

Pattonsburg R-II Student Handbook Grades PK-6 2020-2021



Principal: Alan McCrary
PO Box 200
Pattonsburg, MO 64670
(660) 367-2111

Pattonsburg R-II School District 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 or complaints regarding the District's non-discrimination policies:

Name: Mr. Bill Pottorff

Title: Superintendent

Address: Pattonsburg R-II School District, 1 Panther Drive, Pattonsburg, MO 64670

Telephone: (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).



Pattonburg R-II Elementary School

660-367-2111

The Pattonburg R-II School District does not allow discrimination or harassment against employees, students, or others on the basis of race, color, religion, sex, national origin, ancestry, disability, age or any other characteristic protected by law. Discrimination or harassment is strictly prohibited in accordance with law. The Full Policy is found under the Compliance (Non Discrimination Section).

Dear Students and Parents:

Welcome Back!! I hope everyone has had a wonderful summer. I am excited to have everyone back and ready to be successful. Thank you for your efforts to encourage and support the school in providing the best learning environment possible. It takes the entire school, staff, and community to help maintain the great traditions of success with our students.

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

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

We are looking forward to a great year. We encourage your participation in the educational process of your student. Parent involvement is a strong element to student success.

Sincerely,

Alan McCrary
K – 12 Principal



Pattonsburg R-II Elementary School 2020-2021

School Board Members:

Brian Teel-----President	Steve Pankau-----Vice-President
Lyle Hoover-----Secretary	Brooke Johnson-----Treasurer
Bret Hangley-----Member	Josh Hulett-----Member
Ben deJong-----Member	

Faculty and Staff:

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Latrenda Snider-----Administrative Assistant
Alan McCrary-----Pre K – 12th Principal
Becky Morris-----Special Education Director
Brittany Taylor-----Counselor
Jake Cameron-----Transportation Director/Bus Driver
Todd Wiedmaier-----Bus Driver/Ag
Mary Burkhead-----Attendance Center
Jackie Reed-----Title Reading/Math
Shelly Stanley -----Preschool/Title I Math
Fawn Sayre-----Kindergarten
Kristy Shock-----First Grade
Angie McCrary-----Second Grade
Helena Booth-----Third Grade
Tina Granier-----Fourth Grade
Jillian Marsh-----Fifth Grade
Brenda Clark-----Sixth Grade
Nichel Cameron-----Special Services Teacher
Gwen McKinley-----Special Services Paraprofessional
Gina Scott-----Special Services Paraprofessional
Devon Stevens-----Special Services/Kindergarten Paraprofessional/PAT educator
Arah Gay-----Music
Melissa Newman-----Art
Heather Jones-----Library/Technology Coordinator
Jeff Epperly-----Physical Education
Sherry Gannan-----Food Service
Sandra Booth-----Food Service
Amanda Wynne-----Food Service
Mary Cruthis-----Custodian/Bus Driver

Pattonsburg R-II School 2020 - 2021 Calendar

No school on Mondays unless otherwise listed

August 18	New Teacher Orientation
August 19, 20, 24	Teacher In-service Days
August 25	First Day of School (All day)
August 31	No School
September 7, 14, 21, 28	No School
October 5, 12, 19, 26	No School
October 23	End of 1 st Quarter (36 days)
October 26	No School Parent Teacher conferences 11a.m. – 7 p.m.
November 2, 9, 16, 30	No School
November 23	Monday School is in session
Nov. 25 - 27	No School – Thanksgiving Break
December 7, 14	No School
December 21	Monday School is in session
December 22	End of 2 nd Quarter (32 days)
Dec. 23 – Jan. 4	No School – Winter Break (Teacher In-Service January 4)
January 5	School Resumes
January 11, 18, 25	No School
February 1, 8, 15, 22	No School
March 1, 8, 15, 22, 29	No School
March 5	End of 3 rd Quarter (36 days)
April 2 – 5	No School Easter Break
April 5, 12, 19, 26	No School
May 3, 10	No School
May 17	Monday School is in session
May 21	Out @ 1:30 Last Day of School/End of 4 th Quarter (44 days)

148 Days in Session

Midterm Grade checks will be Sept. 23, Nov. 20, Feb. 3, and April 14



Welcome to Pattonsburg R-II Elementary School

Whether you are a newcomer or returning to school, we hope you will find this year to be rewarding and exciting. This handbook is provided to help you and your parents become better acquainted with our school. It is to be used as a guide and is not expected to cover every incident that may occur. We suggest that each student discuss information in this handbook with his or her parents as soon as possible. It is your responsibility to become familiar with this information.

Forward to Parents and Students

A top priority of our district is to develop productive citizens and increase academic success of all students. Your public schools appreciate the trust that has been given to us. We also recognize the responsibility in caring for that trust. In so doing, we are more than willing to provide information that enables understanding of occurring events. It is the desire of our staff and administration that improved communication will result in the highest level of understanding by all those involved.

Our school continues to improve in meeting the challenges of our youth and community. Through new and improved instructional facilities and competent staff working in harmony with parents, we shall attain our mutual objective to develop productive citizens and increase success of students and community. You have entrusted to us your most precious possession – your child. We accept that trust and want you to feel secure in our acceptance.

You are always welcome in the classroom, office, and board meetings. Together, we can make a good school system better. We are privileged to serve you in a personal and professional manner.

It is our hope that you will not hesitate to call the school when a question arises. It is easier to answer questions from facts than rebuild the bridge of trust damaged by misinformation and misunderstandings.

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; it must extend to other activities to their parents and families.

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

What you can do to help your child learn

1. Start each day positively: A calm beginning at home makes the school day much better.
2. Encourage your child to have a good breakfast. Make certain that your child sleeps at least eight hours each night.
3. Praise your child each day for something he or she has done well. Have a special place to put school work when brought home. Review graded papers brought home on a daily basis. Encourage progress and offer support for weak areas.
4. Laugh and talk with your child about school experiences and listen attentively to what is said about your child's school experiences.
5. **Stress Attendance.** If your child is ill, home is the best place; otherwise, your child needs to take advantage of every school day.
6. Keep the lines of communication open between yourself and your child's teacher. Inform the teacher of any family situation, which could influence your child's behavior. Also, if your child is reluctant to go to school, let the teacher know so that together we can look for the reason why.
7. Read to and/or with your child daily. Take your child to the library often. Share the importance of reading and writing in your life with your child.
8. Stress organization, especially of school materials.
9. Make sure your child has the necessary school supplies.
10. Set a good example!

The Pattonsburg R-2 School district will continue to use the DIBELS (Dynamic Indicators of Basic Early Literacy Skills) test, along with the PAST (phonological awareness screening test), to assess students to help identify those that are at risk of early learning struggles, difficulties in phonological awareness, phonics, fluency, comprehension, or may potentially have characteristics of dyslexia. The results will be used to help identify needs for intervention and to set goals for achievement. Testing will be for all students in grades Kindergarten – 3rd grade as well as any students in grades 4th – 12th that may be requested by a classroom teacher or the student's parent/guardian.

The Pattonsburg RII school district intends to use alternative methods of instruction in lieu of requiring the district to make up 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 will begin and end via text, website or letter from the school.

Enrollment Requirements

Students must reside in the district and be able to provide the school with a copy of the student's immunization record for the child to be allowed to attend school. A copy of the birth certificate is required as proof of age. Other information that is vital to the student's permanent record is a social security card, enrollment form, emergency card, signed acknowledgement of the handbook, signed bus regulations, technology agreement and safe schools acknowledgement. Please notify the school if there is ever a change in your child's personal, health or emergency information.

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 institution or home schooling may be tested to determine placement level. It is not purely determined by age of the student. It is at the legal discretion of the administration to place a student.

Immunizations

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 until documentation can be provided. On his or her first day of school, if the student does not meet the requirements, they will not be allowed to start school.

Attendance

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

Please notify the elementary office if your child is absent from the classroom. **He/she MUST have a note from a parent or guardian explaining the nature of the absence upon returning.** The principal may decide if the absence is excused or unexcused. Students are required to make up the work they missed if the absence is excused. Work missed due to unexcused absences cannot be made up. It is the student's responsibility to ask the teacher for the work they missed upon returning to school. Students will be given time to make up missed assignments equal to the number of days missed. After the designated time period, any uncompleted work will result in a zero. If you would like to pick up the student's homework, please notify the office and give the teacher adequate time to get the necessary material together. Teachers may not have a plan time until later in the school day. **Please pick up homework in the attendance center after 2:00 P.M.**

To participate in extra-curricular activities, a student must be at school by 8:50 a.m. on the day of the event. However, **any student who goes home ill during the day will not be allowed to participate or attend the activity that night.** This also includes absences due to out-of-school suspension.

Examples of excused absences are: personal illness verified by parent or doctor, doctor appointments, emergencies as accepted by the principal, death in the family, approved non-school activities such as religious retreats, 4-H, Girl or Boy Scouts, etc., pre-approved absences due to family matters, vacation with parent, **(students must pre-arrange absence with principal and have approved before the day of absence)**, and school sponsored activities.

Examples of unexcused absences are: truancy, out of building suspension, absences due to “Needed at Home”, hunting, shopping, oversleeping, or other activities which conflict with school policy. For students kindergarten through sixth grade, three unexcused absences per semester will result in a scheduled parent meeting with the principal to discuss how to help alleviate the problem and one day of ISS for the student. **For “Unexcused Absences”, work is not allowed to be made up and will result in a zero for the missed assignment(s).**

A student is tardy after 7:50 a.m. Students will make up the minutes missed due to tardiness at recess. Persistent tardiness may result in contacting outside social or state agencies just as identified above.

Please be advised that if your child is repeatedly missing school and does not have an excused absence, it may be our duty as educators to report educational neglect. After eight absences of any kind per semester, parents will be required to send written authorization from a doctor, in order for the absence to be excused. All absences without authorization will be counted as unexcused. If a child has fifteen unexcused absences or more, this may result in a call to the Division of Family Services or the Juvenile Office.

The contact may be waived by the principal in cases involving long-term illnesses or other factors deemed appropriate by the principal and teacher.

Absence of any amount of time must be recorded. We are required by law to report irregular attendance or an abnormal amount of unexpected absences to the Missouri Division of Family Services. Please call the school on the day of the student’s absence explaining why your child is absent. Please have students bring doctors note upon their return to school. Any situation not specifically covered by this policy will be dealt with at the discretion of the building principal.

Parents will receive attendance letters to keep them informed of their child’s attendance record according to the following schedule each semester. Letters for 5 days of absences may not be sent home if parents have been in communication with the Principal on reasons for previous absences.

5 days of absences – Letter to parents

8 days of absences – Letter to parents; subsequent absences require written authorization from a doctor for absence to be excused. (Notify principal if extenuating circumstances exist.)

12 days of absences – Letter to parents; set up meeting with building principal to discuss action plan for better attendance.

15 days of absences – Letter to parents; contact Division of Family Services or the Juvenile Officer. Contact may be waived in cases involving long-term illnesses or other factors deemed appropriate by the principal and teacher.)

The Missouri School Improvement Program (MSIP) guidelines encourage students to maintain a 95% attendance record (8 absences or less per year). A high correlation exists between regular attendance and success in school. We appreciate those students and parents who support this proven fact. Perfect attendance will be awarded to all students not missing any hours or days of school per quarter and annually!

Illness

While we do encourage perfect attendance, it is unlawful for any child to attend public school while afflicted with any contagious/infectious disease. School personnel may require a child to be examined by a physician, if they believe the child can infect others or develops any of the following symptoms while at school.

Some symptoms may include: a temperature of 100 degrees or more, a rash or open sore(s), nausea or vomiting, pinkeye, sore throat, signs of infestation with lice, etc. Exclusion from school is at a doctor's discretion. Students must be fever free for 24 hours before returning to school. If they leave early due to a fever on a Monday, they cannot be at school Tuesday.

Medication Guidelines

Medications will be given during school hours only when absolutely necessary. All medications need to be in their original container, with written authorization by a parent. We encourage dosage schedules, which allow medicine to be taken before or after school, as we do not have a nurse on staff full-time. Administration of medications will be left up to the discretion of the school nurse or building principal. Available over the counter medications will only be given if the child has a standing orders form signed by a physician. **Because of the Safe Schools Act, prescription and over the counter medications are not allowed to be brought on the bus.**

Head Lice/Nit Policy

Head lice infestations are endemic in the school population. They are not life threatening and are simply considered nuisance diseases. A number of head lice cases in a school take a significant amount of time away from the educational process.

Every student will be checked in August for head lice. Classrooms may need to be checked, as well as other siblings attending school, when head lice is suspected or when an outbreak occurs. This process will continue throughout the school year.

All students found to have evidence of head lice (lice or nits) will be excluded from school attendance until all lice/nits have been removed. Parents will then be required to take their child to the Daviess or Harrison County Health Department where they will be examined and cleared before the student can return to school. (Written documentation by the Health Department will be required.) Staff will not be responsible for checking any students for head lice. Students will not be able to ride the bus or return to school until they are cleared.

Care will be taken at school to avoid piles of coats since this can be a contributing factor to the spread of head lice. Teachers will be alert for students who are constantly scratching their heads or who appear to have nits, which are sometimes easily seen and identified. Teachers will also inform students about the importance of not sharing head gear, combs, brushes, etc.

Gym Floor

Students will only be allowed on the gym floor if they have P.E. shoes.

Accidents/Incidents

In the event of an accident at school, the student will be treated at the Nurse's office. If considered serious, the parent or their designee will be contacted. It is a must that parents leave a current emergency telephone number with the school so that attempts to contact parents may be prompt. This is a parental responsibility. In the event that a parent or authorized representative cannot be contacted, it will be the responsibility of the school personnel to do what is in the best interest of the child.

Discipline Plan

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

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

Disciplinary Strategies

The following are guidelines and may be deviated from depending on the type and level of misbehavior.

Detention – Individual teachers may assign students to serve detention for inappropriate behavior. Students serve the detention with the teacher assigning the detention. At least one day of notice will be given to allow the student time to make arrangements for transportation. Failure to serve detention will result in 1 day of ISS.

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

ISS Rules:

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

Out of School Suspension (OSS) – Out of school suspension for 1-10 days may be given by the building principal. The superintendent will assign any additional days. The student will be counted absent, and will not be allowed to make up daily assignments. However, they will be allowed to make up any missed tests or cumulative projects. Students will not be allowed to attend or participate in any school function. Days missed will be classified as unexcused absences.

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

Legal Referral – Offenses including vandalism, threats, theft, or illegal behavior may be turned over to the legal authorities.

Computer Usage – Students are required to sign a Computer Use Agreement at the beginning of the school year. Students found misusing computers and/or entering unauthorized programs are subject to disciplinary action. Students will be responsible for any costs or repairs as a result of their actions.

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, if necessary.

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

Discipline Plan Expectations

I. Building Expectations

- A. Follow all directions from staff members.
- B. No cheating (will also result in a zero for the assignment).
- C. No running in the halls.
- D. No loud talking in the halls.
- E. No chewing gum or eating candy unless given by a teacher and consumed in that class.
- F. Show respect to teachers, staff, students, and their property at all times.
- G. Arrive on time to school and special classes.
- H. No harassment of any kind displayed to anyone.
- I. No inappropriate language.
- J. No fighting.
- K. No cutting in line.
- L. No inappropriate dress (See Student Personal Appearance Code).
- M. Follow proper bathroom conduct.

II. Playground Expectations

- A. No playing with toys or games, such as tag, while on equipment.
- B. No jumping from the equipment.
- C. No pushing, shoving, climbing, or tripping.
- D. Stay only in designated play area.
- E. All students must ask teacher permission to leave the playground for any reason.

III. Cafeteria Expectations

- A. No loud talking.
- B. No throwing food.
- C. No trading food.
- D. No cutting in line.
- E. No getting up from the table without permission from the lunchroom supervisor.
- F. When dismissed from the table, line up in an orderly fashion.

IV. Classroom Expectations

The individual classroom teachers will decide classroom rules. These rules must be followed at all times to allow other students a productive learning environment. **PLEASE DO NOT BRING PARTY INVITATIONS TO SCHOOL WITH RESPECT TO ALL STUDENTS IN EACH CLASSROOM.**

Discipline Plan Consequences

Type 1:

A. Broken Expectation

- 1. Building Expectation
- 2. Playground Expectation
- 3. Cafeteria Expectation
- 4. Classroom Expectation

B. Consequences

1. Grades Preschool-5th Grade
 - a. First offense: conference with principal and/or teacher
 - b. Second offense: loss of one recess
 - c. Third offense: loss of two recesses and parent called
 - d. Fourth offense: one day of ISS
 - e. Fifth offense: two days of ISS
 - f. Sixth offense: automatic move to type 2

Type 2: (Safe Schools Act)

A. Broken Expectation

Alcohol-Possession of or presence under the influence of while at school, on the school playground, on the school parking lot, a school bus, or at a school activity whether on or off of school property

- a. First offense: 1-10 days of OSS/Contact law enforcement agencies
- b. Subsequent offenses: Semester Suspension

2. Arson-Intentionally causing or attempting to cause a fire or explosion

- a. First offense: 1-10 days of OSS, notification of law enforcement agencies, recommendation for long-term suspension
- b. Subsequent offenses: 11-180 days of OSS or expulsion

3. Assault

Assault of a Student -Use of physical force with the intent to do bodily harm

- a. First offense: 1-10 days of ISS; possible notification of law enforcement agencies
- b. Subsequent offenses: 1-10 days OSS; 11-180 days of OSS or expulsion, notification of law enforcement or juvenile office

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

- a. First offense: 3-5 days of OSS; notification of Juvenile Office
- b. Subsequent offenses: 5-10 days OSS; 11-180 days of OSS or expulsion, notification of law enforcement and juvenile office

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

- a. First offense: 1-5 days of ISS
- b. Subsequent offenses: 5-10 days of ISS; 1-10 days of OSS

4. Drugs/Controlled Substance

Possession or presence under the influence of a controlled substance represented to be a controlled substance while at school, on the school playground, on the school parking lot, a school bus or at a school activity whether on or off of school property

- a. First offense: 1-10 days OSS/Contact with law enforcement
- b. Subsequent offenses: 11-180 days of OSS or Expulsion, notification of law enforcement as needed.

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

- a. First offense: 11-180 days of OSS or Expulsion, notification of law enforcement
- b. Subsequent offenses: Expulsion

5. Prescription Medication

Possession of a prescription medication without a valid prescription for such medication on school premises or on a school bus

- a. First offense: Verbal reprimand, parent contact, special assignment, or detention
- b. Subsequent offenses: 1-3 days of ISS

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

- a. First offense: 1-10 days of ISS/Contact with law enforcement
- b. Subsequent offenses: 11-180 days of OSS or Expulsion

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

- a. First offense: 1-3 days of ISS; 1-5 days of OSS; notification of law enforcement
- b. Subsequent offenses: 1-180 days of OSS or expulsion, notification of law enforcement

7. Firearms -possession of or use of a firearm

- a. First offense: Minimum of one-year suspension
- b. Subsequent offenses: Expulsion

8. Weapons (Other than Firearms) - Possession or use of any item used with the intent to inflict physical harm may be considered a weapon.

- a. First offense: 1-5 days ISS; confiscation; possible notification of law enforcement
- b. Subsequent offenses: 5- 10 days ISS; 1-10 days OSS; notification of law enforcement

9. Harassment and Bullying (Refer to Policy 2130/2265)

- a. First offense: Verbal reprimand, parent contact, special assignment, detention
- b. Subsequent offenses: 1-3 days of ISS

10. Improper Display of Affection-Consensual kissing, fondling, or embracing

- a. First offense: Verbal reprimand, parent contact, special assignment, detention
- b. Subsequent offenses: 1-3 days of ISS, 1-5 days of OSS

11. Improper Language

Threatening Language-Use of verbal, physical or written threats with the intent to do bodily harm to person or personal property

- a. First offense: 1-5 days of ISS; possible notification of law enforcement
- b. Subsequent offenses: 5-10 days ISS; 1-5 days OSS; 5- 10 days OSS; 1-180 days of OSS or expulsion, notification of law enforcement/juvenile office

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

- a. First offense: 1-3 days of ISS;
- b. Subsequent offenses: 3-5 days of ISS; 1-3 days OSS

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

- a. First offense: 1-3 days of ISS
- b. Subsequent offenses: 3-5 days ISS; 1-5 days of OSS

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

Physical touching of another student

- a. First offense: 1-5 days of ISS;
- b. Subsequent offenses: 5-10 days of OSS

Use of sexually intimidating language, objects, or pictures

- a. First offense: 1-3 days of ISS,
- b. Subsequent offenses: 3-5 days ISS; 1-5 days of OSS

Indecent Exposure

- a. First offense: 1-5 days of ISS; 1-5 days of OSS
- b. Subsequent offenses: 5-10 days of OSS

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

- a. First offense: 1-3 days of ISS
- b. Subsequent offenses: 3-5 days of ISS; 3-5 days of OSS

14. **Tobacco**-Possession or use of tobacco or tobacco products

- a. First offense: 1-3 days of ISS
- b. Subsequent offenses: 3-5 days of ISS; 3-5 days of OSS

15. **Truancy**-Absent or tardy from class or classes without authorization

- a. First offense: 1-3 days of ISS
- b. Subsequent offenses: 1-3 days of OSS

16. **Vandalism**-Intentional damage or attempt to damage property belonging to the staff, students, or the District; restitution of damages incurred

- a. First offense: 1-3 days of ISS, 1-5 days of OSS
- b. Subsequent offenses: 3-10 days of OSS; Semester suspension

17. **False Alarms**-Fire, bomb threats, or any other mis-intention that results in the disruption of the educational environment
 - a. First offense: 1-10 days OSS, recommendation for long-term suspension
 - b. Subsequent offenses: 180 day maximum suspension
18. **Inappropriate Computer Usage** – any material that is not school appropriate or on task
 - a. First offense: Parent Contacted, privileges suspended for 3 days
 - b. Subsequent offenses:
19. **Computer Damage**
 - a. All offenses will result in Parent informed and damages paid for.
 - b. Subsequent Offenses: Loss of computer use.

Transportation

For questions regarding the bus, **please call the transportation director at 660-367-2111 then #5.** Please note that riding the bus is a privilege. Students must know that there are rules for riding a bus that are set forth by local board policy, 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 they and their parents share with 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 school bus. Below are expectations and consequences for students while riding the school bus.

A. Bus Expectations

- A. Students must obey driver promptly and cheerfully.
- B. Students must be on time.
- C. Unnecessary conversation with the driver is prohibited.
- D. Tobacco is not permitted.
- E. Obscene language, gestures, signs, and remarks are not allowed.
- F. Extending head, arms, hands, or throwing anything out the window is not permitted.
- G. Students must remain seated while the bus is in motion.
- H. Students must follow the driver's directions when exiting from the bus. Always cross the street in front of the bus.
- I. Damaging or tampering with equipment is prohibited. Any accidental damage should be reported to the driver.
- J. The driver has the authority to arrange seating on the bus as needed.
- K. Any student who becomes a discipline problem may be refused transportation.
- L. Any student wishing to be picked up or dropped off in a place other than their residence must have a note from a parent and the drop off/pick up point must be on a regular bus route. (We will not go off the board approved routes. Be specific in any note that is sent to include the person's name where the child is to be dropped off – not just "grandma" – not everyone knows "grandma".) Students will only be allowed one alternate stop to be dropped off at to avoid having inconsistency with routes.**
- M. No food or drink allowed on the bus.
- N. Classroom conduct is to be observed.

B. Consequences for Broken Bus Expectations

- First offense: Conference with principal/miss recess
- Second offense: Loss of bus privileges for 3 days
- Third offense: Loss of bus privileges for 5 days
- Fourth offense: Loss of bus privileges for 10 days
- Fifth offense: The student may not be allowed to ride the bus for the remainder of the school year.

Student Personal Appearance Code

1. All students must wear shoes or sandals at all times.
2. All shirts must be kept buttoned except when worn over another shirt.
3. Halters, backless clothing, see through garments, or bare midriffs will not be permitted in the building. Two-piece clothing must meet at all times.
4. Tank tops that have spaghetti straps or hang excessively below the neckline or arms will not be permitted.
5. Any clothing worn shall not have writing, drawings, or emblems that are obscene, derogatory, illegal, or have hidden messages.
6. Clothing must cover all undergarments at all times.
7. Boys tank top undershirts must be covered by another shirt that is buttoned no less than half way to the top.
8. Students are not to wear caps, hats, or hooded sweatshirts in the school building. Bandanas are allowed if worn appropriately, rather than for symbolic purposes that would be in violation of S.A.F.E. Schools.
9. Chains on belts, pockets, or hanging on the outside of clothing will not be permitted.
10. Clothing styles, unusual grooming, unnatural color (Clown type) hair, jewelry or clothes which create disorder either in the classroom or while attending school-sponsored events will not be acceptable. This will be at the discretion of administration.
11. All groups representing Pattonsburg R-II Schools at home or away shall be encouraged to wear dress clothes unless conditions require otherwise.

A student that fails to comply with the appearance code will not be allowed to attend class or the activity until the situation is resolved. Disciplinary action may be taken at the discretion of the principal.

Expectations for Extracurricular Activities

1. Students must be in school at least 3 hours in order to attend or participate in an activity that evening. (If a child goes home sick, he/she may not participate in or attend the activity that evening.)
2. In the event that an activity is held on a Saturday, the student must be in attendance at least 3 hours the school day prior. (Student should not have gone home sick the day before.) Exceptions may be made only if the student's parents or guardian makes advance arrangements and the absence is for doctor's appointment, funeral, or other absence pre-approved by the principal.
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 breaking any of the type 2 discipline expectations.
5. Any student causing a disturbance will be required to leave.

School Trips (extra-curricular or field trips)

1. Students must ride the bus to participate in any school activity.
2. When returning from an activity, students must ride the bus or with their parents. Parents must inform the sponsor or coach if they are taking their child. In most cases, the sponsor or coach will ask the parent to sign their child out.
3. Once a student is at an activity he/she may not leave without special permission from the sponsor.

Field trips are a very valuable learning opportunity we provide for children. When a field trip is planned, the child's teacher will notify you. You will be asked to sign the field trip permission slip in order for your child to attend. Parents are sometimes asked to help chaperone field trips. If a parent is asked to chaperone, he or she may ride the bus. Volunteers will receive specific instructions regarding duties during the trip from teachers.

Parents may choose to drive their own cars and follow the bus. If at the conclusion of the field trip, you wish to take your child with you, you must then sign your child out by his or her teacher. Children will only be allowed

to go with a parent or legal guardian. Unfortunately, we cannot invite siblings on field trips. We ask that if you plan to go on the trip you find an alternative for other siblings.

Academic Performance and Class Assignments

The Board of Education believes the grade placement and class assignments for a student should reflect the grade level and program of study, which is appropriate to academic, social, and emotional needs.

Any student not completing class work or homework by the scheduled due date may miss recess time or other non-core subject time until the assignment is completed in a satisfactory manner, as decided upon by the classroom teacher. They may also be given an alternative time that day to complete the assignment with another teacher. We believe there are no excuses for incomplete or missing assignments. Absences will be taken into consideration as referred to earlier in the student handbook.

Students in grades 3-5 use an assignment notebook. Parents are encouraged to routinely monitor their child's independent work by checking their notebook regularly. This can be a very useful source of communication between teachers and parents. Teachers do ask that parents sign their child's assignment notebook daily to acknowledge that the student's work has been completed.

Mid-Term Reports

Mid-term reports are prepared halfway through each quarter. The teacher will send home a progress report for every student. This report is used to share strengths and weaknesses of a child. It should be used by the parent to provide further assistance at home for continued improvement.

Quarter Ending Dates

1st Quarter October 23rd
2nd Quarter December 22nd
3rd Quarter March 5th
4th Quarter May 21st

Mid Term Dates

September 23rd
November 20th
February 3rd
April 14th

Grade Reports

Report cards are issued quarterly. The first quarter, the grade reports may be picked up during the parent teacher conference. Second, third, and fourth quarter grades will be sent home with the students. However, if your student has not turned in all library materials or has not paid any fees that are due by the last day of school, his or her grade card will be held until all fines are paid or the materials are returned.

The following grade system will be used:

Kindergarten-2nd grade use a lettering system that shows students capabilities in each subject area. First and Second grade will show the percent also.

S=Superior/Above Average
M=Moderate
N=Needs Improvement

Many times parents have difficulty understanding how this grading system correlates when they enter 3rd grade. Here is a breakdown that may be helpful for you. Any student receiving an 'S' is going above and beyond grade level expectations. This is considered to be an 'A' or 'B' with our standard grading system. An 'M' is average or similar to a 'C'. An 'N', would be equivalent to a 'D' or 'F'. This means that the student does not understand this skill or area and could use further practice.

We believe it is not necessary at this age level to give students a grade that determines if they are passing or failing. Our main goal is to show parents their strengths and weaknesses. At this age, this can be done easily using the three lettering system, versus five.

3rd-6th grade students use the standard lettering system found in most schools.

96-100%	A	4.00	Excellent	73-76%	C	2.00	Average
90-95%	A-	3.67		70-72%	C-	1.67	
87-89%	B+	3.33		67-69%	D+	1.33	
83-86%	B	3.00	Superior	63-66%	D	1.00	Inferior
80-82%	B-	2.67		60-62%	D-	0.67	
77-79%	C+	2.33		59% & Below	F	0.00	Failure

Honor Roll (beginning with 3rd grade students)

Levels of Honor Roll:

- “Gold” Honor Roll – 4.00 Grade point average
- “A” Honor Roll – No less than 3.67 Grade point average
- “B” Honor Roll – 3.0-3.66 Grade point average

Promotion and Retention of Students

The educational program shall provide for continuous progress of students. Conferences will be held following first quarter and third quarter, as needed. Conferences may also be scheduled at other times periodically throughout the year. Although we strive for all students to be successful and spend only one year within each grade, sometimes a small number of children may benefit from staying another year in the same grade. Such retentions may be considered when:

1. The child is achieving significantly below ability and grade level
2. Retention would not cause an undue social and emotional adjustment
3. Retention would have a reasonable chance of benefiting the child

In the event of consideration of retention of a child, the parents shall be invited to a meeting with the teacher, principal, and other related staff members for discussion of the matter. Parents will be asked to acknowledge his or her agreement or disagreement with the teacher’s decision. However, ultimately, the decision will be left up to the school.

State-Mandated Retention

Third Grade Students

Students will be given a reading assessment within 45 days of the end of their third grade year. Using this assessment, if a student is identified as reading below the second grade level, the school will design and implement a Reading Improvement Plan that will follow the child into their fourth grade year. This plan will include a minimum of thirty hours of additional reading instruction or practice outside the regular school day during their fourth grade year. In addition, the district may require the student to attend summer school for reading instruction as a condition of promotion to the fourth grade.

Fourth Grade Students with Reading Improvement Plans

Within 45 days of the conclusion to their fourth grade year, the school will administer another reading assessment to those students who were placed on a reading improvement plan. If this assessment reveals that the student is reading below a third grade level, the student shall be required to attend summer school to receive supplemental reading instruction. At the conclusion of summer school, the student shall be given another reading assessment. If the student is still performing below a third grade reading level, the student will not be promoted to fifth grade.

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

Exceptions

The following students are exempt from the reading assessments:

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

Appeal of Retention Decisions

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

Tutoring

If your child should need additional instruction toward their current studies, please contact the office. Teachers are often times available to help students with their studies after school. However, parents are responsible for arranging transportation for their child following their scheduled time.

Recess

In order to protect the health of the students during cold and/or wet weather, please see to it that you child is dressed appropriately. All weather boots will be worn when it is cold and/or wet outside. Cowboy boots, hiking boots, and fashion boots are not considered all weather. All students should wear coats, caps, and gloves. All students are expected to go outside unless they are recovering from a previous illness. ***A note from a parent is required if your child is not to be outside during recess.*** Please do not ask that your child remain inside just because he/she does not want to go outdoors. We will not go out when the temperature and/or wind chill is below 20 degrees. Kindergarten through second grade will have 2 recesses daily; fourth - sixth grades will have one recess daily.

School Day: Arrival and Dismissal

Students are not to be in the building before 7:15 a.m. Breakfast is available to all students at that time. Students will wait in the new building hallways before they are dismissed to the classroom. Classes will officially begin at 7:50 a.m. and end at 3:36 p.m. A Pattonsburg employee will not allow students in the building before or after these times without proper supervision. **If you plan on picking your child up at school, please contact the school to let us know or send a note with them.** Please do not wait until the last minute to contact the school. Late calls may not allow staff time to let students and teachers know before they are released at the end of the day. Please be here by 3:30 to be prepared to pick your child up. Please walk to the sidewalk to meet your child so they are not crossing the parking lot by themselves.

If you need to leave a message for your child, it will be delivered to them toward the end of each day to avoid disruption during their instructional time. In cases of an emergency, the child will be called to the phone if necessary. **Please sign and date written instructions each day your child will be going home in a way other than his/her normal routine. Students will not be allowed to change his or her daily routine without prior authorization from parents.**

If a student is to leave school during class time, the student should bring a note from home and should meet their parent at the office. All students need to be checked out and in through the attendance office. **If someone other than a parent is to pick up a student, it is required that the parent contact the school or the teacher beforehand, regardless if he or she has been given prior authorization through enrollment.** If this happens, we will do our best to contact the child's parent before allowing him or her to go with the individual. If a court order has been made enabling a certain person(s) not to pick up a child, please see to it that the administration has documentation not to release the child. We will not release students to unauthorized persons! However, if it is the child's biological parent, we do need a court document stating any parent who has been denied his or her parental rights or if there happens to be specific visitation rights put into place. We cannot enforce the unknown.

During dismissal, we do ask that parents who are picking up their child to please pick them up on the sidewalk. Students will not be allowed to cross the parking lot until the buses have departed, unless they are with a parent or guardian. We also ask that you do not walk between the parked buses to help ensure student safety.

Separated or Divorced Parents

Under Missouri law, it is presumed that natural parents have equal authority to make educational decisions regarding their children. Such equality is altered only if a formal separation agreement between the parents limits one parent's rights regarding custody and/or education decision-making powers. Therefore, it is the responsibility of the parent to bring awareness of such situations to the school.

Divorced parents must provide the school with a copy of the most recent court-approved legal documentation defining parental custody rights. Providing us with the most recent and updated records is the best defense in minimizing the chances of a custody battle at school. If there is any doubt as to whether a decree or order is presently valid, school officials will notify law enforcement for assistance.

Visitors

Parents and other interested adults are encouraged to visit your child's classroom. However, the Pattonsburg R-II School District administration must keep instructional time distractions to a minimum. Children may visit only when a visiting adult accompanies them. **Visitors, including parents, are required to report to the office upon arrival to sign in and get a visitor's tag.** Upon arriving, the attendance center personnel will notify the administration if the visitor wishes to communicate with the student. A conference must be scheduled to speak with a teacher. Telephone calls for students will not be forwarded to the classrooms, but to the administration. The administration will make the decision to disrupt or not disrupt the educational progress that is going on at that time.

If you are planning to eat lunch with your child, please call the office prior to 9:00 A.M. It is important that we have an accurate lunch count to provide food services for all our students.

Suspected Child Abuse or Neglect

Federal law to report any suspected child abuse or neglect mandates all school personnel. It is our responsibility to call any suspected abuse or neglect to the attention of the Division of Family Services (DFS), not to prove abuse or neglect.

DFS personnel, possibly accompanied by law enforcement officials, may meet with the child at school to investigate any reported concerns. Parents are not required to be notified in such cases.

Parent-Teacher Communication Chain

If you have a question or concern involving your student or the activities relating to school, we ask that you follow this communication chain. You may leave a message with the attendance secretary or you may also send an e-mail, if it is available to you. All school e-mail addresses begin with the first letter of the employee's first name, and their entire last name (ex. jdoe@pattonsburg.k12.mo.us). It is helpful when leaving messages or emailing us that you include your student's first and last name and a brief message about the issue. This allows us to be more prepared for the conversation when it occurs and saves both of us time in the long run.

If the issue or question involves your student and classroom situations such as homework, assignments, actions in the room taken by the teacher, etc. PLEASE CONTACT THE TEACHER FIRST. You can do this by email, in writing, or calling them here at school. Please allow the teacher 48 hours to respond to your request. The teachers often have only one planning period in a day and may have already had it that day before you make contact. During this period, they could have a meeting, papers to copy, papers to grade, tests to prepare, lesson plans to finalize or change, etc. They may not be able to communicate with you immediately, so please be patient and they will get back to you.

If the issue or question involves the functioning of the building, discipline issues occurring in the office, or you have already contacted the teacher and feel that you did not get satisfactory results, PLEASE CONTACT THE PRINCIPAL. This too can be done by email, phone or in writing. Please do not expect a return response until the end of the school day, as this is when the administrative staff has the free time to respond to phone messages and emails. We will do our best to get back with you the same day the message is left, but unfortunately sometimes administration may be out of the building or have other obligations to attend to at that time. If we could not reach you or were unable to get the message returned within that same day, you will be contacted first thing the following day or as soon as he or she returns to the office.

Meal Service

Breakfast is available to all students at 7:20 a.m. each morning. Meals are served cafeteria style. 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 their scheduled lunch period. The lunch period is 25 minutes long. All lunches must be eaten in the cafeteria whether it is a school lunch or a sack lunch. There is no soda allowed for grades K-5. **If your child brings a lunch from home, please send a lunch that does not need to be heated. Microwaves are for staff use only.** The students' lunch time is also the teachers' lunch time.

Fees:

Regular Breakfast	\$1.40
Reduced Breakfast	\$0.30
Regular Lunch	\$2.40
Reduced Lunch	\$0.40
Extra Milk	\$0.25

If your child qualifies for free or reduced meals, forms are available in the office. *The school encourages participation if you qualify. We assure you that all information is kept confidential. The school receives extra revenues for those students who qualify for free and reduced meals.*

***** PLEASE NOTE THAT THE DISTRICT HAS ADOPTED A NO CHARGE POLICY*****

School Insurance

All students active in school sports are required to have insurance. 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.

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, where a schedule of available hours is posted. The counselor may assist the student with social difficulties, disabilities and limitations, selections of classes, achievement questions and scores, scholarships, grants, plus much more. The counselor may also be used as a resource for other outside agencies. A crisis response plan is part of our Comprehensive Guidance Program and can be found in the Principal's Office.

Student Rights and Responsibilities

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

Among these rights and responsibilities are:

1. 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.
2. The right to a quality education; the responsibility to put forth their best efforts during the educational process.
3. Civil rights including the rights to equal educational opportunity and freedom from discrimination; the responsibility not to discriminate against others.
4. The right to due process of law with respect to suspension, expulsion, and decisions that the student believes injures his or her rights; the responsibility to be honest and accept consequences for his or her actions.
5. The right to privacy includes privacy in respect to the student's school records; the responsibility to respect the privacy of others.

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.

Students are responsible for the proper care of books, supplies, and furniture. 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.

Video Recording

Students are currently monitored and recorded throughout the building. All recordings are kept confidential in an effort to protect the identity and actions of our students. However, these recordings may at times be used for administrative purposes to enforce disciplinary action.

School Closings

Should school be closed due to inclement weather or other reasons, Eagle Radio, KAAN, KTTN and KQTV 5 will make announcements. Please listen to the stations for announcements. Alerts will also be sent out on textcaster. We will not be contacting individual parents to inform of early dismissal.

Parents are allowed to sign up for FREE text message alerts about inclement weather and other important changes through Farmers Bank. To register, sign up on www.onlinefarmersbank.com.

Emergency Procedures

Emergency procedures have been established by the administration for fire, tornado, intruder, and an earthquake disaster. The students should follow specific instructions given by the instructor. The emergency procedures are practiced regularly. All students should be familiar with the drill bells.

Fire drill	Fire Alarm Will Sound
Storm drill (Tornado)	Continuous Ringing of the Bell/Air Horn
All clear	1 long bell/notification by administration

Library Checkout Policy

Elementary students are allowed to checkout 2 books and 1 magazine for leisure reading. Any material required for a research project, may result in an unlimited number of checkouts. Students are allowed to keep the books for 2 weeks. Current issues of magazines and reference books may be kept overnight, while back issue magazines can be kept for one week. Students are responsible for returning library materials. Any library materials that are lost or returned in an unsatisfactory manner will result in a fine to the student's account.

Reading Circle Certificates

Certificates will be issued to students completing the requirements set forth by the Missouri State Teacher's Association. A pupil will be eligible for Life Reading Certificate at the end of the sixth grade year. Students are also able to receive an honorary Literary Award from the principal for those students who read above and beyond. These students are able to receive a special reward for their efforts. Please note that these books go above and beyond what is done in the classroom. Students should be completing these books at home. See below to know the requirements for your child's class. The teacher may assign various genres for students to read to meet this requirement.

Grades	K	1	2	3	4	5	6
Fiction				10	10	10	10
Nonfiction				6	6	6	6
Reading Circle Total	20	20	20	16*	16*	16*	16*
Literary Award	30	30	30	24*	24*	24*	24*

*Each book equals 100 pages

Parties

We will have three parties throughout the year. They will consist of a Halloween, Christmas, and Valentine's Day party. If your child chooses not to participate during party times you may pick them up early that day. We encourage parents to assist teachers in planning and helping at class parties. Times and dates will be announced at a later date.

Gum and Candy

Please explain to your child that school is a place for learning. Candy and gum can be a distraction from learning. We ask parents to monitor their children to see that these items are left at home. They will only be allowed in classrooms as a reward or privilege given by the classroom teacher.

Student Birthdays

Classroom teachers typically have a ritual unique to the classroom. Unfortunately, we do not allow birthday parties due to the amount of academic time that would be lost to celebrate each child. Parents, who wish, may send class treats to be shared during the last fifteen minutes of the day. **No homemade treats please.** Children with summer birthdays may ask the classroom teacher for an alternate date for their child to celebrate.

Items from Home

Students are asked **not** to bring toys, balls, games, tapes, etc., from home to school. This includes Pokémon Cards, Game boys, and other such items. The teacher will collect any of these items and the parent will be asked to pick them up from the classroom teacher. If the student continues to bring these items to school, they will remain in the office until the last day of school. Items such as laser pens are considered dangerous and do not belong in the school environment. The classroom teacher may allow students to bring special items under certain circumstances (show and tell, class projects, etc.) with prior arrangements. Further, it is recommended that children leave **anything valuable** to them at home. Staff cannot be responsible for valuables which students bring to school. This also includes any items that may be brought on field trips.

Cellular Phones

Students are not allowed to use cellular phones within the building. If a child brings one to school, he or she must keep the phone off and left inside his or her backpack or turn it into the child's teacher until the end of the day. Students will not be allowed to carry them inside his or her pocket. Parents are encouraged to have their child leave their cellular phone at home, as the school will not be held responsible for any lost or stolen phones.

Any unauthorized possession or use of personal telecommunication devices such as beepers, pagers, cell phones or other electronic devices such as DC players, cameras, and iPods will have the following consequences:

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

2nd offense: Item(s) will be confiscated and given to administration. Item(s) will only be returned to parents or legal guardians.

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

Lost and Found

Each year many things are lost by students. We urge you to mark your child's things as it helps us to identify to whom the item belongs. The school maintains a lost and found collection outside of the elementary office. Please see that your child makes an effort to recover his or her belongings. Articles not claimed at the end of the school year will be given to charitable organizations.

Special Services

Title I – School Wide Plan

The federally funded program of comprehensive services is available to meet the needs of educationally disadvantaged children. The Title I goal is designed to raise the achievement goals of children to a level appropriate for their age and grade placement in basic and advanced skills. Our school has recently moved from a Targeted program to a Schoolwide program. With this change, our school is given more flexibility for services. We are now allowed to service all children in need and will no longer need prior permission. However, if you ever have any concerns about your child's services, please contact your child's classroom teacher, title teacher, or the building principal.

Title I Parent Involvement Plan

It is the goal of the Pattonsburg R-II Parent Involvement Plan to create a partnership between parents, children, and the school. Working as a team we can help students succeed!

This plan is designed to help facilitate the involvement of parents with their child's education and overall well-being. It is the entire community's responsibility to nurture our tomorrow. It is the school's mission to help provide those opportunities.

Mission Statement for Parent Involvement

The Pattonsburg R-II Parent Involvement Plan's mission is to support children by strengthening the involvement of our community in the support of our school, children, and families by fostering positive opportunities for interaction.

Goals of Parent Involvement

1. To promote regular, two-way, meaningful communication between home and school.
2. To promote and support responsible parenting.
3. To recognize the fact that parents/families are the most important influence in assisting their children to learn.
4. To promote a safe and open atmosphere for parents/families to visit the school their children attend and actively solicit parent/family support and assistance for school programs.
5. To include parents as full partners in decisions affecting their children and families.
6. To use available community resources to strengthen and promote school programs, family practices, and the achievement of students.

Our School's Promise to Parents and Children

1. We will publicize opportunities for interaction.
2. We will make an effort to schedule activities at varied times of the day to help meet the needs of busy families.
3. We will help to keep you informed with phone calls and newsletters.
4. We will listen to you celebrations and concerns following the chain of command.
5. We understand that your child's best interest is at the top of your agenda.

Our School Asks Parents to:

1. Talk with the child's teacher frequently; ask questions; keep communication open and two-way.
2. Support your child academically.

Speech Therapy

Speech therapy is contracted by a licensed speech and language therapist who oversees the speech instruction that is delivered by a speech implementer. 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 personal identifiable information collected and used or maintained by the district relating to their children. Parents have the right to request amendment of these records if they feel the information 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 of 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 resides in the district or whose parent/legal guardian resides in the district. This census is compiled as of May 1 each year. This information is treated as confidential and submitted to the Missouri Department of Elementary and Secondary Education. Information to be collected includes: name and age of child, parent/legal guardian and address, 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 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.

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

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

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1. What is a complaint?

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

2. Who may file a complaint?

Any individual or organization may file a complaint.

3. How can a complaint be filed?

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

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

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

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

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

¹ Programs include Title I, A, B, C, D, Title II, Title III, Title IV-A, Title V

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² in compliance with ESSA Title VIII-Part C, Sec. 8304(a)(2)(C)

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

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

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

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

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

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

The following activities will occur in the investigation:

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

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

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

9. How will appeals to the Department be investigated?

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

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

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

Pattonsburg R-II School District

School Parent and Family Engagement Policy

It is the goal of the Pattonsburg R-II School Parent and Family Engagement Policy to create a partnership between parents, children, and the school. Working as a team we can help students succeed!

This policy is designed to help facilitate then involvement of parents with their child's educational and overall well-being. It is the entire community's responsibility to nurture our tomorrow. It is the school's mission to help provide those opportunities.

Mission Statement for School Parent and Family Engagement Policy

The Pattonsburg R-II School Parent and Family Engagement Policy's mission is to support children by strengthening the involvement of our community in the support of our school, children, and families by fostering positive opportunities for interaction.

Goals of School Parent and Family Engagement Policy

1. To promote regular, two-way, meaningful communication between home and school.
2. To promote and support responsible parenting.
3. To recognize the fact that parents/families are the most important influence in assisting their children to learn.
4. To promote a safe and open atmosphere for parents/families to visit the school their children attend and actively solicit parent/family support and assistance for school programs.
5. To include parents as full partners in decisions affecting their children and families.
6. To use available community resource to strengthen and promote school programs, family practices, and the achievement of students.

Our School's Promise to Parents and Children

1. We will publicize opportunities for interaction
2. We will make an effort to schedule activities at varied times of the day to help meet the needs of busy families.
3. We will help to keep you informed with phone calls and newsletters
4. We will listen to your celebrations and concerns following the chain of command.
5. We understand that your child's best interest is at the top of your agenda.

Our School Asks Parents To:

1. Talk with the child's teacher frequently; ask questions; keep communication open and two-way.
2. Support your child academically.

Safe Schools Act

The Safe Schools Act requires school principals to report incidents of third-degree assault that have occurred on school property, a school bus, or during a school activity to the local police department authorities or juvenile office. It should be noted that Safe and Drug-Free School Zones are extended to 2,000 feet from school property or any school bus. A person commits assault in the third degree if that person:

- Attempts to cause or recklessly causes physical injury to another person;
- With gross negligence, causes physical injury to another person by means of a deadly weapon;

- Purposely places another person in apprehension of immediate physical injury;
- Recklessly engages in conduct which created a grave risk of death, serious disfigurement or protracted impairment of the function of any part of the body of another person; or
- Knowingly causes physical contact with another person knowing the other person will regard the contact as offensive or provocative.

Students shall be suspended for acts of physical aggression that fall under the guidelines of the Safe Schools Act Statute.

Please read and discuss this information with your child(ren).

Network and Computing Systems Policy

The Pattonsburg R-II School District is responsible for securing its network and computing systems in a reasonable and economically feasible degree against unauthorized access and/or abuse, while making them accessible for authorized and legitimate users. This responsibility includes informing users of expected standards of conduct and the punitive measures for not adhering to them.

Any attempt to violate the provisions of this policy will result in disciplinary action in the form of temporary and/or permanent revocation of user accounts, regardless of the success or failure of the attempt.

General Rules and Responsibilities

The following rules and responsibilities will be followed by all users of the district technology resources:

1. Applying for a user ID under false pretenses is prohibited.
2. Using another person's user ID and/or password is prohibited.
3. Sharing one's user ID and/or password with any other person is prohibited. A user will be responsible for actions taken by any person using the ID or password assigned to the user.
4. Deleting, examining, copying, or modifying files and/or data belonging to other users without their prior consent are prohibited.
5. Use of commercial email (hotmail, yahoo, etc.) by students is prohibited. Students may only access their email accounts before and after school.
6. At no time is chatting or the use of any messaging service (i.e. MSN Messenger) permitted with the use of district technology.
7. Changing the computer configuration and any school computer (including desktop appearance, screensavers, printer setup, hiding the task bar, etc.) by students is prohibited.
8. Mass consumption of technology resources that inhibits use by others is prohibited.
9. Unless authorized by the district, non-educational Internet usage is prohibited.
10. Use of district technology for soliciting, advertising, fund-raising, commercial purposes, or for financial gain is prohibited, unless authorized by the district.
11. Accessing fee services without permission from an administrator is prohibited. A user who accesses such services without permission is solely responsible for all charges incurred.
12. Users are required to obey all laws, including criminal, copyright, privacy, defamation and obscenity laws. The school district will render all reasonable assistance to local, state, or federal officials for the investigation and prosecution of persons using district technology in violation of any law.
13. Accessing, viewing, or disseminating information using district resources, including email or Internet access, that is pornographic, obscene, child pornography, harmful to minors, obscene to minors, libelous, pervasively indecent or vulgar, or advertising any product or service not permitted to minors is prohibited.
14. Accessing, viewing or disseminating information on any product or service not permitted to minors is prohibited unless under the direction and supervision of district staff for curriculum-related purposes.
15. Accessing, viewing or disseminating information using school or district resources, including Internet access, that constitutes insulting or fighting words, the very expression of which injures or harasses other

people (e.g., threats of violence, defamation of character or of a person's race, religion or ethnic origin), presents a clear and present likelihood that, because of their content or their manner of distribution, they will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, or will cause the commission of unlawful acts or the violation of lawful school regulations is prohibited.

16. Any use that has the purpose or effect of discriminating or harassing any person or persons on the basis of race, color, religion, sex, national origin ancestry, disability, age, pregnancy, or use of leave protected by the Family Medical Leave Act or the violation of any person's rights under applicable laws is prohibited.
17. Any unauthorized, deliberate or negligent action that damages or disrupts technology, alters its normal performance, or causes it to malfunction is prohibited, regardless of the location or the duration of the disruption.
18. Copying software for home use is prohibited unless permitted by the district's license, and approved by the district.
19. At no time will district technology or software be removed from the district premises, unless authorized by the district.
20. All users will use the district's property as it was intended. Technology or technology hardware will not be lifted, moved or relocated without permission from an administrator. To check out equipment, there must be a signed permission form on file.
21. All damages incurred due to the misuse of the district's technology will be charged to the user. The district will hold all users accountable for the damage incurred and will seek both criminal and civil remedies, as necessary.

Technology Security and Unauthorized Access

All users shall immediately report any security problems or misuse of the district's technology resources to a teacher or administrator. No person will be given access to district technology if he or she is considered a security risk by the superintendent or designee.

1. Use of district technology resources in attempting to gain or gaining unauthorized access to any technology system or the files of another is prohibited.
2. Use of district technology to connect to other systems, in evasion of the physical limitations of the remote system, is prohibited.
3. The unauthorized copying of system files is prohibited.
4. Intentional or negligent attempts, whether successful or unsuccessful, to interfere with the ability of others to utilize any district technology are prohibited.
5. Any attempts to secure a higher level of privilege on the technology resources without authorization are prohibited.
6. The introduction of computer "viruses", "hacking" tools, or other disruptive/destructive programs into a school or district computer, the school network, or any external network is prohibited.

Online Safety

1. All students will be instructed on the dangers of sharing personal information about themselves or others over the Internet.
2. Student users are prohibited from sharing personal information about themselves or others over the Internet, unless authorized by the district.
3. Student users shall not agree to meet with someone they have met on-line without parental approval.
4. A student user shall promptly disclose to his or her teacher or another school employee any site or message they come in contact with that is inappropriate or makes the user feel uncomfortable.
5. Employees shall not transmit confidential student information using district technology, unless designated for that use. Employees will take precautions to prevent negligent disclosure of student information or student needs.
6. No curricular or non-curricular publications distributed using district technology will include the address, phone number or email address of any student without permission.

Dear Students and Parents:

It is my pleasure to introduce to you the Pattonsburg Elementary School. We have a great school that truly engages our students in active and sustained learning. Our staff works to continue building partnerships among students, staff, parents, and the community to provide a safe learning environment in which every child has the opportunity to become the best he or she can be.

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

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

We are looking forward to a great year. We encourage your participation in the educational process of your student. Parental involvement is a strong element to student success.

Sincerely,

Alan McCrary
K – 12 Principal

Acknowledgement

Please sign and return to the elementary school office.

We have received, read, and understand the Pattonsburg R-II School Elementary Student handbook for the 2020-2021 school year.

By signing I also agree to Bus Rules [], School Safety Act [], and the Network and Computing Systems Policy []. (Please put an X in each box.)

Parent or Guardian Signature

Date

Student Signature

Date

Grade Level