

**Pattonsburg R-II  
Middle & High School (6 -12)  
Student Handbook  
2025-2026**



**Principal: Mrs. Randi L. McMillen**

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WEBSITE: [www.pattonsburg.k12.mo.us](http://www.pattonsburg.k12.mo.us)**

## PATTONSBURG R-II HIGH SCHOOL

Dear Parents:

This Student Handbook has been prepared to assist students in adjusting to and navigating 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 safe and conducive learning environment.

We suggest that each student discuss the rules and regulations in this handbook with their parents or guardians. Please note any changes in the eligibility policy, disciplinary policies, 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. The signature and emergency contact pages must be returned to the school office/high school principal by August 29, 2025.**

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 progress of your student(s), and look forward to working with you to help them achieve their educational goals.

Forms for co-curricular and extracurricular activities will be provided to your student(s) separately from this handbook, at registration, and must be completed before a student can participate in any co-curricular and/or extracurricular activity. This parent and student agreement is good for one school year and must be renewed annually.

Dear Student:

On behalf of the faculty and staff, welcome back (or welcome to) Pattonsburg R-II Middle School and High School. We are looking forward to working with you on your educational journey! Pattonsburg R-II has a long history of academic and extracurricular excellence, as well as many proud traditions that will continue to create memories that last a lifetime. We are a designated A+ School, and offer multiple options for education beyond the traditional classroom, such as Vocational courses at North Central Career Center, online courses, and dual-credit courses.

Middle and High School life brings many changes and challenges, but your administrators, counselor, and teachers are here to support you and help you navigate the many transitions you will face in the next few years. Do not hesitate to reach out to any of us if you have any questions or concerns. One of the ways you can find fulfillment and reach your goals is to participate in organizations, activities, and teams while in school. We offer a variety of these opportunities, and will work with you to find the best setting for your continuous learning!

Every day is a great day to be a Panther, and we are looking forward to another great year at PHS!

Sincerely,

Mrs. Randi L. McMillen  
6-12 Principal

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## Mission Statement

The educational mission of the Pattonsburg R-II School District includes the following beliefs:

Each student is provided an appropriate and high quality education for their individual needs.

Education must not stop at the limits of academic subjects, but must continue into other areas, which broaden the student as an individual. This would include those areas necessary for the social and emotional development of each student.

Education must be of broader scope than only students, and only during the school day hours. Education must extend to other activities and to their parents and families.

We must instill in each student and family the basic premises that education and learning are lifelong activities.

## **PATTONSBURG R-II PUBLIC NOTICE**

All responsible public agencies are required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the agency, regardless of the severity of the disability, including children attending private schools, children who live outside the district but are attending a private school within the district, highly mobile children, such as migrant and homeless children, children who are wards of the state, and children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade. The Pattonsburg R-II School District assures that it will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction. Disabilities include autism, deaf/blindness, emotional disorders, hearing impairment and deafness, intellectual disability, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness and young child with a developmental delay.

The Pattonsburg R-II School District assures that it will provide information and referral services necessary to assist the State in the implementation of early intervention services for infants and toddlers eligible for the Missouri First Steps program.

The Pattonsburg R-II School District assures that personally identifiable information collected, used, or maintained by the agency for the purposes of identification, evaluation, placement or provision of FAPE of children with disabilities may be inspected and/or reviewed by their parents/guardians. Parents/guardians may request amendment to the educational record if the parent/guardian believes the record is inaccurate, misleading, or violates the privacy or other rights of their child. Parents have the right to file complaints with the U.S. Department of Education or the Missouri Department of Elementary and Secondary Education concerning alleged failures by the district to meet the requirements of the Family Educational Rights and Privacy Act (FERPA).

The Pattonsburg R-II School District has developed a Local Compliance Plan for the implementation of state regulations for the Individuals with Disabilities Education Act (IDEA). This plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency's assurances that services are provided in compliance with the General Education Provision Act (GEPA). This plan may be reviewed at Pattonsburg R-II School District #1 Panther Drive, Pattonsburg, MO 64670 during the hours of 8:00am and 3:30pm Monday thru Friday.

This notice will be provided in native languages as appropriate.

# 2025-2026

## Faculty and Staff

### BOARD OF EDUCATION

MR. SLADE RICE, PRESIDENT  
MR. NATHAN WOODWARD, VICE-PRESIDENT  
MRS. AMY MCCRARY, SECRETARY  
MRS. AMANDA HULET, TREASURER  
MR. BRIAN TEEL  
MR. STEVE PANKAU  
MR. JOSH HULET

### ADMINISTRATION

MR. BILL POTTORFF, SUPERINTENDENT  
MRS. RANDI McMILLEN, HIGH SCHOOL PRINCIPAL  
MRS. LISA YOST, ELEM. LEAD TEACHER/SPECIAL EDUCATION DIRECTOR  
MRS. KATIE CRABTREE, COUNSELOR

### FACULTY

PRE-SCHOOL/LIBRARY (K-12)/ENGLISH (6TH)	MRS. HEATHER JONES
PRE-SCHOOL	MRS. NICKI CLAY
KINDERGARTEN	MRS. KRISTY SHOCK
1ST GRADE	MRS. HELENA BOOTH
2ND GRADE	MRS. ANGIE McCRARY
3RD GRADE	MS. MAYCEE RAGAN
4TH GRADE	MRS. ANNETTE GRAVER
5TH GRADE	MRS. JESSICA SULLENGER
TITLE TEACHER	MRS. CINDY HUSKEY
TEACHER ASSISTANT	MS. GINA SCOTT
TEACHER ASSISTANT	MS. ELIZABETH GRAVER
K-12 ART/6TH SCIENCE	MS. JILLIAN MARSH
K-12 PHYSICAL ED /7-12 HEALTH	MR. BRANDON BURKHEAD
AGRICULTURE SCIENCES	MRS. CAILEY STEWART/MR. ZAREK RICE
BUSINESS/COMPUTERS	MRS. DEBORAH BURNS
ENGLISH (7-12)	MRS. JACKIE REED
6-12 MATH/PHYSICAL EDUC	MR. ZANE REED
9-12 MATH	MR. RICK LIN
7-12 SCIENCE/7-8 FACS	MRS. TUANETTE HULET
6-12 SOCIAL STUDIES	MR. HUNTER SCOTT
K-12 SPECIAL EDUCATION	MRS. STACIE FOSTER
PK-6 MUSIC	MRS. JULIE LUPFER
TEACHER ASSISTANT	MRS. GWEN MCKINLEY
BOOKKEEPER	MRS. MARY BURKHEAD
ADMINISTRATIVE ASSISTANT/ATTENDANCE	MRS. JULIE MASON

### **DIETARY SERVICES**

MRS. AMANDA WYNNE  
MRS. LISA TEEL  
MRS. LISA HILLYARD

### **ENVIRONMENTAL SERVICES/TRANSPORTATION**

MRS. MARY CRUTHIS

### **MAINTENANCE/TRANSPORTATION**

MR. JAKE CAMERON

### **Communication Chain**

If a student or a 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 the issue.
2. If the problem still persists after the discussion in #1, contact the principal.
3. If still unresolved after discussion with the principal, contact the superintendent.
4. Finally, if still unresolved, ask the superintendent to place the complaint on the following month's Board of Education agenda for further discussion.

**Pattonsburg R-II School  
2025-2026 Calendar**

No school on Mondays unless otherwise listed

August 12	New Teacher Orientation
August 13, 14, 15	Staff In-service Days
August 19	First Day of School (All day)
September 1	Labor Day
September 8	Teacher In-Service Day
October 6	Teacher In-Service Day (GRC West)
October 17	End of First Quarter (36 days)
October 27	No School Parent Teacher conferences (11:00-6:00)
November 24	Monday (School in Session)
Nov. 26 - Dec 1	No School – Thanksgiving Break
December 8	Teacher In-Service Day
December 15	Monday (School in Session)
December 17-18	Semester Examinations/Finals
December 19	End of 2nd Quarter Early Dismissal (12:48) (37 days)
Dec. 20 - Jan. 6	No School - Winter Break
Jan. 5	No School - Winter Break (Teacher In-Service January 5)
January 6	School Resumes
February 9	Teacher In-Service Day
March 6	End of 3rd Quarter (36 days)
March 30	Monday (School in Session)
April 3 -6	No School Easter Break
May 10	Graduation
May 11	Monday (School in Session)
May 11-12	Semester Examinations/Finals
May 14	Out @ 12:30 Last Day of School/End of 4th Quarter (40.5 days)
May 15	Teacher In-Service



## BELL SCHEDULE

	<u>Grades 6-8</u>	<u>Grades 9-12</u>
First Period	7:50 - 8:42	7:50 - 8:42
Second Period	8:46 - 9:38	8:46 - 9:38
Third Period	9:42- 10:34	9:42- 10:34
Fourth Period	10:38 - 11:30	10:38 - 11:30
<b>JH Lunch</b>	<b>11:34 - 11:55</b>	
<b>HS Lunch</b>		<b>12:26 - 12:48</b>
Fifth Period	11:59 - 12:48	11:34 - 12:26
Sixth Period	12:52 - 1:44	12:52 - 1:44
Seventh Period	1:48 - 2:40	1:48 - 2:40
Eighth Period	2:44 -3:36	2:44 - 3:36

No student is allowed in the High School before 7:40 a.m. or after 3:46 p.m. without direct supervision by administrator, coach, or teacher.

There are four minutes between class periods. When the final “tardy” bell rings, students are expected to be seated at their desks. **A student is considered tardy for the school day at the 7:50 bell.**

### 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.

### **Alternative Methods of Instruction**

The Pattonsburg RII school district intends to use alternative methods of instruction in lieu of requiring the district to make up for time lost due to exceptional or emergency circumstances. The district will expect students to complete assignments in a variety of ways: electronic/web-based, textbooks, library books, packets/worksheets, virtual instruction and teacher created assignments. The district will expect students to turn in assignments on the next day of attendance or through the electronic/web-based or app activities. Communication will be sent out to parents when the alternative methods of instruction begin and end via text, website, or letter from the school.

### **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 of the student. 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 the age of the student. It is at the legal discretion of the administration to place a student.

### **Tutoring Program**

A tutoring program had been established at PHS. It is offered before and after school. The student/parent/guardian is responsible for setting up a time with the individual teacher for tutoring. If a time with the classroom teacher cannot be found, the student/parent/guardian should contact the principal to assist in finding a time. All students who receive a “D/F” at grade checks are encouraged to seek tutoring. Monday School may also be utilized for tutoring, with advance notice.

### **Mid-term Reports and Grade Checks**

Mid-term reports are prepared halfway through each quarter for all students. Teachers will inform students of their grades at each midterm (as well as any other time they request it). Lumen is also available online for students and parents to check grades at any time.

#### **Quarterly Dates:**

#### **1st**

#### **2nd**

#### **3rd**

#### **4th**

Grade Check	9/5/25	10/31/25	1/16/26	3/20/26
Mid-Term -Grade Check	9/19/25	11/14/25	2/6/26	4/3/26
Grade Check	10/3/25	12/5/25	2/20/26	4/17/26, 5/1/26
End of Quarter - Grade Check	10/17/25	12/19/25	3/6/26	5/14/26

Grades for grade checks are due the Tuesday after the date listed. Academic Probation or Academic Ineligibility will begin the Wednesday after the grade check date and run for two weeks. If a student becomes ineligible, they are ineligible for two weeks even if their grade comes up during the two weeks they are ineligible.

## 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 average
87 –89 - B+	3.33	67-69	D+	1.33
83 –86 - B	3.00 Superior	63-66	D	1.0 Inferior
80 – 82 – B-	2.67	62-60	D-	.67
77 – 79 – C+	2.33	59 & Below	F	0.00 failure

## Honor Roll

**Gold Honor Roll-**  
Straight A grades

**High Honor Roll-**  
A and A- grades

**Regular Honor Roll-**  
A and B grades

## Dual Credit Eligibility:

Students must meet any requirements presented by the offering college. Each college has different ACT requirements, so in order to enroll in dual credit you need to see if you meet their requirements. Students must be either a Junior or Senior to enroll in dual credit. D.C. classes of 1 or 2 college hours will be equated to  $\frac{1}{4}$  HS credit. D.C. classes of 3 or 4 college hours will be equated to  $\frac{1}{2}$  HS credit. D.C. classes of 5 college hours will be equated to 1 HS credit. Dual Credit classes will not be used to determine eligibility. It will still be used to meet MSHSAA eligibility requirements.

## Weighted Classes

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

## Academic Honors Letter Qualifications

To qualify for an academic honors letter, students must: Maintain a cumulative 3.5 GPA (based on a 4 point scale), be currently enrolled in 8 classes and have a grade no lower than a B. Transfer students must be enrolled prior to the start of the second semester. Correspondence or tutored courses do not count.

## **School Attendance**

There is a direct relationship between good attendance and class success. Employers continually place more emphasis on high school attendance records when considering someone for employment. The time that teachers spend helping students with make-up work takes away from the instruction of other students. For these reasons, the Pattonsburg R-II Board of Education has adopted the following guidelines.

1. Students will be allowed a maximum of five (5) days of absence in each class enrolled in per semester. Absences due to school-related activities will not count toward the five absences. If a student is 15 minutes (or more) late to class, it will be considered an absence, not a tardy, and will count toward the five-absence limit.
2. Absences should be used with discretion. The student, along with his/her parents, is expected to solve the usual problems of health, transportation, and family responsibility in order to keep his/her absences to a minimum, thereby developing habits of punctuality, self-discipline, and responsibility. Families are urged to schedule vacations and student appointments for days when school is not in session.
3. Once a student has reported to school grounds, he/she shall not leave school property prior to the end of the day dismissal without first obtaining permission from the Principal. Students who leave without permission will be considered truant. Retrieving items/work needed for class that day from home or vehicles will not be permitted, thereby helping students develop habits of responsibility.
4. Parents are required to notify the school at 660-367-2111 by 8:42 am of a student's absence each day they will be absent. Failure to notify the school may result in a case of truancy for the student. If notifications of absences have not been received, the school secretary will make a reasonable contact attempt to verify the absence. Parents wishing to pick up their child's homework at the end of the school day need to contact the secretary prior to 8:42 am to ensure ample time for work to be collected.
5. When a student accumulates his/her fifth (5<sup>th</sup>) absence in any one class per semester, the high school Principal's office will contact the parents by letter and meet with the student. Upon the fifth (5<sup>th</sup>) absence in a class and for each additional absence in a class, the student will be placed on "restricted status". Students will be required to make up their absence by serving Monday School sessions after their 5<sup>th</sup> absence. Serving a Monday School will count for one day that a student misses over their (5) days per semester. For example, if a student misses (5) days then decides that they want to go to Hundley-Whaley, and they make the day up on a Monday, they are good to go for that trip. If they miss another day, they have to make up another Monday School in order to go to the Fall FFA Contest. Examples of field trips and competitive events include, but are not limited to: Ag Trips such as National FFA Convention, State FFA Convention, district contests, Trapshoots, FFA week activities not held at the school, farm shows, Motivational Conferences, Speaking contests, Ag. Contests, FBLA Districts, FBLA State Convention, FBLA Conferences, Science STEM Events, Science Olympiad Districts and State, Junior and Senior College Fairs, Vo-Tech Awareness days, Vo-Tech Trips (such as welding contests, World of Wheels' trip, SkillsUSA contests), Prom, Senior Trip, Graduation, athletics, etc.)
6. If a student wishes to make up a Monday School, they must provide the Principal in charge a written notice by Wednesday at noon prior to the Monday they wish to serve. After the fifth (5<sup>th</sup>) absence, student only has three weeks to make up or serve a Monday School in order to become eligible for a field trip or contest that semester.

7. Students who have exceeded five (5) absences in a semester, and are thus placed on “restricted status” will not be allowed to participate in any extracurricular activities, field trips or contests, listed or described in number 5 above.
8. After (10) absences for the school year, school officials may file a report with the juvenile office for monitoring for any student under the age of 17. All doctors’ excuses will be maintained in the school office to confirm absences. We still need all Dr.’s notes turned in regardless of when you are gone and the amount of absences.
9. Students who go home ill, come to school late and/or miss during the school day for any reason not excused by the building principal will not be allowed to attend or participate in that evening’s extracurricular activities, unless prior approval has been given by administration. If a student is absent on a Friday, he/she cannot attend a school function until they have attended a full day of classes.
10. In order for a student to participate in a field trip, contest, or extra-curricular activity a student must be at school by the start of second (2<sup>nd</sup>) hour which is 8:42 am.
11. You may not use a College/SAE/Job Shadow/Free days to go on a field trip.
- 12.

### **Absence**

An absence is defined as missing more than 15 minutes of a class period. A person can miss one class period per day or all class periods.

### **Tardy**

A tardy is missing one to fifteen minutes of a class period.

### **Check Out Policy**

Students must have permission from the Principal before leaving the school premises. A checkout sheet is provided in the Central Office and must be signed before leaving the building. Students must see the Principal before leaving. Students who leave school grounds without permission will be subject to the truancy policy.

### **Perfect Attendance**

Students will be awarded for perfect attendance at the end of the year. To keep a perfect attendance record, a student cannot miss any days or hours.

### **Homework**

Students are responsible for making up all the work they miss. On the day of a student’s absence, parents can request a student’s homework by notifying the school office. Homework requests must be made by 8:42 a.m. and assignments will be available for pick up after 1:00 PM. This allows teachers adequate time to gather any materials needed for the student’s assignments. Two days are given to complete the work for each day the student has missed. (For example, if a student is absent on Tuesday, his/her assignments are due on Thursday.) If a request is not made, the student will be responsible for collecting their assignments from their teacher(s) and making sure they’re submitted on time. If a request is made to pick up a student’s homework and the parent fails to collect, the student is responsible for gathering their work in the office upon their return.

### **Excused Days from School**

Students will not be counted absent from school for the following prior approved days as juniors and seniors:

<b>College Visits -</b>	2 days as a junior and 2 days as a senior
<b>Job Shadow -</b>	2 days as a junior and 2 days as a senior
<b>SAE Days-</b>	(Students must be in Ag, have an SAE Project, and the days must be used in the area of their SAE) 2 days as a junior and 2 days as a senior
<b>Free Day Attendance-</b>	1 day earned from the previous semester

### **Semester Examination Policy**

Semester Examinations will be given at the end of each semester. If a student misses less than 24 hours per semester (excused or unexcused), (school trips, etc. don't count against the 24 hours), the student will receive a "free day" the next semester. This day can be used for whatever reason the student wants as long as it is approved by the parents/guardians and administration prior to using this day. This day will not count as an absence of any kind, when used. All students will be required to take a semester test for each class they are enrolled in.

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

### **Homebound Instruction**

The District will consider placing nondisabled students on homebound instruction on a case-by-case basis pursuant to the following procedures:

1. The parent or guardian of a student under 18 or the legal guardian of a student 18 or older must provide a written request for homebound to the building principal where the student attends. An emancipated student or a student 18 years or older must provide the written request to the building principal. The written request must include the reason or reasons for the request.
2. If the request is based on medical, psychiatric or psychological reasons, the parent, guardian or emancipated student must provide a properly signed release that complies with the requirements of the Health Insurance Portability and Accountability Act (HIPAA) that authorizes the physician, psychologist, social worker or therapist who is currently treating the student to provide all relevant records to the District and to discuss the student's situation and the need for homebound services with the building administrator and other relevant school personnel. This release must be provided to the building administrator prior to any decision regarding the need for homebound services.
3. The parent, guardian or eligible or emancipated student must also provide the District with a properly signed release that complies with the Family Educational Rights Privacy Act (FERPA) that authorizes the District to discuss relevant information from the student's education records with the currently treating physician, psychologist, social worker or therapist.

4. The District may ask the parent, guardian or eligible or emancipated student to sign other educational or medical releases as necessary based on the reasons for the homebound request.
5. Upon receipt of the written homebound request and the medical, psychiatric, psychological and other relevant information, the building principal, in consultation with the student's teachers, therapists, school counselors, and/or other relevant school personnel, will review all information submitted by the parent, guardian or eligible or emancipated student as well as any relevant education records. If, after conducting this review, the administrative team determines that a referral for evaluation under the IDEA or Section 504 should be made, IDEA and/or 504 procedures will be instituted.
6. For a nondisabled student, the building level administrative team will make a decision with respect to the need for homebound services. The parents, guardian or eligible or emancipated student are not required participants in this process, but the administrative team has the discretion, on a case-by-case basis, to decide if their participation would be helpful.
7. If the building level administrative team determines homebound services are not needed, the building principal or his/her designee will notify the requesting party within 5 school days of the decision. The administrative team's decision is final and may not be appealed.
8. If the administrative team determines that the student needs homebound services, the administrative team will develop a written plan for such services.
9. The homebound plan should include: (1) the reason for homebound; (2) the anticipated length of homebound; (3) the classes or areas of curriculum to be addressed in homebound; (4) whether a homebound teacher is necessary or whether the provision of assignments is sufficient; and (5) the location of homebound services if a homebound teacher is deemed necessary. If a homebound teacher is necessary, the plan should also state the number of minutes or hours per week that homebound instruction will be provided. The homebound plan will also list the members of the administrative team. Finally, the homebound plan must indicate when the homebound instructor is expected to report the students' grades and attendance to the school of record.
10. If the administrative team concludes that a homebound instructor is necessary in the home, a parent or other adult (over age 21) must be present during the homebound instruction. The homebound instructor will not be required to administer medications or perform any other health related or medical procedures.
11. Requests for homebound for students covered by the IDEA and/or Section 504 are not covered by this procedure. Such requests for these students must be presented to the student's IEP or 504 team.
12. Homebound services under this procedure will be available only during the regular school calendar and not during summer or holiday breaks.

13. The District will not provide homebound services, through this procedure, to nonpublic students. Nonpublic students are those students who are voluntarily enrolled by their parents/guardian in private and/or parochial schools or are home schooled during the regular school year.
14. If a student who is designated to receive homebound pursuant to this procedure fails to attend, participate or otherwise cooperate with the services described in the homebound plan, the building principal may, upon review of the situation, cease homebound services. If there is a decision to cease homebound services, the building principal or his/her designee will inform the parents/guardian or eligible student, in writing, of that decision. Missouri's compulsory attendance laws will then apply.
15. The building principal's decision regarding cessation of homebound pursuant to Paragraph 14 above is final and may not be appealed.
16. The District will provide the homebound student with textbooks and other routinely supplied materials that are necessary for a student's homebound instruction.
17. All homework and communication from the teacher to student will go through the homebound instructor. The homebound instructor will spend at least 10 hours per week taking homework to the child and bringing homework back as well as providing instruction when needed. All weekly assignments must be collected at the end of the week on Friday so teachers can grade the assignments. No late assignments will be taken. For example, if the homebound instructor should collect work on the week of October 10<sup>th</sup> on a Tuesday, take the assignments to the child that day/night and then on October 13<sup>th</sup>, on a Friday, collect all work. If the work is not turned in by that date, then a 0 for the assignment will be given. Final grades will be given, and could affect Grade point Averages, eligibility and class ranks.



## **FORMS OF DISCIPLINE**

### **DETENTION**

Teachers may assign classroom detentions, before and/or after school, to students who have demonstrated inappropriate academic or social behaviors. Detention assignments take priority over all activities and will not exceed one hour in length. Any student who is sent from the classroom to the principal's office may be held in the office for the remainder of the class period. Depending on the reason for being sent to the office he/she will be given a zero for homework for that hour on that day, and could be asked to make up the time spent in the office in detention; additional penalties may also be applied, including after school detention.

### **MONDAY SCHOOL**

Monday school may be assigned to students who violate school policy or who behave in an insubordinate or disrespectful manner toward school personnel. Monday school may be assigned for multiple Mondays, depending upon the seriousness of the offense and/or for repeat violations of school rules. Monday school may also be used to make up days of attendance with prior administrative approval. Monday school will be from 7:50-3:36 and students will be required to bring their own breakfast and lunch.

### **IN-SCHOOL SUSPENSION: (ISS)**

ISS may be assigned to students who violate school policy or who behave in an insubordinate manner toward school personnel. ISS may be assigned for one or more days depending on the severity of the incident and on the number of times a student has been assigned in the past. Students will be counted present for attendance and will be given credit for work/tests completed during ISS. Students assigned to ISS will have one break in the morning and one break in the afternoon. The monitor will determine the length of those breaks. Lunch will be eaten in the ISS area. Students in ISS may practice, attend, or participate in any school activities or events that night as long as the entire ISS has been served. Students required to serve multiple days of ISS which fall around a weekend and/or last during multiple days are not eligible for weekend activities or until their ISS is served. **NO ELECTRONIC DEVICES ARE ALLOWED IN ISS ROOMS**, unless cleared by principal. Failure to work or engaging in misbehaviors in ISS will result in the student being suspended from school for the remainder of the assigned ISS period.

### **OSS/EXPULSION**

If a student's behavior problems still persist after serving multiple detentions, ISS, and/or Monday School, and depending on the severity of the situation, the student may be suspended out-of-school (OSS) for a period ranging from 1 to 10 days. In more flagrant misconduct cases, suspension may be for a longer period of time after an expulsion hearing with the Board of Education. No school work will be allowed to be made up unless required by State or Federal law. Students in OSS will be counted absent and will not be allowed to make up their work or participate in any school activities until the suspension is lifted. Students will receive zeros for all homework and assignments assigned during the expulsion.

## Pattonsburg 6-12 Behavior Management Plan

Upon the third violation in one level, a student will progress into the next level for disciplinary action. Upon the second violation in levels, 4 and 5, students will progress to the next level for disciplinary action.

The behaviors listed below are not all inclusive, and the administrator will determine the disciplinary level for any offenses not listed herein.

Whenever appropriate and/or possible, restorative discipline will be considered and/or administered, at the administrator's discretion.

LEVEL 1	LEVEL 2	LEVEL 3	LEVEL 4	LEVEL 5
<b>1 HR DETENTION</b>	<b>1 DAY RESPONSIBILITY ROOM (ISS)</b>	<b>3 DAY RESPONSIBILITY ROOM (ISS)</b>	<b>3-5 DAYS OUT-OF-SCHOOL SUSPENSION</b>	<b>5-10 DAYS OUT-OF-SCHOOL SUSPENSION, REFERRAL TO SUPERINTENDENT FOR FURTHER ACTION</b>
3 TARDIES TO CLASS	DISRESPECTFUL ACTION TO STUDENTS, STAFF, OR SCHOOL PROPERTY	STUDENT TO STUDENT HARASSMENT (OTHER THAN SEXUAL)	PHYSICAL ATTACK WITH THE INTENT TO DO BODILY HARM	ILLEGAL WEAPONS
GENERAL MISCONDUCT	4 OR MORE TARDIES TO CLASS	LEAVING SCHOOL WITHOUT PERMISSION	THEFT	PHYSICAL ABUSE/ATTACK OF STAFF MEMBER
INAPPROPRIATE HORSEPLAY	SKIPPING DETENTION	3 <sup>RD</sup> TIME OFFENDERS OF LEVEL 1	FIGHTING	ARSON
INAPPROPRIATE DRESS OR CLOTHING	2 <sup>ND</sup> TIME OFFENDERS OF LEVEL 1	<b>1-2 DAYS MONDAY SCHOOL REPEAT OFFENDERS OR FAILURE TO SERVE LEVELS 1-3</b>	VANDALISM/ DESTRUCTION OF PROPERTY	TAMPERING WITH FIRE EXTINGUISHER
PUBLIC DISPLAY OF AFFECTION	INSUBORDINATION	2 <sup>ND</sup> TIME CHEATING (RECEIVE ZERO ON ASSIGNMENT)	SEXUAL HARASSMENT OF STUDENTS OR STAFF	OR OTHER AREAS LISTED IN HANDBOOK AS CRIMINAL ACTIONS
ISS INTERRUPTION	1 <sup>ST</sup> TIME CHEATING (RECEIVE ZERO ON ASSIGNMENT)	2 <sup>ND</sup> TIME CHEATING (RECEIVE ZERO ON ASSIGNMENT)	VERBAL ABUSE TO A STAFF MEMBER WITH OR WITHOUT CURSING	POSSESSION/ USE OF DRUGS/ ALCOHOL
LEAVING CLASSROOM WITHOUT PERMISSION			HARASSMENT OF STAFF (OTHER THAN SEXUAL)	THREATS
			3 <sup>RD</sup> TIME CHEATING (RECEIVE ZERO ON ASSIGNMENT)	CHEATING/ ACADEMIC DISHONESTY BEYOND A THIRD OFFENSE
			POSSESSION OF TOBACCO AND/OR NICOTINE PRODUCT	

**Detentions:** Detentions will be served at 6:45 to 7:45 a.m. or 3:36-4:36 p.m.

**Monday School:** Monday schools will be served on an assigned Monday and will run from 7:50-3:36. No admittance after 8 a.m.

**Cell Phone and Electronic Device:** Please refer to the cell phone/electronic device policy on the following page..

**Computer Misuse:** Students and their parents/guardians 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. Students can lose computer privileges from 10 days up to the rest of the school year.

**Parking Lot:** Driving to school is a privilege not a right. You must have a valid driver's license according to the state of Missouri and be driving a licensed vehicle that is covered by an insurance policy. You must adhere to the posted speed limits on school property, and refrain from spinning tires, throwing rocks, or any other reckless driving behavior.. A failure to follow these rules may result in loss of driving privileges on school property.

## Cell Phones and Electronic Devices

Pattonsburg R-II has become a no non-school issued electronic device school. This means no cell phones, smart watches, air/ear buds, and the like during the school day from 7:50-3:36, effective July 18, 2022. Cell phones, smart watches, ear buds are no longer allowed during the school day which means from 7:50-3:36. The purpose of this change is to remove distractions so students can focus on acquiring foundational learning skills they need, including reading, writing and math to develop strong critical thinking skills. If we see or hear the phone it will be confiscated. Phones will not be used for pictures, calculators, phones, etc.

Violations of the cell phone policy will be dealt with in the following manner:

**First offense**-phones, smart watches, ear/air buds or any non-school issued electronic devices will be confiscated for the remainder of the day and given to administration and the parent or guardian must pick the phone up at school. The electronic device will not be returned to the child. If a parent/guardian cannot get to school to pick the electronic device up, the district will hold the electronic device until the parent/guardian can pick up the electronic device.

**Second Offense**-phones, smart watches, ear/air buds or any non-school issued electronic devices will be confiscated and kept locked in the school file cabinet for two days (forty-eight hours from being confiscated and given back at the end of the day that the 48 hours occurs excluding weekends). If the phone or electronic device is taken on Friday, we will give the phone or electronic device back on Friday at the end of the day and confiscate it again on the next school day until the 48 hours has been served and give it back to the student at the end of the day once the 48 hours have been served. Should a person not choose to do this mode of discipline, the student can opt for one day of Monday School. If a child misses Monday School they will receive two days of OSS, which school work is not allowed to be made up. Parents will be called when the device is confiscated.

**Third Offense**- phones, smart watches, ear/air buds or any non-school issued electronic devices will be confiscated and kept locked in the school file cabinet for four days (ninety-six hours from being confiscated and given back at the end of the day that the 96 hours occurs excluding weekends). If this occurs or the phone or electronic device is taken on Friday, we will give the phone or electronic device back on Friday at the end of the day and confiscate it again on the next school day until the 96 hours has been served and give it back to the student at the end of the day once the 96 hours have been served. Should a person not choose to do this mode of discipline, the student can opt for four days of OSS in which work is not allowed to be made up. Parents will be called when the device is confiscated.

**Additional Offenses**-Will result in further consequences as determined by the administration. Parents will be called when the device is confiscated.

The office phones are for school business only, and may not be used by students except in an emergency. If a parent needs to contact their child, please call the front office and we will relay the message, and/or have the student return your call. If a student contacts a parent about being sick at school or leaving school in general and has not spoken to the school nurse, or administrator, it will go with the offenses listed above.

## **Bus and School Vehicle Rules**

For questions regarding the bus, please call the transportation director at 660-367-2111. Please note that riding the bus is a privilege. Students and parents/guardians should be aware that the rules for riding a bus that are set forth by local board policy, the State Department of Elementary and Secondary Education, and Missouri Law. These rules are for the safety of your children. Please read all rules and have your children understand them. The safety of students during transportation to and from school is a responsibility of the student and their parents share with the bus drivers and school officials. The Board of Education wants students to know what is expected of them when they wait for a ride and get off of the bus. Below are expectations and consequences for students while riding the school bus.

- The driver is in charge of the pupils and the safety of the bus/vehicle. All students must obey the driver promptly. The bus/vehicle driver has been instructed by the school authorities to see that these rules are enforced. Any student who becomes a discipline problem may be refused transportation.
- The bus/vehicle driver is authorized to assign seats and to send behavior problems to the principal.
- All students must keep all body parts including head, hands and feet inside the bus/vehicle at all times.
- All students must be on time. The bus/vehicle cannot wait for those who are tardy.
- Never stand in the roadway while waiting for the bus/vehicle.
- Unnecessary conversations with the driver are prohibited.
- Outside of ordinary conversation, classroom conduct is expected at all times.
- The use of tobacco, nicotine, alcohol, drugs on the bus/vehicle is prohibited. Food and/or drink are also prohibited, unless specified by the bus/vehicle driver.
- Students must not try to get on or off the bus/vehicle or move about inside the bus/vehicle while the bus/vehicle is moving.
- When the bus/vehicle is arriving at the school to load, students must enter the bus/vehicle one at a time with no pushing or shoving.
- When leaving the bus, pupils must observe directions of the driver. Students shall leave the bus/vehicle at all times by the front exit.
- Emergency exits are to be used only in case of an accident. This includes trips to other schools and to ballgames.
- Any damage to the bus/vehicle should be reported to the driver immediately.
- If a student becomes a general discipline problem on the bus/vehicle, he or she may be refused transportation by the Principal/Superintendent.
- Students who come to school on the bus/vehicle should return home on the bus/vehicle, unless they have a note from their parent/guardian or are involved in an approved activity after school.
- A note is required for any student permitted to be picked up or dropped off in a place other than their residence route. (We will not go off the board approved routes. Be specific in any note that is sent to include the person's legal name where the child is to be dropped off. Students will only be allowed one alternative stop to be dropped off to avoid having inconsistency with routes.
- Obscene language, gestures, signs and remarks are not allowed.
- Damaging or tampering with equipment is prohibited. Any accidental damage should be reported to the driver.

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**Any violations of the bus rules will be reported to the Superintendent's/ Principal's office for disciplinary action. Action may include detention, in school suspension, and/or suspension/expulsion from transportation services.**

## **BOARD POLICIES**

### **Student Use of Tobacco, Nicotine, Alcohol, Drugs, and Vapor Products**

**Smoking:** The Board of Education believes that smoking; the use of any tobacco/nicotine products; vapor products and substances appearing to be tobacco/nicotine products are detrimental to the health and well-being of staff and students. This prohibition includes electronic cigarettes, vaping and similar objects used in conjunction with vaping. Therefore, the Board prohibits the use, sale, transfer and possession of tobacco products, vapor products, and substances appearing to be tobacco products or vapor products, i.e. e-cigarettes, vaping paraphernalia by students, at school and at school activities.

**Alcohol and Drug Use:** The improper use of controlled substances, alcohol and substances represented to be such is detrimental to the health and welfare of students and is detrimental to discipline in school. Such conduct, as well as the possession of drug paraphernalia, is prohibited and is subject to disciplinary action as set forth in Regulation 2610.

Pursuant to 29 U.S.C. 705(20)(c)(iv), a student with a 504/ADA disability who is currently engaging in the illegal use of alcohol or drugs is not considered a student with a disability under those laws and the District, may take disciplinary action – to the same extent that disciplinary action is taken against nondisabled students – in relation to that use or possession of alcohol or drugs. In such cases, the due process procedures contained in the Section 504 regulations will not apply to protect those students. This provision does not apply to students who are identified as disabled under the Individuals with Disabilities Education Act. However, school personnel may remove an IDEA disabled student to an interim alternative educational setting for not more than 45 school days without regard to whether that student's behavior is a manifestation of his/her disability where that student knowingly possesses or uses illegal drugs, or sells or solicits the sale of a controlled substance, while at school, on school premises, or at a school function under the District's jurisdiction. "Illegal drug," as it pertains to the discipline of IDEA students, means a controlled substance but does not include a controlled substance that is legally possessed or used under the supervision of a licensed health-care professional or under any other authority.

The determination of whether or not a student is under the influence of alcohol or a controlled substance is based upon a variety of information including but not limited to, physical appearances, speech patterns, and witnesses' statements. While not required, District administrators may request a student suspected of alcohol use to submit to a Breathalyzer. Conduct that includes possession of or use of alcohol or controlled substances as well as the possession of drug paraphernalia is prohibited and is subject to disciplinary action as set forth in Regulation 2610.

**CBD Products:** CBD and CBD DERIVATIVES, and similar products are prohibited on school premises and at school related activities. Penalties for violations of this policy will be consistent with the penalties for alcohol and drug possession.

#### **Discipline Actions for Student Use of Tobacco/Nicotine, Alcohol, Drug, and Vapor Products:**

- -Any student of the Pattonsburg R-II School in possession or under the influence of tobacco, nicotine/vapor products, alcohol, and other drugs is in violation of these policies.
- -The school administration or teachers shall have the right to search the lockers, bookbags, or any other personal belongings of any student, under their supervision, suspected to be in violation of this policy.

This can be done as often as necessary, whether during school hours, at or away from the school buildings, or at any school event, formal or informal, whether at the school or at some alternate location.

- -Any student in violation of this policy will be afforded due process; please see the behavior management plan for disciplinary actions for alcohol or drug violations. All further action to be considered by the Board of Education.
- -Any student who, after being given an opportunity to present his or her version of the incident, is found by the administration and/or staff to be in violation of this policy, may be suspended from all activities for a minimum of three (3) to ninety (90) school days, regardless of whether such periods may span semesters or school years.
- -All substances confiscated and suspected to be controlled substances shall be turned over to the local law enforcement agency.
- -Any student in violation of this policy a second time shall be afforded due process and be subject to suspension from school for one semester with loss of credits for the semester. This section shall apply to any calendar regardless of what time in the semester the violation occurs. At the time of re-admittance, their parent or guardian must accompany the student.
- -Any student in violation of this policy a third time will be afforded due process and be subject to permanent expulsion from the district.
- -Students placed on suspension are not eligible to receive special honors, earned letters, hold offices or participate in school activities.

### **Bullying/Intimidation**

The District is committed to maintaining a learning and working environment free of any form of bullying or intimidation. Bullying is strictly prohibited on school grounds, or school time, at a school sponsored activity or in a school related context. Bullying is the intentional action by an individual or group of individuals to inflict intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; substantially interferes with the educational performance, opportunities, or benefits of any student without exception; or substantially disrupts the orderly operation of the school. Bullying may consist of physical actions, including gestures, or verbal statements, cyberbullying, electronic or written communication, and any threat of retaliation for reporting acts of bullying.

Cyberbullying means bullying as defined above through the transmission of a communication including, but not limited to, a message, text, sound, or image by means of an electronic device including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, etc. The District may prohibit and discipline for cyberbullying that originates on any District campus or at a District activity if the electronic communication was made using the school's technological resources. Students who engage in significant acts of misconduct off campus which materially and adversely impact the education of District students will be subject to discipline.

Bullying, as defined in this policy, is strictly prohibited. Students are encouraged to report any incident of bullying which they have witnessed or incurred, by contacting their building principal. District employees are required to report any instance of bullying of which the employee has witnessed within two (2) school days of the occurrence. Employees shall report the occurrence to the building principal, who is the person the District designated to receive reports of incidents of bullying. A principal who receives a report of an incident of bullying shall initiate an investigation into the allegations within two (2) school days of receipt of the report. The principal may assign other employees to assist in the investigation, or request that the superintendent assign an outside investigator. The investigation shall be completed within ten school days from the date of the written report of bullying unless good cause exists to extend the investigation. No employee or student who reports an

act of bullying shall be subject to reprisal or retaliation for making such a report. Any person who engages in reprisal or retaliation against an employee or student who reports an act of bullying shall be subject to disciplinary action.

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

### **Sexual Harassment**

The District is committed to providing an inclusive environment that is free from sexual discrimination and harassment for all of its students and staff. Students and Staff with knowledge of behaviors that may constitute sexual harassment shall report it to the school's administration to file a formal complaint. Reports of sexual harassment must contain as much specific information as possible to allow for proper assessment of the nature and extent of the investigative procedures.

Examples of conduct which may constitute sexual harassment, include, but are not limited to:

- sexual advances;
- request for sexual favors;
- threatening an individual for not agreeing to submit to sexual advancement;
- sexually motivated touching of an individual's intimate parts;
- coercing, forcing, or attempting to coerce or force the touching of an individual's intimate parts;
- display of drawings, graffiti, cartoons, pictures, symbols or other written material of a sexual nature;
- sexual gestures;
- sexual or dirty jokes;
- sexually provocative or explicit speech;
- communications about or rating an individual as to their body, sexual activity, or performance; and
- verbal abuse of a sexual nature.

### **Weapons**

The District recognizes firearm and weapon possession as a potential threat to the health, safety, and security of students, employees, and other persons. The District will not tolerate the presence of firearms or weapons on the premises of our schools. This prohibition includes possession of firearms and weapons on school playgrounds, school parking lots, school buses, and at school activities, whether on or off school property. The District complies with the provisions of the Improving America's Schools Act of 1994 and other applicable federal and state law.

Nothing in this policy shall prohibit the District from permitting a historical reenactor to bring a historical era weapon to school for educational purposes so long as the weapon is not loaded.

Students who violate this policy will be suspended for no less than one (1) year and are subject to permanent expulsion. However, the Superintendent may recommend to the Board a modification of the suspension on a case-by-case basis. Students with disabilities under the Individuals with Disabilities Act and/or Section 504 of the Rehabilitation Act are entitled to the protections of those laws. Please see page 22 for disciplinary actions.

### **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 (Vandalism). This includes stickers and drawings on lockers.

Students are given a Chromebook (on loan) at the beginning of the school year, and must return it at the end of the school year. Students will be responsible for the cost of any repairs or replacements of their school-issued Chromebook. Students may be asked to pay a technology fee in order to take their Chromebook off school grounds.

### **Student Personal Appearance/Dress Code**

1. All students, except for dances held on the gym floor, must wear appropriate footwear/shoes (no slippers/house shoes/bare feet).
2. Teachers of specific courses where safety or health is a factor, may require students to adjust their hair or clothing, and/or remove jewelry during class time.
3. All shirts must be kept buttoned except when worn over another shirt.
4. Halter tops, backless clothing, see-through or body-hugging garments, open-holed or-side-tied, or bare midriffs will not be permitted in the building. Shirts/blouses must extend past the waistband of pants/skirts at all times.
5. Shorts/Skirts/Dresses must be appropriate for a school environment--properly fitted without being revealing or body-hugging (no compression-type shorts/skirts/dresses). Any clothing that creates a disruption in the learning environment or is deemed inappropriate for the school environment will be addressed at the discretion of the school administrator.
6. No tank tops or sleeveless shirts are to be worn in the building with the exception of the gym for PE classes, unless they are part of an official school uniform. Tank tops worn for dress up must be worn with a shirt over them. Sleeveless shirts worn in PE cannot be cut excessively down the sides.
7. Any clothing worn shall not have writing, drawings, or emblems that are obscene, derogatory, or representations of anything 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 or imply something inappropriate.
8. Clothing must cover **all undergarments** at all times.
9. Students are not to wear caps, hoods, stocking caps, hats, or other head coverings in the school building.
10. Chains on belts, pockets, or hanging on the outside of clothing will not be permitted.
11. Costume wigs, sprayed hair color, or face paint is prohibited, 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. This includes activity/athletic banquets, dances, contests, group inductions, and Graduation. If jeans are worn, they must be clean and free of holes/tears/rips/frayed edges. The principal will determine the appropriateness of clothing at these and other school events. (Jeans, shorts, and "flip flops" are discouraged for Graduation.)
14. Formal sleeveless dresses may be worn for the Homecoming dance, Courtwarming dance, and Prom.
15. No pajama pants/tops/gowns, bath robes, or slippers are allowed at school, unless part of a spirit day activity.
16. School uniforms or partial uniforms may be worn on game days, or for spirit activities with the principal's and coach's prior approval.

**A student that fails to comply with the above appearance code will not be allowed to attend class or activities until the situation is resolved. Repeat violators will be placed on the behavior management plan.**



## **School Climate**

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

- Courtesy and respect towards teachers, fellow students, and officials of school activities.
- Pride in everything our school works to achieve.
- Good sportsmanship
- Profanity will not be tolerated in hallways and classrooms.
- Please clean up after yourself in the classrooms, gym, cafeteria, locker rooms, hallways, and at your locker.

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

## **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.

## **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	FFA
Scholar Bowl Team	FBLA
Science Olympiad	National Honor Society
Student Council	FCA
Cheerleading	Trapshooting
Class Officers	A+ Tutoring

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 Central Office.

## **Activities Monies**

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

## Fundraisers by Class/Organization

Class/Organization	Fundraisers
Seniors	Softball/Football/Basketball Concession Stands, Trash Bags Sales, Valentine's Day fundraiser
Juniors	Softball/Football/Basketball Concession Stands, Krispy Kreme sales, Texas Roadhouse Rolls sales
Sophomores	Baseball Concession Stands
Freshmen	Dip Sales
FFA	Fruit Sales, Barnwarming Dance
Trapshoot	Booster Club Tournament, Gun Raffle
Student Council	Homecoming Dance, Courtwarming Dance, Booster Club Tournament
NHS	Red Wheel, Blood Drive
Science Olympiad	Booster Club Tournament
FBLA	Gun Raffle, Beef Sticks Sales, Texas Roadhouse Rolls sales
Cheerleading	Mum Sales, Spirit Gear Sales
7 <sup>th</sup> Grade	Basketball 50/50 raffles (2)
8 <sup>th</sup> Grade	Basketball 50/50 raffles (2)

***Other fundraisers may be conducted with approval from the Superintendent.***

### Rules for Extracurricular Activities

1. Students must be in school by 8:42 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. Students are expected to arrive at school on time the day following evening activities, excessive tardies following activities may lead to disciplinary action.
3. Any student leaving the building without permission from an administrator or teacher will not be readmitted.
4. No student will be admitted if he/she is under the influence of alcohol or controlled substance.
5. Any student causing a disturbance will be required to leave.

### Parent/Fan Conduct (Sportsmanship)

**Good sportsmanship is an expectation for any student/athlete/spectator at all contests/activities for Pattonsburg R-2, and as such, any violations will be addressed in the following manner:**

**Any spectator ejected from a contest/activity by an Official or School Administrator shall be disciplined/suspended as follows:**

**First Offense:** Verbal and/or written warning from Pattonsburg R-2 Administration/Board of Education

**Second Offense:** Shall not be admitted to or attend any such contest/activity at Pattonsburg R-II for a minimum of 1 contest/activity event.

**Third Offense:** Shall not be admitted to or attend any such contest/activity for the remainder of that contest/activity season.

***Additional offenses will be subject to review by administration and the Board of Education and may result in suspension for a period of 365 calendar days.***

*All violations and subsequent discipline/suspensions are subject to review by the Pattonsburg R-2 Board of Education and/or School Administration. Additional discipline/suspension beyond those outlined here may be incurred dependent on the incident/evidence gathered during any such review.*

**Persons disciplined/suspended may appeal any such decision in the following manner:**

**First:** In writing or in-person with School Officials.

**Next:** In writing or in-person with the Board of Education. ***Once a decision is rendered final by the Board of Education, the discipline/suspension shall stand as rendered.***

### **Student Eligibility Standards for Extracurricular Activities**

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
5. school.
6. Have not reached their 19th birthday.
7. Have not competed under an assumed name.
8. Attend a public school in the district in which their parents live or are employed by the district.
9. Not have graduated from a four-year high school or its equivalent.
10. Attend the eighth semester immediately following the students' seventh semester.
11. Not have competed at any time as a member of a junior college or a senior college team.
12. 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.
13. Not transfer from one high school or another because of being influenced to do so.
14. Not attended for more than two weeks of any specialized camp for any one sport.
15. Students participating in two sports must sign a dual sport agreement before the season begins where he/she must choose a primary sport in the event of a conflict. (Example: Baseball & Track in the spring)

**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 all students.**

### **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 "creditable 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 many activity programs. Every student is encouraged to participate in at least one activity during the school year.

To be eligible according to Pattonsburg requirements, a student must not have 2 or more D grades and/or one or more F grades in their current classes. Grade checks are done at specific two week intervals throughout the year. The first time a student has two or more D grades, and/or 1 or more F grades, the student is placed on academic probation for two weeks. The principal will notify the parents when this occurs. During this probation the student may continue to participate. When grades are checked again, if the student is still receiving two D grades, and/or one or more F grades, the student becomes academically ineligible and may not practice, attend games or competitions with the team, or compete in any way, or attend any type of leadership activity, for the entirety of the following two-week period. ***Students on probation must attend at least one tutoring session per week (or one Monday School half-day) during their probationary period for the class or classes for which they are on academic probation, unless they can provide proof that their grades are no longer in the D or F range. Students that are ineligible must attend two or more tutoring sessions per week (or 1 Monday School full day, or 2 Monday School half-days) during their ineligibility period for the class or classes for which***

***they are academically ineligible, unless they can provide proof that their grades are no longer in the D or F range. Proof of attendance at tutoring sessions must be provided to the principal, coach, and/or athletic director.***

Be sure to check with the principal, coach, or athletic director if you have any questions regarding your eligibility. Dual Credit classes will not be counted toward local eligibility. They will still apply to meet MSHSAA eligibility requirements.

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

In addition, students in grades 6, 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. **Any student failing two or more subjects for a semester, or who fails to make the standard progress in special education will be ineligible the following semester.**

### **School Trips**

1. Students must ride the bus or other school transportation to participate in any school activity. If there are special circumstances that prohibit the student from riding school transportation, the Principal must be notified in advance, to determine if the student will be allowed to participate.
2. When returning from an activity, students must ride the bus or 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/adult and each parent/adult is to give the principal written permission why that student must ride home with them. (Only adults 21 years of age or older will be allowed to take a student from a school activity, and only with the permission of that student's parent or guardian.)***
3. Once a student is at an activity they may not leave without special permission from the sponsor.
4. A person cannot use a college visit/SAE/Job Shadow or Free Day for a field trip.

### **Transportation**

The safety of students during transportation to and from school is a responsibility, which they and their parents share with the bus/vehicle 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/vehicle.

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 will determine if the parent/guardian needs to be notified.

Failure to follow the rules of behavior on school transportation may result in suspension and/or expulsion from school transportation.

### **Partnering With Other Schools For Sports**

Pattonsburg has cooperative agreements in Softball, Football, and Baseball. You must ride to and from practices and games with the Pattonsburg transportation that is being provided. You cannot drive yourself or ride with anyone else.

### **Student Inoculation/Immunizations Policy**

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.

### **Health/Medical Insurance**

All students active in school sports are required to have health 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.)

### **School Dance Policy**

High School Dances (Courtwarding, Barnwarding, Homecoming etc.) are open to students grades 6-12. All non-Pattonsburg student dates must be approved by the Principal. All Pattonsburg R-2 students must be academically eligible to attend (in the current grade check period encompassing the date of the dance). No dates of age 21 or older are allowed. 6th grade students must have a signed permission slip to attend. As a Junior/Senior, if you do not work the stands on Homecoming/Courtwarding, you cannot attend the dance.

### **Prom Policy**

The Junior Class hosts a Junior-Senior Prom in the Spring. All Pattonsburg Juniors and Seniors are invited to attend. All dates must be in grades 9-12, or if no longer in school, no older than 21 years of age. Dates from outside Pattonsburg R-2 9-12 students, must sign a dance agreement and be approved to attend by the principal. All Pattonsburg R-2 9-12 students attending Prom must be academically eligible according to the current grade check period on the date of Prom.

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

***If you lose or destroy a book, you must replace it at current market value.***

### **School Closings**

Should school be closed due to inclement weather or other reasons, stations KTTN and KMBC will make announcements. Please listen to the stations for announcements and DO NOT call the school. Parents can also be notified through Textcaster Panther Alerts provided by the District, and through notifications on Facebook. To sign up for Textcaster Panther Alerts, go to [www.onlinefarmersbank.com](http://www.onlinefarmersbank.com) (Community Connections) 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 at 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. Do not go to your locker.

### **Senior Trip**

Pattonsburg R-2 currently allows for a “Senior Trip” at the end of the school year (typically the first week in May) for all Seniors that were enrolled at Pattonsburg on the first day of their Junior year, and remained enrolled at Pattonsburg for the entirety of their Junior and Senior years. The desired destination must be presented and requested by the Senior Class and must be approved by the Board of Education in December of the school year. Destinations are limited to within 8 hours driving distance from Pattonsburg. Destinations beyond that distance must be requested and approved by the Board of Education. Any student wishing to participate in Senior Trip must have, at minimum, a 90% cumulative attendance rate for all four years of high school, and a 90% attendance rate for Senior year. Any student who is currently involved in incomplete or unresolved judicial matters (probation, community service, fines, etc), has been on the behavior management plan (level 4 or higher), or violates any of the following discipline categories during their Senior school year will lose the privilege of participating in a senior trip.

1. Alcohol
2. Arson
3. Assault
4. Drugs/Controlled Substance, Alcohol, Tobacco
5. Firearms and Weapons
6. Theft/Vandalism

All other obligations/requirements/rules/regulations/conditions regarding Senior Trip are outlined in the Senior Trip Agreement that must be signed at the beginning of the Senior school year before a student can participate. These agreements will be included in the registration packets for all Seniors. These forms must be signed and returned to the High School Principal before mid-term of the First Quarter.

### **Vo-Tech**

Pattonsburg R-2 partners with the North Central Career Center in Bethany, MO to offer vocational education courses. To attend, the student must be enrolled, and remain enrolled, at Pattonsburg R-2 on the first day of their Junior year. In addition, the student must have an attendance record of 90% for the previous school year, and the attendance record will be evaluated in each semester to continue in succeeding semesters. Additional requirements and regulations are outlined in the Vo-Tech Agreement provided to Juniors and Seniors at registration.

### **Promotion Standards**

In order for Middle School students to be promoted from 6<sup>th</sup> grade to 7<sup>th</sup> grade or 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 Honor Policy**

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

### **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.

Language Arts (English)	4.0 Units
Social Studies (History)	2.5 Units
Mathematics	3.0 Units
Science	3.0 Units
Fine Arts	1.0 Units
Practical Arts	1.0 Units
Physical Education	1.0 Units
Health	0.5 Units
Personal Finance	0.5 Units
Electives	12.0 Units

Total Credits	Sr.	29.0 Units
	Jr.	21.0 Units
	Soph.	14.0 Units
	Freshman	7.0 Units

Vocational students attending North Central Career Center will be forgiven a half a credit for each semester of classes taken toward graduation.

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.



## Meal Service

### Meals

All meals eaten at school, regardless of whether or not purchased at school, are to be eaten in the lunchroom. Lunch can only be eaten outside the lunchroom if there is an organizational meal (such as an FBLA, FFA, Student Council meeting), with the administrator's prior approval.

### 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. Teachers may excuse water with no additives, in clear see-through containers.**

Students may bring breakfast or lunch meals from home, however, **we do not allow parents or others to bring meals/drinks from restaurants etc to students during the school day.** We appreciate your cooperation with this rule.

**Breakfast** is available to all students at 7:30 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 25 minutes long. **All lunches must be eaten in the cafeteria** whether it is a school-provided meal, or a meal brought by the student.

#### Meal fees:

	<u>Elementary</u>	<u>High School</u>	<u>Adult</u>
Breakfast	\$1.80	\$1.90	\$3.10
Breakfast (Reduced)	\$0.50	\$0.50	
Lunch	\$2.80	\$3.05	\$3.90
Lunch (Reduced)	\$0.60	\$0.60	

### 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**

## **Special Services**

### **Counseling**

The counseling program is a multi-resource area, Counseling is available for both students and parents. The counselor's office is located in the high school dome. 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.

### **Speech Therapy**

Speech therapy is contracted by a licensed speech and language pathologist who oversees the speech instruction that is delivered by a speech and language pathologist assistant. 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. This requirement includes those attending private/parochial schools, beginning on the child's third birthday through age twenty, regardless of the child's disability. Disabilities include: learning disabilities, mental disabilities, behavior disorders/emotional disturbance, speech disorders, language disorders, visually impaired, multi-disabled, deaf/blind, autism, physical disabilities, early childhood special education, other health impairments and traumatic brain injury.

All public schools are required to provide parents the right to inspect and review personally identifiable information collected and used or maintained by the district relating to their children.

Parents have the right to request amendment of these records if they feel the information is inaccurate, misleading, or violates the privacy or other rights of their children. Parents have the right to file complaints with the U.S. Department of Education or the 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 age twenty who reside 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, birth date and child's disability. Should the district fail to submit an 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.

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

Whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.

Whether the teacher is teaching under emergency or other provisional statutes through which state qualification or licensing criteria have been waived.

Whether your child is provided services by paraprofessionals and, if so, their qualifications.

What baccalaureate degree major the teacher has and any other graduate certification or degree held by the teacher, and the field of discipline of certification.

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

Information on the achievement level of the parent's child in each of the state academic assessments as required under this part.

Timely notice that the parent's child has been assigned or has been taught for four or more consecutive weeks by a teacher who has not met state licensing criteria.

### **Complaint Resolution Procedures**

#### **Complaint or Concern**

If a student or parent has a concern about a school policy or an employee, the following procedure must 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 issue.
2. If the problem still exists, contact the building principal.
3. If the situation is still not resolved, 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.

### **PATTONSBURG R-II PUBLIC NOTICE**

All responsible public agencies are required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the agency, regardless of the severity of the disability, including children attending private schools, children who live outside the district but are attending a private school within the district, highly mobile children, such as migrant and homeless children, children who are wards of the state, and children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade. The Pattonsburg R-II School District assures that it will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction. Disabilities include autism, deaf/blindness, emotional disorders, hearing impairment and deafness, intellectual disability, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness and young child with a developmental delay.

The Pattonsburg R-II School District assures that it will provide information and referral services necessary to assist the State in the implementation of early intervention services for infants and toddlers eligible for Missouri.

## First Steps Program

The Pattonsburg R-II School District assures that personally identifiable information collected, used, or maintained by the agency for the purposes of identification, evaluation, placement or provision of FAPE of children with disabilities may be inspected and/or reviewed by their parents/guardians. Parents/guardians may request amendment to the educational record if the parent/guardian believes the record is inaccurate, misleading, or violates the privacy or other rights of their child. Parents have the right to file complaints with the U.S. Department of

Education or the Missouri Department of Elementary and Secondary Education concerning alleged failures by the district to meet the requirements of the Family Educational Rights and Privacy Act (FERPA). The Pattonsburg R-II School District has developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA). This plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency's assurances that services are provided in compliance with the General Education Provision Act (GEPA).

This plan may be reviewed at Pattonsburg R-II School District #1

Panther Drive, Pattonsburg, MO 64670, during the hours of 8:00am and 3:30pm Monday thru Friday. This notice will be provided in native languages as appropriate.

Dear Parent or Guardian:

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

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

- Whether your student's teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.

- Whether your student's teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.

- Whether your student's teacher is teaching in the field of discipline of the certification of the teacher.

- Whether your child is provided services by paraprofessionals and, if so, their qualifications.

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

- Information on the level of achievement and academic growth of your student, if applicable and available, on each of the State academic assessments required under Title I.A.

- Timely notice that your student has been assigned, or has been taught for 4 or more consecutive weeks by, a teacher who has not met applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.

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

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

Missouri Department of Elementary and Secondary Education Complaint Procedures for ESSA Programs  
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5. What happens if a complaint is not resolved at the local level (LEA)?

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9. How will appeals to the Department be investigated?
10. What happens if the complaint is not resolved at the state level (the Department)?

**1. What is a complaint?**

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

**2. Who may file a complaint?**

Any individual or organization may file a complaint.

**3. How can a complaint be filed?**

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

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

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

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

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

## **6. How can a complaint be filed with the Department?**

A complaint filed with the Department must be a written, signed statement that includes:

1. A statement that a requirement that applies to an ESSA program has been violated by the LEA or the Department, and
2. The facts on which the statement is based and the specific requirement allegedly violated.

## **7.How will a complaint filed with the Department be investigated?**

The investigation and complaint resolution proceedings will be completed within a time limit of forty-five calendar days. That time limit can be extended by the agreement of all parties.

The following activities will occur in the investigation:

1. Record. A written record of the investigation will be kept.
2. Notification of LEA. The LEA will be notified of the complaint within five days of the complaint being filed.
3. Resolution at LEA . The LEA will then initiate its local complaint procedures in an effort to first resolve the complaint at the local level.
4. Report by LEA. Within thirty-five days of the complaint being filed, the LEA will submit a written summary of the LEA investigation and complaint resolution. This report is considered public record and may be made available to parents, teachers, and other members of the general public.
5. Verification. Within five days of receiving the written summary of a complaint resolution, the Department will verify the resolution of the complaint through an on-site visit, letter, or telephone call(s).
6. Appeal. The complainant or the LEA may appeal the decision of the Department to the U.S. Department of Education.

## **8.How are complaints related to equitable services to nonpublic school children handled differently?**

In addition to the procedures listed in number 7 above, complaints related to equitable services will also be filed with the U.S. Department of Education, and they will receive all information related to the investigation and resolution of the complaint. Also, appeals to the United States Department of Education must be filed no longer than thirty days following the Department's resolution of the complaint (or its failure to resolve the complaint).

## **9.How will appeals to the Department be investigated?**

The Department will initiate an investigation within ten days, which will be concluded within thirty days from the day of the appeal. This investigation may be continued beyond the thirty-day limit at the discretion of the Department. At the conclusion of the investigation, the Department Will Communicate the decision and reasons for the decision to the complainant and the LEA. Recommendations and details of the decision are to be implemented within fifteen days of the decision being delivered to the LEA.

## **10.What happens if a complaint is not resolved at the state level (the Department)?**

The complainant or the LEA may appeal the decision of the Department of the United States Department of Education

### **Notice of Nondiscrimination**

The Pattonsburg R-II School District Board of Education is committed to maintaining a workplace and educational environment that is free from discrimination and harassment in admission or access to, or treatment or employment in, its programs, services, activities and facilities. In accordance with law, the District does not discriminate on the basis of race, color, national origin, ancestry, religion, sex, disability, age, genetic information, or any other characteristic protected by law in its programs and activities. In addition, the District provides equal access to the Boy Scouts of America and other designated youth groups. The following person has been designated as the District's Compliance Coordinator to handle inquiries regarding the District's non-discrimination policies:

Mr. Bill Pottorff  
Superintendent  
Pattonsburg R-II School District  
1 Panther Drive  
Pattonsburg, MO 64670  
(660)367-2111

For further information about anti-discrimination laws and regulations, or to contact the Office for Civil Rights in the U. S. Department of Health and Human Services (OCR) regarding the District's compliance with anti-discrimination laws and regulations, please contact OCR at 601 East 12th Street, Room 353, Kansas City, Missouri, 64106; (800)368-1019 (voice), or (800)537-7697 (telecommunications device for the deaf).





## PATTONSBURG R-II HIGH SCHOOL

Dear Parents:

Again, this Student Handbook has been prepared to assist students in adjusting to and navigating school life. As stated in the opening letter, 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 safe and conducive learning environment.

Forms for co-curricular and extracurricular activities will be provided to your student(s) separately from this handbook, at registration, and must be completed before a student can participate in any co-curricular and/or extracurricular activity. This parent and student agreement is good for one school year and must be renewed annually.

**This page must be completed and returned by August 29, 2025. If this page is not on file, grade cards will not be released until we receive it. Failure to sign and return this page does not release you or your child from the rules and regulations listed within this handbook.**

Sincerely,

Mrs. Randi L. McMillen, Middle and High School Principal

### Parent and Student Agreement

We have read and do acknowledge the policies and procedures set forth in the 2025-26 Pattonsburg R-2 6-12 Student Handbook as written, and agree to abide by said policies and procedures as approved by the Pattonsburg R-2 Board of Education. *(If more than one student resides in the same household, they may all sign below.)*

Parent/Guardian's Signature	_____	Date _____
Student's Signature	_____	Date _____
Student's Signature	_____	Date _____
Student's Signature	_____	Date _____
Student's Signature	_____	Date _____
Student's Signature	_____	Date _____

### Emergency Contact Information

**Please list below any person whom you give permission to/for us to:** -Check your student out/pick up for an appointment or sickness -Take in case of an emergency medical situation -Call for any of the above listed reasons if the parent or guardian cannot be reached

Print Person's Name	Relationship	Phone #	Phone #

**Please update your parent contact information below, if any changes need to be made:**

**Parent/Guardian 1:** \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone Numbers: \_\_\_\_\_ (Home)

\_\_\_\_\_ (Cell)

\_\_\_\_\_ (Work)

Email: \_\_\_\_\_

**Parent/Guardian 2:** \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone Numbers: \_\_\_\_\_ (Home)

\_\_\_\_\_ (Cell)

\_\_\_\_\_ (Work)

Email: \_\_\_\_\_