program and is posted in the principal's office.

### **Telephone**

Students will not be called out of class for a phone call unless it is an emergency. A message will be taken and the call can be returned during lunch or after school. No long distance calls will be made from the school phones unless approved by the office. The office phones may be used only in case of an emergency.

Cell Phones are only allowed before school, during your lunch period, and after school is dismissed. Cell phones are to be turned off and not used or seen during class time, and passing time. If a student needs to make a phone call during instructional time they are to ask the Principal for permission. Cell phones are not to be used in the classrooms at anytime. Cell phones are to be handed over to the teacher if they ring, are in use or are in sight. The teacher will hand them over to the Principal at the end of the hour. Students who refuse to hand over their phones will be sent to the office. The first offense students will get their phone back at the end of the day from the office. Second offense the student's guardian must pick it up, additional offenses will result in a day of ISS and the parent/guardian will have to pick the phone up from the office.

## **Special Services**

### **Speech Therapy**

Speech therapy is contracted by a licensed speech and hearing consultant. Contact the Principal if you feel your child needs assistance with pronouncing specific sounds or suffers from a hearing deficiency.

### **Special Education**

All public schools are required to provide a free and appropriate public education to all students with disabilities (including those attending private/parochial school) beginning on the child's third birthday through age twenty, regardless of the child's disability. Disabilities include: hearing disabilities, mental retardation, behavior disorders, emotional disturbance, speech disorders, language disorders, visually impaired, multi-handicapped, deaf/blind, autism, early childhood special education and traumatic brain injury.

All public schools are required to provide parents the right to inspect and review personal-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 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 State Department of Education concerning alleged failures by the District to meet the requirements of the Family Educational Rights and Privacy Act (FERPA).

Public schools in the State of Missouri are required to conduct an annual census of all children with disabilities or suspected disabilities from birth through the age of twenty who resides in the district or whose parent/legal guardian resides in the district. This census is compiled as of May 1 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 and age of child, parent/legal guardian and address and annual census. The State Board of Education may withhold state aid until the census is submitted. If you have a child with a disability who is not attending public school, please contact your school district or Shantel Farnan, Director of the Northwest Missouri Special Education Office at 660-562-3255.

Some students have special needs, which require one-on-one tutoring. Our Special Education department can test for and detect these special needs. Whether it is a deficiency or a gifted problem, your child's needs can be served. Contact the Principal if you feel your child would benefit from special education.

### **Chapter I**

Children from areas with high concentrations of low-income families have special education needs. The Federally funded Chapter I program of comprehensive services is available to meet the needs of educationally disadvantaged children. The Chapter I goal is designed to raise the achievement goals of those children to a level appropriate for their age and grade placement in basic and advanced skills.

## **Policies**

### **Student Policies**

The Board of Education believes that students have rights, which should be recognized and respected. It also believes that every right carries with it certain responsibilities.

Among these rights and responsibilities are the following:

- The right to attend free public schools; the responsibility to attend school regularly and to observe school rules essential for permitting others to learn at school.
- The right to a quality education; the responsibility to put forth their best effort during the educational process.
- Civil rights including the rights to equal educational opportunity and freedom from discrimination; the responsibility not to discriminate against others.
- The right to due process of law with respect to suspension, expulsion, and decisions, which the student believes, injures his or her rights.
- The right to privacy, which includes privacy in respect to the student's school records.

It is the Board's belief that as part of the educational process, students should be made aware of their legal rights and of the legal authority of the Board to make and delegate authority to its staff to make rules regarding the orderly operation of the school. If the policy guidelines adopted by the Board are to be successful, it must be understood that school officials and instructors have the authority to interpret and apply them in a given situation. Students must obey any such interpretation subject to an appeal.

### **Tutoring Program**

A tutoring program had been established at PHS. It is offered before and after school. The days will be posted at the beginning of the school year.

### **Promotion Standards**

In order for Junior High students to be promoted from 7<sup>th</sup> grade to 8<sup>th</sup> grade or 8<sup>th</sup> grade to freshmen, six (6) of the (8) semester credits must be passed in the four (4) core subjects, with two of the six being English. This policy may be waived by the Board of Education.

High school advancement is based on the following total earned credit units per year:

Freshmen	7 Units
Sophomore	14 Units
Junior	21 Units
Senior	29 Units

### **Graduation Requirements**

The Board of Education has determined, in order to graduate from Pattonsburg High School, a student must complete a minimum of 29 units of credit in a program that is cooperatively planned by the student, his/her parents and the school. This program should be designed to meet the individual needs of each student. The following is a program of study requirements for graduation from Pattonsburg R-II High School. The district offers College Preparatory Certificate.

	Graduations Requirements	College Preparatory Program
Language Arts (English)	4.0 Units	4.0 Units
Social Studies (History)	3.0 Units	3.0 Units
Mathematics	3.0 Units	3.0 Units
Science	3.0 Units	3.0 Units
Fine Arts	1.0 Units	1.0 Units
Practical Arts	1.0 Units	1.0 Units
Physical Education	1.0 Units	1.0 Units
Health	0.5 Units	0.5 Units
Personal Finance	0.5 Units	0.5 Units
Electives	12.0 Units	9.0 Units
Specified Core Electives		3.0 Units
Total Credits		
	Sr.	29.0
	Jr.	21.0
	Soph.	14.0
	Freshman	7.0

Vocational students attending Bethany Tech School will be forgiven a half a credit for each semester of classes taken toward graduation.

\*Consult the description pages at the end of the handbook for specific acceptable academic classes.

The College Preparatory Curriculum is the minimum standards taken from the College Preparatory requirements and guidelines as written by the Missouri Department of Elementary and Secondary Education. Completion of the College Preparatory Program does not guarantee admission to all colleges or training sites. Students should check with the college they plan to attend as to the specific entrance requirements. This should be done prior to grades 11 and 12.

Students completing the College Preparatory Program with a cumulative GPA of 3.0 on a 4.0 scale in the combined areas of Language Arts/English, Mathematics, Science, and Social Studies and scoring above the prior year's national composite average on the ACT or SAT will be eligible to receive the state College Preparatory Certificate.

In addition to this program of requirements, each student must pass proficiency exams concurring for the Missouri and United States Constitutions to qualify for graduation.

### Care of School Property

Students are responsible for the proper care of books, supplies and furniture supplied by the school. Students who damage school property or equipment will be required to pay for the damage done or replace the item. Damage of a malicious nature will be considered and treated as a very serious offense, punishable at the Principal's discretion.

### Discipline Policy

In the school, as in the family, there exists on the part of the students the obligation of obedience. These obligations are essential to any proper school system. If any student fails in this responsibility, we would appreciate the cooperation of you as a parent to support us in the course of action that is taken. We welcome the opportunity to have conferences with you, to bring about acceptable classroom behavior.

School Board Policies relating to discipline will be immediately implemented upon approval. The Pattonsburg R-II School District follows the strict guidelines of the Missouri Safe Schools Act.

We believe that each adult has a responsibility to help children become valuable, non-disruptive members of society. We expect each employee of the school district who is responsible for the care and supervision of students to hold each student accountable for their behavior. The students will be held accountable for their behavior in school, on school property, at any activity sponsored by the school, and anytime the district is transporting the student.

### Check Out Policy

Students must have permission from the Principal before leaving the school premises. A checkout sheet is provided in the Attendance Center and must be signed before leaving the building; Students must see the Principal before leaving.

## **Inoculation of Students**

All students attending the Pattonsburg School District must be in compliance with state laws and regulations requiring immunizations. Parents shall furnish satisfactory proof that the student has been immunized. Failure to comply will result in expulsion from school. Due to new state laws, on the first day of school, if the student does not meet the requirements, they will not be allowed to start school.

## **Activity Program**

### **Student Eligibility Standards**

The Board of Education had adopted the eligibility standards for extra-curricular activities from the Missouri State High School Activities Association. The standards are as follows:

1. Be a good citizen in the school and community.
2. Have made good progress in Special Education.
3. Have entered school within the first eleven days of the semester.
4. Have not received or competed for an award of any kind other than that given by the school.
5. Have not reached their 19<sup>th</sup> birthday.
6. Have not competed under an assumed name.
7. Attend a public school in the district in which their parents live.
8. Not have graduated from a four-year high school or its equivalent.
9. Attend the eighth semester immediately following the students' seventh semester.
10. Not have competed at any time as a member of a junior college or a senior college team.
11. Not competed during the school year on an outside team or individual match competition after one having represented a school in that sport during the same or previous year.
12. Not transfer from one high school or another because of being influenced to do so.
13. Not attended for more than two weeks of any specialized camp for any one sport.

Eligibility to participate in school activities is a privilege granted if a student meets these standards. It is not a right, and the standards are requirements of both boys as well as girls.

### **Citizenship Standards**

Students representing Pattonsburg R-II School must be creditable citizens and judged so by the proper school authority certifying a list of students for competition. Students' conduct must be satisfactory in accord with the standards of good discipline. Students with unsatisfactory conduct are not considered "creditworthy citizens." A student is not considered eligible while under suspension. The Principal has the authority to set more restrictive standards and to judge the students under these standards.

### **Academic Standards for Eligibility**

Our school offers a well-rounded activity program. Every student is encouraged to participate in at least one activity during the school year.

Students meeting MSHSAA requirements will be eligible to participate. Be sure to check with the coach or athletic director if you have any questions on your eligibility. If a student is eligible according to MSHSAA requirements they must not be receiving 2 or more D's and/or one or more F's. If this occurs the student is placed on academic probation. The principal will notify the parents when this occurs. During this probation the student may continue to participate, but must log 2 hours of before or after school tutoring. Student must make arrangements with teachers prior to these tutoring sessions. When grades are checked again and the student is still receiving two D's and/or one or more F's the student becomes academically ineligible and may not compete until the next grade check. Grades will be checked approximately every two weeks.

The activities include but are not limited to sports, school dances, student council, club and organizations, cheer squads, academic teams, non-grade related field trips.

In addition, students in grades 7 and 8 must currently be enrolled in and attending the normal course for that grade. Special Education students must have enrolled in a full course at his or her level. A student must have been promoted to a higher level in special education at the close of the previous year. However, any student failing more than two subjects or fails to make the standard progress in special education will be ineligible the following semester.

### **Food and Drink:**

Due to the increase in technology in our facility there is to be no food or drinks in lockers or the classrooms, unless it is a special occasion and excused by the classroom teacher. (Example a class celebration). Teachers may excuse water with no additives.

### **Lunches:**

All meals eaten at school regardless of whether or not purchased at school are to be eaten in the lunchroom. Lunches can be eaten outside the lunchroom only if there is an organizational meal. (Example a FBLA luncheon in the FBLA room)

**School Dance Policies:**

High School Dances (Courtwarming, Barnwarming, etc.) are open to students grades 7-12 with a minimum of 7<sup>th</sup> grade to attend. All out of school dates must be approved by the Principal. All PHS students must be eligible to attend.

**Prom Policies:**

Junior and Seniors are invited.

All Dates must be a minimum of a Freshman in High School to attend. All out of school dates must be approved to attend. Academic eligibility applies to all juniors, sophomores, and freshmen of Pattonsburg.

**Organizations**

Following is a list of various activities a student may participate in at Pattonsburg R-II. Each student and parent should decide which activities are appropriate for the student. It is not feasible for the student to be involved in all organizations and activities. No limit will be placed on the number of activities you take part in, provided your grades remain satisfactory. If two or more activities, practice excluded, conflict, the student must decide in which activity they will participate.

- Athletics
- Concert Band, Mixed Chorus, Ensembles, and Solos
- National Honor Society
- Student Council
- Cheerleading
- FFA
- FBLA
- Class Officers
- Academic Team
- Science Olympiad
- Flag Corp.
- Dance Team
- Art Club
- Smoke Busters
- Drama Club
- Organizational Meetings

The Principal and the sponsor approve class and club meetings. Any meeting held without the sponsor in attendance is not considered a meeting. All purchases must be approved in writing and a purchase order submitted to the office.

**Activities Monies**

Various classes and organizations have funds derived from concession stand sales, etc. This money may be expended at the direction of the sponsor and Principal only for educational class projects. Individual expenditures of any nature are prohibited. If a student incurs an expense without prior approval, the expense is the responsibility of the student.

**Senior Trip**

Graduating seniors at Pattonsburg have the privilege of going on a senior trip, provided the necessary course requirements and expected behaviors are met. It should be emphasized this is a privilege and not a right! Each year, students conduct fund-raisers. If they do not help, the student will be fined, asked to makeup the work, or in the worst case scenario, the student would not receive the privilege of going on the senior trip. Students who choose not to go on the senior trip may sign a form waiving them of their obligation of the fund-raisers. This does not waive them of other class projects and work (decorating, etc.)

In order to go on the Senior trip, the following requirements must be met one week prior to the departure of the trip:

1. Each senior must have satisfied the concession stand policy set by the class sponsors.
2. All outstanding bills and fines must be paid in full.
3. Individual students must have a minimum attendance rate of 90 % their senior year to attend.
4. All time obligations (detentions, etc) must be served.
5. Each student must have a minimum of 25 approved units of credit.

\*Participants in various organizations activities must adhere to the criteria established by the organization.

**Vo-Tech Requirements:**

In order to attend Vo-Tech students must have meet the following requirements:

1. Had an attendance rate for the previous school year of at least 90%.
2. Begin the school year as a Junior.
3. Grades and Discipline Reports will also be left to the discretion of the administration.

## Fund-Raiser Schedule

Class	Activity	Time
Seniors	Concession Stands	Home Ballgames
	Magazine Stands	Fall Semester
	Trash Bags	Spring Semester
Juniors	Concession Stands	Home Ballgames
	One Other Fund Raiser	Fall Semester
Sophomores	T-Shirt Sales	Fall Semester
Freshman	Candy Sales	Spring Semester
8 <sup>th</sup> Grade	One Fund Raiser	Fall or Spring Semester
7 <sup>th</sup> Grade	\$100 Bill Raffle	Fall or Spring Semester
Student Council	One Fund Raiser	Fall or Spring Semester
FFA	Fruit Sales	Fall Semester
	One Other Fund Raiser	Fall or Spring Semester
Flags	?	Fall Semester
Band	Pizza Sales	Fall or Spring Semester
FBLA	?	Fall or Spring Semester

## School Closings

Should school be closed due to inclement weather or other reasons, stations KAAN and KMBC will make announcements. Please listen to the stations for announcements and DO NOT call the school. Thank you.

Parents can also be notified through textcasts provided by the district. To sign up for these PANTHER ALERTS go to [www.onlinefarmersbank.com](http://www.onlinefarmersbank.com) or go to the school webpage [www.pattonsburg.k12.mo.us](http://www.pattonsburg.k12.mo.us)

## Emergency Procedures

Emergency procedures have been established by the administration for fire, tornado, and disaster. The students should follow specific instructions given by their instructor. The following general rules are:

- Walk a rapid pace – do not run.
- Do not talk – listen to the instructions.
- Do not stop in front of the doors or steps.

The emergency procedures are practiced yearly with drills. All students should be familiar with the drill bells.

- Fire drill            3 bells
- Storm drill        several short intermittent bells
- All Clear            1 long bell

## Fire Evacuation Rules

1. All students march out in a single file.
2. Use designated doors and stairs.
3. Move quickly, quietly, and in an orderly manner.
4. Instructors will close the doors and stay with the students.
5. Students in the restroom or without a teacher's supervision must join the nearest group and exit the building.
6. Students in the trailer should exit to the south, proceeding beyond any portion of the building.
7. Students in gym, music or cafeteria, exit through the closest exit.
8. Do not return to your locker.

## Library Checkout Policy

These are guidelines only – flexible guidelines that may be adjusted to meet the individual student and faculty needs. Meeting individual needs is utmost to the success of library services. Number of items to be checked out:

- |             |                                 |                        |
|-------------|---------------------------------|------------------------|
| Grades K-6  | A. Leisure Reading              | 2 books and 1 magazine |
|             | B. Research or special projects | – no limit             |
| Grades 7-12 | A. Leisure Reading              | 3 books and 1 magazine |
|             | B. Research or special projects | – no limit             |

## Check-out Periods

- |          |               |   |                 |             |
|----------|---------------|---|-----------------|-------------|
| Students | Books         | – 2 weeks   | Reference Books | – Overnight |
|          | Magazines     | – Current Issues, Overnight                                 | Back Issues     | – 1 week    |
|          | Audio-Visuals | – Overnight with permission from the librarian or principal |                 |             |
|          |               |   |                 |             |

# Requirements and Guidelines for the College Preparatory Studies Certificate

The Missouri State Board of Education awards the College Preparatory Studies Certificate (CPSC) to Missouri students who successfully complete a rigorous academic program in high school and receive a diploma granted by local school districts. Created by the Board in 1985, the certificate is designed to provide incentive and recognition for public and non-public high school students who exceed the state’s minimum graduation requirements. Because the certificate is awarded by the state, local schools may not add additional requirements for students to qualify.

In 1994, the State Board of Education revised its requirements for the CPSC in order to align the “Core Curriculum” standards recommended by the Coordinating Board for Higher Education as a basis for college admission in Missouri. This flier outlined the revised criteria. These guidelines will be used in awarding certificates to qualified high school students beginning in 1996.

Awarding the College Preparatory Studies Certificate is voluntary on the part of school districts, and meeting the requirements is voluntary on the part of the students. While the certificate is primarily intended as an incentive for college-bound students, those who are not planning to enter college also may wish to work toward earning the award. School officials are encouraged to use the program to encourage ALL students to pursue excellence in their high school studies.

To be eligible for the certificates, a student must meet these requirements:

1. Complete a rigorous high school program cooperatively planned by the school, the student and the student’s parents. The program must include at least these units of credit:

	Subject Units
English/Language Arts.....	4
Mathematics.....	3
Science.....	3
Social Studies.....	3
Fine Arts.....	1
Practical Arts.....	1
Physical Education.....	1
Health.....	1/2
Personal Finance.....	1/2
Specified Core Electives.....	3
General Electives.....	9
Total	29

2. Earn at least a 3.0 grade point average (GPA), on a 4.0 scale, in the combined subject areas of English/Language Arts, mathematics, science and social studies. The school may calculate GPAs for its students at the end of the seventh or eighth semester of high school.
3. Score above the prior year’s national composite average on the American College Test (ACT) or on the Scholastic Aptitude Test (SAT). This criterion is revised annually to reflect the latest national averages from the ACT and SAT.

Check the current year’s certificate order form for the required minimum scores.

4. Complete a strong academic program as specifically outlined below, in the subject areas of English/Language Arts, mathematics, science, social studies and specified core electives. No substitutions are authorized.
- **English/Language Arts** – At least four units, one of which may be speech or debate, and two units of which must be in courses emphasizing composition or writing skills.

Examples of courses generally acceptable toward the four units: English or Language Arts I, II, III, IV, literature courses, journalism (if writing intensive), speech and debate. “Applied Communications”, developed by the Agency for Instructional Technology (AIT), may be counted.

Examples of unacceptable courses: yearbook, school publications, acting, theater, dramatics, business English, mass media and photography.

- **Mathematics** – At least three units, high school level algebra and beyond, including Algebra II.

Examples of courses generally acceptable toward the three units: Algebra I, plane geometry, Algebra II, pre-calculus, trigonometry, analytic geometry, calculus and math analysis. “Applied Mathematics” courses, developed by the Center for



Occupational Research and Development (CORD), may be counted only if the student successfully completes a standard Algebra II course. Standard algebra courses that have been subdivided, e.g., Algebra I is divided into Algebra IA and IB may be counted only as one course unit.

Algebra I taken in the seventh or eighth grade may be counted toward meeting the requirement.

Examples of unacceptable courses: computer math, computer programming, consumer math, computer science, pre-algebra, basic math, general math, terminal math, business math and accounting.

- **Science** – At least two units (not including general science), selected from biology, chemistry, or physics, one of which is a laboratory course.

Examples of courses generally acceptable toward the two units: botany, zoology, anatomy and physiology, biology, chemistry and physics. “Applications in Biology/Chemistry,” developed by the Center for Occupational Research and Development (CORD), and “Principles of Technology”, developed by the Agency for Instructional Technology (AIT), may be counted. Life science, physical science and earth science may be counted only if it can be demonstrated that they are taught at the high school level with a rigor comparable to biology, chemistry or physics.

Examples of unacceptable courses: life science, physical science, and earth science if not taught at the high school level in a rigor comparable to biology, chemistry, or physics; also, consumer science, outdoor education and environmental studies.

### **Applied Science Credit:**

Any student that completes and passes Ag Science I, Ag Science II, and a third Ag Science Class will be credited with one of their three science credits toward graduation requirements.

- **Social Studies** – At least three units, including American history, and at least one semester of government.

Examples of courses generally acceptable toward the three units: world history, American history, American government, civics, principles of democracy, economics, psychology, sociology, political science and geography.

Examples of unacceptable courses: regional history, family living, family relations, marriage and family, consumer education and courses generally listed under “practical arts” or human environmental science.”

- **Fine Arts** – At least one unit of fine arts courses in the visual arts, music, dance and theatre.

Examples of courses generally acceptable toward the one unit: Art I, II, III, and IV, sculpture, design, drawing, painting, theatre, oral interpretation, dance, dramatics, band and any other instrumental music, chorus, and any other vocal music courses and art, music or theatre appreciation courses.

Examples of unacceptable courses: speech, debate, radio and television, mass media, stagecraft, arts and crafts.

- **Specified Core Electives** – At least three units selected from foreign language (two units of one foreign language are strongly recommended) and/or combination from two or more of the following course areas: English, mathematics, social studies, science, and fine arts. A computer science course with a prerequisite of at least algebra I is permissible as a mathematics elective. State and/or international history courses are permissible as social studies electives.
- **General Electives** – At least six units sufficient to meet state and local graduation requirements. The courses should be selected and planned by the school, the student, and the student’s parents to develop the student’s aptitude and skills. Advanced vocational-technical courses, which have been selected to support and strengthen the student’s college preparatory program or career choice, may be used to fulfill this general elective requirement.

5. Dual-credit courses taken in high school for both high school and college credit may be counted toward satisfying the core curriculum requirements.

6. Middle/junior high school courses taken by middle/junior high school students in mathematics and foreign language may be counted as satisfying the high school core curriculum requirement if the content is equivalent to high school courses (e.g., foreign language I and algebra I) and if subsequent courses in the subject are shown on the high school transcript (e.g., foreign language II and algebra II)

Each year, the Department of Elementary and Secondary Education provides forms to all high school principals so they can certify the number of prospective graduates who have qualified for the College Preparatory Studies Certificate. The Department of Education proves the appropriate number of certificates at no cost to each school or school district.

For more information contact  
Assistant Commissioner, Division of School Instruction  
Missouri Department of Elementary and Secondary Education  
P.O. Box 480, Jefferson City, Missouri 65102-0480  
Phone 573-751-4234

### **6<sup>th</sup> Grade Party Policy:**

6<sup>th</sup> Grade students will continue to have holiday celebrations (Halloween, Christmas, Valentine’s Day, Etc.) The holiday parties will take place eighth hour with their homeroom teacher. The homeroom teacher will be responsible for lining up snacks and activities with the parents.

### **Dual Credit Eligibility:**

Meet any requirements presented by the offering college. Students must, at minimum, have an ACT composite score of 18 to enroll in any dual credit course.

### **Dual Sport:**

Students participating in two sports must sign a dual sport agreement before the season begins where he/she must chose a primary sport in the event of a conflict. (Example: Baseball & Track in the spring)

### **School Field Trips: (During the school day)**

For students to attend field trips during the school day they must have a completed trip form to give their teacher/sponsor to gain access to the bus or school vehicle.

## **Student Council Constitution**

### Article I. Name

The name of the organization will be the Pattonsburg R-2 High School Student Council of Pattonsburg, Missouri.

### Article II. Objective

- A. To represent students in the exchange of ideas with the school administration.
- B. To promote cooperation between students and faculty.
- C. To encourage the practice of good citizenship and to serve as an example of leadership.
- D. To improve school spirit by stimulating participation in school activities.
- E. To inspire better school scholarship within the school.
- F. To provide orderly coordination of school activities.
- G. To make peace among all students by different grades working together for one goal.

### Article III. Powers

The high school administration delegates all powers of the Student Council to it. The administration has the right to veto any act of the Student Council or to revoke any of the powers held by it.

### Article IV. Membership of Organization

1. Student Council President – The entire student body, by secret ballot, will elect the president.
2. Student Council Vice-President – The entire student body, by secret ballot, will elect the vice-president.
3. Student Council Secretary – The entire student body, by secret ballot, will elect the secretary.
4. Student Council Treasurer – The entire student body, by secret ballot, will elect the treasurer.
5. Student Council Historian – The entire student body, by secret ballot, will elect the historian.
6. Grades 7-12 will elect two representatives at the beginning of the school year. All representatives must be academically eligible. If at any time a member becomes ineligible they may not serve until eligible again

\*All candidates for president, vice-president, secretary, treasurer, and historian will campaign and give a speech to the student body before elections.

#### Article V. Officers

II.The officers of this organization will be President, Vice-President, Secretary, Treasurer, and Historian.

III.The officers will serve the entire school year unless they become ineligible.

IV.If there is a vacancy in the president’s office, the vice-president will take over for the length of the president’s absence.

V.In case of a vacancy in the vice-president’s, secretary’s, treasurer’s or historian’s office, the Student Council will elect a member to finish the term.

#### Article VI. Duties of Officers

##### A. President

1. Run meetings in an orderly, abrupt fashion.
2. Vote on any matter on which the council is equally divided
3. Appoint committee members as necessary
4. Attend school board meetings as necessary to give a report of the high school activities.

##### B. Vice-President

1. Perform presidential duties during the absence of the president.
2. Act as ex-officio member of all committees
3. Serve as chair of the constitutional committee

##### C. Secretary

1. Take the minutes of all official meetings of the Student Council
2. Keep a written record of all proceedings of the Student Council
3. Provide the administration of a copy of the minutes in a timely fashion

##### D. Treasurer

1. Work with the advisor(s) in maintaining a record of receipts and expenditures
2. Make a financial report at the end of the every nine weeks to the Student Council

##### E. Historian

1. Prepare a scrapbook of the yearly activities
2. Prepare articles for the school newspaper monthly

#### Article VII. Advisors

- A. The administration will appoint a member(s) of the faculty to serve as the advisor(s) for Student Council.
- B. The term of office of the advisor is left to the discretion of the administration.
- C. Must attend and supervise every meeting and activity.

#### Activities:

Student Council is responsible for carrying out all activities associated with basketball Courtwarming. Courtwarming king and queen candidates must have been in the Pattonsburg School District the full preceding semester. From the date of nomination through Courtwarming night any candidate on the ineligible list will be replaced by someone else. Once a candidate has been elected king or queen they will not be eligible unless no one else is available from that class. These same rules apply to basketball candidates. The Student Council is also responsible for the Christmas party and Spirit Week.

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### **Department of Elementary and Secondary Education Standard Complaint Resolution Procedure**

This standard complaint procedure applies to all programs administered by Department of Elementary and Secondary Education under the Goals 2000: Educate America Act and the Improving America’s Schools Act (IASA).

#### **What is a complaint for purposes of this policy?**

A complaint is an allegation that a specific federal or state law regulation has been violated, misapplied, or misinterpreted by school district personnel or by Department personnel.

A complaint under this procedure must be in writing and signed by the complainant. The written complaint must specify the details of the situation and must pertain to a law or regulation that is allegedly being violated, misapplied or misinterpreted.

### **Who may file a complaint?**

Any parent or guardian, surrogate parent, teacher, administrator, school board, or other person directly involved with an activity or project operated under the general supervision of the Department may file a complaint.

### **What types of complaints are recognized?**

There are two types of complaints:

1. A complaint alleging that a local school district is violating, misapplying, or misinterpreting a law or regulation of the Department of Elementary and Secondary Education: and,
2. A complaint alleging that the Department of Elementary and Secondary Education is violating, misapplying, or misinterpreting a law or a regulation.

### **How are complaints filed?**

1. Complaints against local school districts.

A complaint alleging that local school district officials have violated misapplied, or misinterpreted a state or federal law or regulation must first be filed and a resolution pursued in accordance with local district policy. If the issue cannot be resolved at the local level, the complainant may file a complaint with the Department. Before accepting such a complaint, the Department will ask for evidence of an attempt to resolve the issue at the local level. If the parties have not attempted in good faith to resolve the complaint at the local level, the Department may require the parties to do so and may provide technical assistance to facilitate such resolution.

A question about local district policies, rules, or practices which are not based on federal or state laws or regulations is not a complaint within the meaning of this policy and must be settled at the local school district level.

2. Complaints against the Department of Elementary and Secondary Education.

A local school district official, a local board member or any person directly affected by actions of the Department may file a written complaint alleging that the Department or its personnel have violated, misapplied or misinterpreted a state or Federal law or regulation directly with the Department.

### **How does the Department hear and resolve complaints?**

1. Any formal complaint against the Department or an unresolved complaint against a local school district related to the IASA is to be addressed to the Director of the Grants Management Section.
2. Within thirty days after receiving a complaint or appeal, the section director will resolve the complaint and inform interested parties in writing of the decision. In resolving the complaint, the section director may rely upon statements of the parties involved or may conduct an independent investigation. The section director may grant an extension of the thirty-day limit for just cause.
3. If a complainant disagrees with the decision of the section director, the complainant may, within ten working days, appeal to the Deputy Commissioner of Education. This appeal must be in writing and state why the complainant disagrees with the decision.
4. Within thirty days after receiving an appeal, the Deputy Commissioner of Education will render a final administrative decision and notify the complainant in writing.
5. If the complainant disagrees with the decision of the Deputy Commissioner of Education in a matter relating to federal law or regulation, the complainant may request a review of the decision by the United States Secretary of Education in accordance with 34 CSR Part 76 Section 76.781.

### **What other recourse is available in resolving complaints?**

In some circumstances, complainants may have additional recourse in the courts or through the Administrative Hearing Commission.

### **Notification of Rights under FERPA**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of ages (“eligible students”) certain rights with respect to the student’s educational records. These rights are:

(1) The right to inspect and review the student’s education records within 45 days of the day the School receives a request for access.

Parents or eligible students should submit to the School principal [or appropriate school official] a written request that identifies the records they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the record may be inspected.

(2) The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate, misleading or otherwise in violation of the student’s privacy rights under FERPA.

Parents or eligible student who wish to ask the School to amend a record should write the School principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the

decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible students when notified of the right to a hearing.

(3) The right to consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted as its agent to provide a service instead of using its own employees or officials (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Pattonsburg R-II School District to comply with FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5920

### **Alma Mater**

Let our voices loudly ringing  
Echo far and near.  
Songs of praise our children singing  
to our memories dear.

(Chorus:)

Alma Mater, Alma Mater  
tender fair and true.  
Grateful sons with love unflinching  
all our vows renew.

Years may dim our recollection.  
Time its change may bring.  
Still our names in fond affection  
evermore we'll sing.

# Pattonburg R-II School District

## Random Student Drug Testing Policy

### Grades 7-12

05/20/2013

#### Background and Purpose

The Board of Education of the Pattonburg R-II School District has a commitment to deter and prevent student drug use and to offer student activities in a safe secure drug free schools setting. The Pattonburg R-II Board of Education would like to give students another reason to say “No” to Drugs. In an effort to protect the health and safety of students from illegal drug use and abuse or injuries resulting from the use of drugs, thereby setting an example for all students of the Pattonburg R-II School District, the Board of Education adopts the following policy for drug testing of students participating in extra-curricular and/or co-curricular activities.

Participation in school sponsored extra-curricular and/or co-curricular activities at the Pattonburg R-II School District is a privilege. Accordingly, students in extra-curricular and/or co-curricular activities carry a responsibility to themselves, their fellow students, their parents and their school to set the highest possible examples of conduct, which includes avoiding the use or possession of illegal drugs.

The drug-testing program described in these materials is part of an overall drug prevention program in the Pattonburg R-II School District. The goal is not to levy discipline but rather to aid in the discovery and prevention of possible drug-related problems. The key component of this program is opening the lines of communication between students and parents about the serious matter of drug usage and abuse as well as giving students a reason to say “no” to drugs.

A student using drugs is a danger to him/herself as well as other students. All students in the Pattonburg R-II School District who choose to participate in extra-curricular and/or co-curricular activities are entitled to do so in a drug-free environment.

**Participating in extracurricular and/or co-curricular activities are privileges, not rights. As a condition of participating in extra-curricular and/or co-curricular activities, high school students and their parents must consent to random drug testing of the students as further defined in the policy and administrative procedures.**

#### Confidentiality

Student health information derived from the results of random drug testing is a type of student record that is particularly sensitive and protected by numerous state and federal laws. Student information shall be protected from unauthorized, illegal or inappropriate disclosure by adherence to the principles of confidentiality and privacy. The information shall be protected regardless of whether the information is received orally, in writing or electronically and regardless of the type of record or method of storage. All appropriate laws and school policies will be used to enforce violation of confidentiality.

# Pattonsburg R-II School District Random Student Drug Testing Policy Grades 7-12

05/20/13

## Drug Testing Procedure

Each student participating in extra-curricular and/or co-curricular activities shall receive copies of the “District Drug Testing Policy” and “Drug Testing Consent” form which shall be read, signed and dated by the student, parent and/or guardian.

7<sup>th</sup>-12<sup>th</sup> grade students must turn in the “Drug Testing Consent” form to the high school office by the deadline set for the school year before the student will be allowed to continue or begin practice or participation in any extra-curricular and/or co-curricular activity. If a student is 18 years of age and living with a parent/guardian, he/she still must have both student and parent/guardian signatures. If the student is 18 years of age and has established a residence on his/her own, the student’s signature is all that is required. Any student (7<sup>th</sup>-12<sup>th</sup>) who does not turn in the required forms by the established deadline will not be eligible to participate in any extra-curricular and/or co-curricular activity during the remainder of the school year.

Transfer students that intend on participating in extra-curricular and/or co-curricular activities have one week after enrolling at the Pattonsburg R-II School District to complete the drug testing consent form to be placed into the drug testing pool.

The district will test as often and at what volume it deems necessary to ensure the effectiveness of the program.

This random drug testing program does not affect, and is separate from, other policies and practices of the Pattonsburg R-II School District in dealing with drugs or alcohol use or possession. Consequences under this random drug testing program are the sole consequences that will result from any testing under this policy; discipline or search rights arising under other policies will not be affected by any testing under this random drug testing policy.

All students who will participate in extra-curricular or co-curricular activities during the school year and who complete and return the consent forms within the deadlines set by the superintendent or designee will be included in the testing pool and may be selected for testing as soon as the student is officially enrolled in the drug testing program, even if the extra-curricular or co-curricular activity has not yet begun.

## Definitions

Extracurricular or Co-curricular Activities: Any school-sponsored extracurricular activity and/or performance in which a student represents the district, in the opinion of the district’s administration. Extracurricular activities that will be tested are all Missouri State High School Activities Association (MSHSAA) regulated activities and events including, but not limited to, athletics, band, choir, flags, dance, drumline, cheerleading, academic competition, National FFA Organization (FFA), Future Business Leaders of America (FBLA), National Honor Society (NHS), A+ Program, Fellowship of Christian Athletes (FCA), Character Plus, drama, science clubs, math clubs, dance team, library club, student councils, yearbook staff, dances, team managers, senior trip and class officers. This list is subject to change each year. The list of extracurricular activities to be tested will be published at the yearly drug-testing program informational session before school starts.

**\* WHEN AN ACTIVITY OR PERFORMANCE IS OFFERED BY THE SCHOOL, SUCH AS BAND OR CHOIR, THE STUDENT’S GRADE OR ENROLLMENT IN THE COURSE WILL NOT BE CONDITIONED UPON CONSENTING TO DRUG TESTING. HOWEVER, THE STUDENT WILL BE GIVEN AN ALTERNATIVE ASSIGNMENT IN LIEU OF THE ACTIVITY OR PERFORMANCE IF THE STUDENT AND HIS/HER PARENTS DO NOT CONSENT TO DRUG TESTING. THE**

**STUDENTS ENROLLED IN THESE COURSES WILL BE NOTIFIED AT THE BEGINNING OF EACH SEMESTER, IF POSSIBLE, WHICH ACTIVITIES OR PERFORMANCES THEY WILL BE PRECLUDED FROM PARTICIPATING IN AND THE ALTERNATIVE ASSIGNMENTS.**

Performances: The scheduled games, matches, contests or performances (including district, sectional and state contests) for the activities listed above.

Consent Form: The parent/guardian and student random drug testing consent form, which is adopted by district administration.

SAMSHA: Substance Abuse Mental Safety Health Administration

### **Voluntary Random Drug Testing Participation**

A mandatory prerequisite to participation in extracurricular activities or co-curricular activities is consent to the random drug testing program. District Administration also offers parents the ability to enroll voluntarily their students, who are not involved in extracurricular activities or co-curricular activities, in the random drug testing program. A consent form must be signed in order to participate. If consent is received, the student will be placed in the drug testing pool and noted as a voluntary participant. If selected and the test is non-negative, or if the student refuses to test, the parent will be notified of the non-negative test or the refusal, but the student will not be penalized through this policy or any other policy of the Pattonsburg R-II School District.

### **Procedures and Guidelines**

For random drug testing, each student will be assigned a number that will be maintained in the Superintendent's office. This number will be the student's identification number for testing and will not change. Only the Superintendent and district staff designated by the Superintendent to assist administering the drug testing program will have access to student numbers. Such random drug testing may occur at any time during the school day. The drug testing company will randomly select numbers, and the Superintendent or his designee will match the selected numbers to the master list of participants. Participants will be called for testing in the order listed until all have been identified as available for testing. Testing will occur during the school year only and regardless if that student's activity is in season or not. Students who wish to drop out of the drug testing pool must have their parent/guardian come to the school and meet with the Superintendent or his designee. The student and parent/guardian must sign a release form stating that they no longer wish to participate in the random drug testing pool. If the student is 18 years of age and living on his/her own, he/she still needs to come in and meet with the Superintendent or his designee to drop out of the testing pool. **Once a student enters the pool, he/she must remain in the pool for the remainder of that school year to be eligible to participate in extra-curricular and/or co-curricular activities. Withdrawal from the program will result in ineligibility from extra-curricular and/or co-curricular activities for 365 days.**

### **Privacy**

Any drug test required by the Pattonsburg R-II School District under the terms of the policy will be administered by or at the direction of a professional laboratory chosen by the Pattonsburg R-II School District using scientifically validated toxicological methods. The professional laboratory shall be required to have detailed written specifications to assure chain of custody of the specimens, proper laboratory control and scientific testing.

The testing method to be administered will be urinalysis but the District may use oral fluid testing if a sample cannot be provided within one hour of the first attempt. Appropriate steps will be taken to respect the privacy of students while, simultaneously, preventing falsification of testing. Upon receiving a notice from the administration that the student has been selected for a random drug test, the student will go to an assigned area and wait until it is his/her turn to produce a specimen. A representative of the Pattonsburg R-II School



Administration or School Nurse will be available during the testing procedure.

Prior to being called by the test administrator (from the pre-established drug testing company), the student will be given an identification number by a school official. When called by the test administrator (employee from drug testing company), the student will proceed to the testing site. The student will present the identification number to the test administrator, who will record that number on the tests recording form. The test administrator will then ask the student to remove hats, coats, or jackets (if any) and place the contents of the pockets on the testing table. The student will be allowed to return any non-containers to his/her person. The student will then be asked to select a collection cup and instructed to open the cup and dump the contents on the table. The test administrator will accompany the student to the restroom, where the student will be instructed to place the collection cup on a ledge or counter and then wash their hands. The test administrator will have placed dye into the toilet in the restroom and have taped off all but one sink, prior to the student testing or as the student is washing. When the student finishes drying his/her hands, the test administrator will instruct the student to step into a pre-selected stall and void into the collection cup. The student will also be asked not to flush any toilet or use any faucet. The test administrator will then step out of the restroom, or behind the restroom outer wall, until the student completes the void, comes out of the stall, and places the collection cup on a pre-arranged flat surface.

When the test administrator re-enters the restroom, they will take the collection cup and determine if there is a sufficient specimen to test, that the specimen has an appropriate temperature, and that there is no foreign color or odor to the specimen (if any of the above take place, the test administrator will reject the specimen and collect a second specimen). If the specimen is acceptable for testing, the student will be asked to again wash his/her hands and then stand by the entrance of the restroom (keeping the specimen in his/her sight). The test administrator will then open a screening test device and place it in the specimen. When the test administrator completes the screening process, the student will be permitted to leave the test area, unless the initial screen indicates the presence of a drug included on the schools testing agenda. If the screening test indicates a non-negative screen, the verification process will be implemented.

If a student is unable to produce a urine sample, the student will undergo a time limit of 3 hours in order to produce a sample. At that time if the student is still unable to produce a sample, the student must make an appointment with a doctor to see if a medical reason exists to explain the inability to produce a urine sample.

The test results will remain confidential and will only be released to the student, his/her parents or guardians, and approved school officials. Regardless of a non-negative test or not, parents will be notified through a letter that their child was randomly tested that school day. In addition, the test results will not be used for student discipline and will not become part of the student's permanent record/transcript or communicated to any other party. All files regarding the participants in the program, as well as test results, shall be kept strictly confidential and will be kept separate from the mandatory school files required for each student. If the student tests positive, the results will only be used to determine eligibility for participation in extra-curricular activities as defined in this policy. The results will not be used to suspend or expel a student from school, will not be included in the student's disciplinary record, and will not be communicated to any other party unless the school district is subpoenaed.

## **Verification of Sample**

If the initial drug test is non-negative, the initial test result will then be subject to confirmation by a second and different test of the same specimen. In order to keep the results of the initial testing confidential, the school district may also choose a certain number of samples for a confirmation test. The second test will use gas chromatography/mass spectrometry technique. A specimen shall be reported as non-negative unless the second test utilizing the gas chromatography/mass spectrometry procedure is non-negative for the presence of an illegal drug or the metabolites thereof.

If the gas chromatography/mass spectrometry test for any student has non-negative results, the medical review

officer (MRO) will confirm the non-negative result and contact the Superintendent or designated administrator with the results. Once a non-negative is determined the Superintendent or designated administrator will contact the student and the parent or guardian of the student and schedule a conference. At the conference, the Superintendent or designated administrator will solicit any explanation of the non-negative result through a MRO. If permission is not granted to work through a MRO or the parent or guardian of the student will not meet with the school official, the lab results will be accepted as positive and as the final results.

## **Violations/ Consequences**

Any student who tests positive in a drug use test under this procedure shall be subject to the following restrictions:

1. For the first offense, the student shall be suspended from participation in all in-season or off-season extra-curricular and/or co-curricular activities for 30 days. **This suspension can be reduced to zero if the parent/guardian obtain, at the parent/guardians expense, a substance abuse evaluation and education/counseling for the student deemed appropriate by the evaluation.** Students enrolled in a class that involves co-curricular activities will remain in the class during the suspension period and will participate in classroom activities. If a participant in an extra-curricular or co-curricular activity is suspended from participation the participant will be expected to fulfill all team responsibilities including attendance at practices, meetings, competitions and other expectations.

In order for the student to be reinstated following suspension from extracurricular activities or co-curricular activities at the end of the suspension period, the student must pass a drug test. If he/she fails the test, it will be treated as a second offence. If he/she refuses to be retested, the student will be ineligible for the next 365 days.

**\*If the student/parent seeks to reduce this consequence by scheduling a substance abuse evaluation the appointment must be confirmed before the student will be allowed to participate. Further, the student must attend the evaluation session within seven business days of the confirmed test result.**

**\*\*If this consequence is reduced the student must pass a follow-up drug test no sooner than thirty days after the initial positive test.**

2. For the second offense, the student shall be suspended from participation in all in-season or off-season extra-curricular and/or co-curricular activities for 90 days. The stipulations of the first offense shall continue to apply. **This suspension can be reduced to 45 days if the parent/guardian obtains, at the parent/guardians expense, a substance abuse evaluation and education/counseling for the student deemed appropriate by the evaluation.** At the end of the suspension period, the student will be retested and must pass a drug test to re-enter the extra-curricular and/or co-curricular activity. If he/she fails the test, it will be treated as a third offence. If he/she refuses to be retested, the student will be ineligible for 365 days.

In order to be reinstated, the same procedure as identified in the First Positive section must be followed.

3. For the third offense, the student shall be suspended from participation in all in-season or off-season extra-curricular and/or co-curricular activities for 365 days. The stipulations of the first offense shall continue to apply. **No reduction shall be allowed for this suspension and a substance abuse evaluation and education/counseling for the student deemed appropriate by the evaluation will be required before the student is allowed to return after the 365 day suspension.** If he/she fails the test, it will be treated again as a third offence. If he/she refuses to be retested, the student will be

ineligible for 365 days.

In order to be reinstated, the same procedure as identified in the First Positive section must be followed.

Per the State A+ Citizenship Policy, students will be removed from and/or not allowed to participate in the A+ Program after their first offense.

**Refusal to Submit to Drug Use Test**

Anyone refusing to test will have their parents notified immediately allowing them to talk to their student allowing them to change their mind. If the student still refuses it will be treated as withdrawing from the program. Students withdrawing from the program will be ineligible from extra-curricular and/or co-curricular activities for the next 365 days.

Any student who has a non-negative initial test and refuses to complete the required paperwork for a confirmation test will be treated as a refusal.

**Drugs that Pattonsburg R-II High School may test for:**

- |                       |                        |
|-----------------------|------------------------|
| OPI = Opiates         | COC = Cocaine          |
| AMP = Amphetamines    | MAMP = Methamphetamine |
| BZO = Benzodiazepines | THC = Marijuana        |
| BAR = Barbiturates    | PCP = Phencyclidine    |
| MTD = Methadone       | MDMA = Ecstasy         |
| OXY = Oxycodone       | PPX = Propoxyphene     |

Or any other Drugs the District believes may be a danger to the student.

The Pattonsburg R-II School District will pay for all random drug screenings and follow-up screenings required for participation.

**Drug Counseling and Assistance**

Upon request, the district’s counselors will provide information on treatment programs and other resources available in the community. **All substance abuse evaluations and counseling undertaken must be done by a licensed substance abuse counselor at the expense of the parent.**



**Pattonsburg R-II School District**  
**Random Student Drug Testing Consent Form**  
**2017-18**

05/20/13

I have read and completely understand the district's policy and procedures regarding the Pattonsburg R-II School District student drug testing program.

I hereby give consent for my student to participate in the drug testing program at Pattonsburg R-II High School. I understand that my student will be placed in the pool for random drug testing and that the Pattonsburg R-II School District will pay for all random drug tests if my student is selected.

I understand that students who wish to drop out of the drug testing pool must first have their parent/guardian come to the school and meet with the Superintendent or their designee. The student and parent/guardian must sign a release form stating that they no longer wish to participate in the random drug testing pool. If the student is 18 years of age and living on his/her own, he/she still must come in and meet with the Superintendent or their designee to drop out of the testing pool. Once a student enters the pool, he/she must remain in the pool for the remainder of that school year to be eligible to participate in co- curricular and/or extra-curricular activities.

I authorize the drug testing company engaged by Pattonsburg R-II School District to release test results to the designated official(s) of Pattonsburg R-II School District in accordance with Board policy.

Student Name (please print): \_\_\_\_\_

Student Signature: \_\_\_\_\_

Parent/Guardian Name (please print): \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Today's Date: \_\_\_\_\_

Forms must be completed before a student can participate in any co- curricular and/or extra-curricular activity. This consent form is good for one school year and must be renewed annually.