

**Pattonsburg R-II
(6 -12) Middle & High School
Student Handbook
2024-2025**



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To the Parent/ Guardian

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

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

We are looking forward to a great year. Please feel free to call or visit school at any time.

When visiting please check in at the attendance center first. We encourage your participation in the educational process of your student. Please feel free to contact me if you have any questions or concerns.

To the Student:

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

Sincerely,

Randi McMillen
7-12 Principal

Parent – Teacher 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 both sides of the story.
2. If the problem still exists, contact the principal.
3. If still unresolved, contact the superintendent.
4. Finally, if unresolved, ask the superintendent to place the complaint on the following month's Board of Education agenda for further discussion.

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.

2024-2025
Faculty and Staff

ADMINISTRATION

MR. BILL POTTORFF SUPERINTENDENT
MRS. RANDI McMILLEN HIGH SCHOOL PRINCIPAL
MRS. BECKY MORRIS, ELEMENTARY PRINCIPAL/SPECIAL EDUCATION DIRECTOR
MRS. KATIE CRABTREE, COUNSELOR

A+ COORDINATOR

MRS. RANDI McMILLEN

ATHLETIC DIRECTOR

MRS. RANDI McMILLEN

TECHNOLOGY COORDINATOR

MRS. HEATHER JONES

HIGH SCHOOL FACULTY

ENGLISH	MRS. JACKIE REED
MATH	MR. RICK LIN
	MR. ZANE REED (JH)
SCIENCE	MRS. TUANETTE HULET
SOCIAL STUDIES	MR. HUNTER SCOTT
AGRICULTURE	MR. AUSTIN STEELE
BUSINESS	MRS. DEBORAH BURNS
SPECIAL ED	MRS. NICHELLE CAMERON

ELEMENTARY FACULTY

PRE-SCHOOL (3)	MRS. CLAY
PRE-SCHOOL (4)	MS. FAWN SAYRE
KINDERGARTEN	MRS. KRISTI SHOCK
1ST GRADE	MRS. HELENA BOOTH
2ND GRADE	MRS. ANGIE MCCRARY
3RD GRADE	MS. MAYCEEREAGAN
4TH GRADE	MRS. ANNETTE GRAVER
5TH GRADE	MRS. JESSICA SULLENGER
SPECIAL ED	MRS. LISA YOST
MUSIC	MRS. LUPFER

SPECIALS FOR HIGH SCHOOL AND ELEMENTARY

PHYSICAL EDUCATION	MR. BRANDON BURKHEAD AND MR. ZANE REED
ART	MRS. JILLIAN MARSH
LIBRARY	MRS. HEATHER JONES

TECHER ASSISTANTS

TEACHER ASSISTANT MRS. GWEN MCKINLEY

TEACHER ASSISTANT MRS. GINA SCOTT

ADMINSTRATIVE ASSISTANTS

ADMINSTRATIVE ASSISTANT

MRS. MARY BURKHEAD

ATTENANCE CENTER

MRS. AMANDA HOOVER

TITLE AIDE MRS. JULE MASON

FOOD SERVICE

MRS. AMANADA WYNNE

MRS. LISA HILLYARD

MRS. LISA TEEL

BOARD OF EDUCATION

MR. JOSH HULET, PRESIDENT

MRS. BROOKE JOHNSON, VICE-PRESIDENT

MRS. AMY McCRARY SECRETARY

MRS. MANDY HULET, TREASURER

MR. SLADE RICE

MR. BRIAN TEEL

MR. STEVE PANKAU

CUSTODIAL/TRANSPORTATION

MR. JAKE CAMERON

MRS. MARY CRUTHIS

Pattonsburg R-II School 2024-2025 Calendar

No school on Mondays unless otherwise listed

August 13 th	New Teacher Orientation
August 14 th -16 th	Staff In-Services
August 20 th	Students First Day
September 2 nd	Labor Day No-School
September 9 th	Teacher In-Service
October 7 th	GRC West Teacher-In-service
October 18 th	End of 1st Quarter (36 days)
October 28 th	Parent/Teacher Conferences
November 25 th	School is in session
November 27 th -Dec. 2 nd	Thanksgiving Break
December 9 th	Teacher In-Service
December 16 th	School is in session
December 18 th and 19 th	Semester Finals
December 20 th	End of 2 nd Quarter get out at 12:48 (34.5 days)
December 20 th	End of 1 st Semester (70.5 days)
January 6 th	Teacher In-Service
January 7 th	Students First Day of 2 nd Semester
February 3 rd	Teacher In-Service
March 7 th	End of 3 rd Quarter (36 days)
March 10 th	Teacher In-Service
April 14 th	School is in session
April 18 th -April 21 st	Easter Break
May 5 th	School is in session
May 11 th	Graduation
May 12 th	School is in session
May 15 th	Last day of school Early out 12:48 (40.5 days)
May 15 th	End of 2 nd Semester (76.5 days)
May 16 th	Teacher In-service

BELL SCHEDULE

	<u>Grades 7-8</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
6th-8th Lunch	11:34 - 11:55	
9-12 Lunch		12:26 - 12:48
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 7:20 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 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 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.

Academic Performance and Class Assignment

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

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.

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	September 6 th	November 1 st	January 24 th	March 21 st April 4 th
Mid-Term -Grade Check	September 20 th	November 15 th	February 7 th	April 17 th
Grade Check	October 4 th	December 6 th	February 21 st	May 2 nd
End of Quarter - Grade Check	October 18 th	December 20 th	March 7 th	May 15 th

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 A Honor Roll-
All A's and no A-

A Honor Roll-
All A's and A-

B Honor Roll-All A's
and B's

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 x 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.

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.

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. These 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 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's office. 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 developing habits of responsibility.
4. Parents are required to notify the school at 660-367-2111 by 8:42 am of 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 has 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 9:00 am to ensure ample time for work to be collected.
5. When a student accumulates his/her fifth (5th) 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 (5th) 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 5th absence. By serving a Monday School, it 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 are but not limited to, (Ag. Trips such as National FFA Convention, State FFA Convention, district contests, Trap shoots, 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, GRC Band Days, 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 (5th) 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 extra-curricular 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 extra-curricular activity, unless prior approval with 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 (2nd) hour which is 8:42 am.
11. You may not use a College/SAE/Job Shadow/Free days to go on a field trip.

Check Out Policy

Students must have permission from the Principal before leaving the school premises. A checkout sheet is provided in the Attendance Center and must be signed before leaving the building; Students must see the Principal before leaving. Students who leave school grounds without permission will be subject to the truancy policy. This even goes if you are 18 years of age.

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.

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.

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. doesn'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.

Excused Days from School

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

College Visits -	2 days as a junior and 2 days as a senior
Job Shadow -	2 days as a junior and 2 days as a senior
SAE Days-	(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
Free Day attendance-	1 day earned from the previous semester

Homebound Instruction

The District will consider placing nondisabled students on homebound 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 10th on a Tuesday, take the assignments to the child that day/night and then on October 13th, 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 Monday's, depending upon the seriousness and/or for repeat violations of school rules. Monday school may also be used to make up days of attendance only 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 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 misbehave in ISS will result in the student being suspended from school for the remainder of the assigned period ISS.

OSS/EXPULSION

Depending on the severity of the situation, or after serving several detentions, ISS, and/or Monday School, a student's behavior problems still persist, 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 state or Federal law requires. 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.

BUS AND SCHOOL VEHICLE RULES

For questions regarding the bus, please call the transportation director at 660-367-2111 then extension #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 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 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 name where the child is to be dropped off - not just "Grandma"- not everyone knows "grandma".) 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.

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

Pattonsburg 7-12 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, student will progress to the next level for disciplinary action.

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

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 look at page 22.

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 also drive slowly, not spinning out and throwing rocks. 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 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 deemed 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.

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

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 Civil War reenactor to bring a Civil War 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.

STUDENT PERSONAL APPEARANCE CODE

1. All students, except for dances held on the gym floor, must wear shoes or sandals.
2. Teachers of specific courses where safety or health is a factor may require students to adjust hair, clothing, or remove jewelry during class time.
3. All shirts must be kept buttoned except when worn over another shirt.
4. Halters, backless clothing, see through or body-hugging garments, open-holed-side-tied, or bare midriffs will not be permitted in the building. Two-piece clothing must meet at all times.
5. All skirts and shorts must reach at least to the student's middle fingertips with shoulders straight and arms fully extended at the side.
6. No tank tops or sleeveless shirts are to be worn in the building with the exception of the gym for PE classes unless they are part of an official school uniform. Tank tops worn for dress up must be worn with a shirt over them. Sleeveless shirt 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 illegal. Ads for liquor, tobacco, or controlled substances will not be allowed- nor will shirts or clothing that is designed to represent a hidden meaning. (i.e.- Co-ed Naked, Big Johnson, etc.)
8. Clothing must cover all undergarments at all times. (This includes Sports bras)
9. Students are not to wear caps, hoods, stockings, 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. Unnatural hair color or face paint will not be considered appropriate for school, unless part of an assignment, authorized class project or in conjunction with a school spirit week activity.
12. Clothing styles, unusual grooming, jewelry or clothes that create disorder either in the classroom or while attending school-sponsored events will not be acceptable. Sunglasses are not to be worn inside the school building unless prescribed by a doctor for health reasons.
13. All groups representing Pattonsburg R-II School at home or away shall be encouraged to wear dress clothes unless conditions require otherwise.
14. Dress up for activities, banquets, etc. (jeans and shorts are not to be worn.)

15. Dress for Graduation will be as required for other activities and banquets (no jeans, shorts, flip flops). The Principal will determine the appropriateness or inappropriateness of the seniors' dress.
16. Formal wear sleeveless dresses maybe worn for homecoming, courtwarming and prom.
17. No pajama pants or slippers unless it is part of a spirit day activity.
18. School uniforms or partial uniforms may be worn on game days or for spirit activities with prior coach approval only.

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

School Climate

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

- Courtesy and respect towards teachers, fellow students and to officials of school activities.
- Pride in everything our school works to achieve.
- Sportsmanship
- Profanity not tolerated in hallways and classrooms.
- Please clean up after yourself and no trash on top of lockers.

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

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.

School Insurance

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

Student Eligibility Standards for extra-curricular 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 school.
5. Have not reached their 19th birthday.
6. Have not competed under an assumed name.
7. Attend a public school in the district in which their parents live or are employed by the district.
8. Not have graduated from a four-year high school or its equivalent.
9. Attend the eighth semester immediately following the students' seventh semester.
10. Not have competed at any time as a member of a junior college or a senior college team.
11. Not competed during the school year on an outside team or individual match competition after one having represented a school in that sport during the same or previous year.
12. Not transfer from one high school or another because of being influenced to do so.
13. Not attended for more than two weeks of any specialized camp for any one sport.
14. 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 both boys as well as girls.

Citizenship Standards

Students representing Pattonsburg R-II School must be creditable citizens and judged so by the proper school authority certifying a list of students for competition. Students' conduct must be satisfactory in accord with the standards of good discipline. Students with unsatisfactory conduct are not considered "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 a well-rounded activity program. Every student is encouraged to participate in at least one activity during the school year.

If a student is eligible according to Pattonsburg requirements they must not be receiving 2 or more D's and/or one or more F's. If this occurs the student is placed on academic probation. The principal will notify the parents when this occurs. During this probation the student may continue to participate. When grades are checked again, if the student is still receiving two D's and/or one or more F's the student becomes academically ineligible and may not practice, attend games or competitions with the team, or compete in anyway, or attend any type of leadership activity, until the next grade check. Grades will be checked approximately every two weeks. Be sure to check with the coach or athletic director if you have any questions on 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, club 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. However, any student failing more than one subject for a semester or fails to make the standard progress in special education will be ineligible the following semester.

School Trips

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

Partnering with other schools for sports

You must ride with to and from practices and games with the Pattonsburg transportation that is being provided. You cannot drive yourself or ride with anyone else.

School Dance Policy

High School Dances (Courtwarding, Barnwarding, Homecoming etc.) are open to students grades 7-12. All out of school dates must be approved by the Principal. All PHS students must be eligible to attend. No dates of age 21 or older. All students attending dances must be grade eligible according to the student handbook. As a Junior/Senior, if you do not work the stands on homecoming/courtwarding, you cannot attend the dance.

Prom Policy

Junior and Seniors are invited to prom.

All attendees of Prom must be grade eligible.

All Dates must be a minimum of a Freshman in High School to attend. All out of school dates must be approved to attend. Academic eligibility applies to all Seniors through Freshmen of Pattonsburg. No dates of age 21 or older.

In order to attend Prom, Juniors need to have worked the required class fundraisers and concession stand requirements.

Inoculation of Students

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

Library Checkout Policy

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

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

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

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

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

School Closings

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

Parents can also be notified through textcasts provided by the district and on facebook. To sign up for these PANTHER ALERTS go to www.onlinefarmersbank.com or go to the school webpage www.pattonsburg.k12.mo.us

Emergency Procedures

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

Walk a rapid pace – do not run.

Do not talk – listen to the instructions.

Do not stop in front of the doors or steps.

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

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

Fire Evacuation Rules

1. All students march out in a single file.
2. Use designated doors and stairs.
3. Move quickly, quietly, and in an orderly manner.
4. Instructors will close the doors and stay with the students.
5. Students in the restroom or without a teacher's supervision must join the nearest group and exit the building.
6. Do not return to your locker.

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
Academic Team	FBLA
Science Olympiad	National Honor Society
Student Council	FCA
Cheerleading	Art Club
Class Officers	Organizational Meetings
Concert Band, Mixed Chorus, Ensembles, and Solos	

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

Fund-Raiser Schedule

Class	Activity	Time
Seniors	Concession Stands	Home Ballgames
	Trash Bags	Jan. 7 th -Jan. 24 th
	One Other Fund Raiser	Valentine's fundraiser Jan. 27 th -Feb. 7 th
Juniors	Concession Stands	Home Ballgames
	Junior Krispy Kreme	April 1 st -April 11 th
Sophomores		Baseball Concession Stands
Freshman	Dips	Nov. 1 st -Nov. 15 th
FFA	Fruit	October 1 st -October 25 th
Student Council	Pop machine	All year
NHS	Work 2 shifts booster tourn.	Red wheel
		March 4 th -March 21 st
FBLA	Gun raffle	November 26 th -Dec. 19 th
Cheerleading	Mum Sales	August 24 th -Sept. 13 th
7 th Grade	Nov. 15 th 50/50 raffle	Dec. 13 th 50/50 raffle
8 th Grade	October 22 nd 50/50 raffle	Dec. 10 th 50/50 raffle

Activities Monies

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

Senior Trip

Senior trip is meant to be an enjoyable experience where students get to spend several days of memory-making with their classmates in a positive environment. The vast majority of students that attend Senior Trip make our school, their families and the community proud. However, occasionally a student has a behavioral issue that is so significant that they must be sent home from their Senior Trip and/or are barred from walking at Graduation as a result. **DO NOT LET THAT BE YOU!** While most if not all of you may be considered an “eighteen-year-old legal adult,” you are still an “eighteen-year-old legal adult on a SCHOOL SPONSORED TRIP,” and thus must follow all the typical school policies and procedures.

Senior trip is a privilege, not a right. Any student who has been on the behavior management plan (level 4 or higher) or violates any of the following discipline rules during the 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

To participate in the Senior trip, the following requirements must be met:

1. If you are in probation or in the trouble with the law or have matters that are in the court system, they must be taken care of before you can attend on senior trip.
2. Each senior must have satisfied the concession stand policy set by the class sponsors.
3. All outstanding bills and fines must be paid in full prior to senior trip.
4. Individual students must have a minimum attendance rate of 90% their Senior year by December AND by the end of their senior year to participate in Senior Trip. Seniors who do not go on the Senior Trip must attend school during the trip.
5. Starting with the class of 2025, all students must maintain a 90% attendance throughout all four years of high school.
6. Students moving in the district must start by their Junior Year at Pattonsburg R-II to attend the Senior Trip, their senior year.
7. The class officers must present an agenda to the Board of Education at the December board meeting.

7. The class must stay within 8 hours from Pattonsburg and get permission if they want to go farther than that.
8. All lake activities require the use of a properly filled life jacket, if there is no life guard on duty. You may bring your own or use a free one if provided. A sponsor or administrator must accompany all students for all lake activities at all times.
9. Fishing is allowed; however, you must purchase a fishing license in order to legally fish. The Conservation Department does patrol the water, and they can and will issue you a ticket. (Yes, it has happened in the past.) A sponsor or administrator must accompany you while fishing, as fishing is a lake activity.
10. You are not required to wear a life jacket in designated swimming pool or hot tub areas, but you are required to be accompanied by a class sponsor or administrator at all times. More than likely, they will watch you from afar on the deck.
11. Bring or purchase modest swimwear. Ladies, one-piece or two-piece does not matter, just make sure it covers everything that needs covered. Gentlemen, make sure everything that needs covered is covered—but please, no speedos! If in doubt, show a parent.
12. You may use other or attraction resort amenities during their designated times, in their designated ways, at your leisure. You do not need to be accompanied by a sponsor or administrator to do so, but if you damage the resort property—or any other property—in any way, either by accident or due to willful acts, you will be held personally and financially responsible for all damages.
13. Be polite and respectful to all people that you encounter--your classmates, sponsors and administrators, resort staffers, resort neighbors, attraction attendants, store clerks, and the like. This includes refraining from obscene gestures or profanities, but also no posting of any pictures or videos to any form of social media of anyone else without their express permission.
14. Be where you are supposed to be, when you are supposed to be there. Keep in contact with your sponsors and let them know the general vicinity that you will be in during free-range times. Do not get into/onto a vehicle with anyone other than a class sponsor or administrator.
15. Do not get any new tattoos or piercings while on this trip. If you want them, do it before or after the trip. (Remember, new tattoos/piercings tend to get infected very easily in lake water!)
16. Gentlemen, stay out of ladies' rooms, ladies stay out of gentlemen's rooms. You may all come together in the common areas. Resort quiet hours are 10pm to 8am. Lights out means that you are in your room going to sleep. Your daily itinerary and/or sponsor discretion will determine the daily lights out and morning wake-up call times, which may be different from official resort quiet hours, but we still must abide by their quiet times during those times.

17. No tobacco, nicotine, alcohol, bitters, cannabis or cannabis by-products, bath salts, prescription drugs that you do not own a valid prescription for, or any illegal substances such as speed, ecstasy, fentanyl, heroin, cocaine or the like. Failure to follow these rules will result in an immediate trip home and/or the prevention of you walking at graduation.
18. Do not engage in any behaviors that could be considered as sexually harassing or sexually menacing. Do not bring, distribute, purchase, or create any pornographic. You are not to engage in sexual activity while you are on Senior Trip. Failure to follow these rules will result in an immediate trip home and/or the prevention of you walking at graduation.
19. Do not shop-lift and/or steal, do not vandalize any property, do not start any physical altercations, do not engage in any behaviors that puts yourself and/or classmates in danger. This includes respecting the native wildlife of the region and not harming it in any way. Failure to follow these rules will result in an immediate trip home and/or the prevention of you walking at graduation.
20. Do not bring or purchase any weapons on Senior Trip. This means no knives, guns, machetes, ninja throwing stars, hatchets, or the like. You may purchase fishing tackle and/or bring reasonable supplies for that purpose. (Ask if you have any questions.) Failure to follow these rules will result in an immediate trip home and/or the prevention of you walking at graduation.
21. You are expected to follow any and all school district policies, any and all venue/attraction policies, as well as state and/or federal laws even if they are not specifically outlined in this document. Ramifications for not doing so will be as stated within those statutes. Additionally, willful disobedience and/or the accumulation of multiple minor infractions can also result in a trip home and/or the prevention of you walking at graduation. If you are sent home from Senior Trip, you will forfeit all remaining monies set to be paid to you.
22. Have fun! This is a long list of things to do and not do, created only because some kid somewhere at some school did it one time and now all schools have to specifically tell you not to do it going forward. Most of you weren't even going to consider doing the vast majority of these things anyway, so you still have lots of opportunities to enjoy your trip. You have good heads on your shoulders, use them, and everything should be fine and fun!
23. Luggage will be checked before leaving. You may have to empty pockets, boots, etc.
24. If a student loses the privilege to attend senior trip, there is no refund for their concession stand work.

Vo-Tech Requirements

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

1. The Pattonsburg School District recognizes the value in providing opportunities for students to attend classes at vocational schools as these schools have the means to enhance our students' education. It is our belief that when provided this opportunity student should strive to maintain good grades in their classes at Pattonsburg.
2. Had an attendance rate for the previous school year of at least 90%. (Attendance for the current semester will be evaluated to determine 2nd semester eligibility).
3. Begin the school year as a Junior.
4. Grades-Once you have been going to Vo-Tech, you must maintain a C average at Vo-Tech the previous semester in order to return.
5. Discipline Reports will also be left to the discretion of the administration.
6. The vocational classes are an additional cost of tuition and transportation to the Pattonsburg School District. Students are expected to follow the attendance, grade, graduation requirements and eligibility standards outlined in the student handbook and as outlined by the North Central Career Center (NCCC). Students not meeting these standards may lose their privilege, based upon the findings of a review committee, to attend out of district classes and be required to return to classes, at semester, at the Pattonsburg School District.
7. A student's prior performance and behavior will be reviewed to determine participation in future courses and/or programs. Student contact logs may be utilized for participation in vocational classes
8. Students are expected to represent the Pattonsburg School District in a positive manner. Students who have continual discipline problems at NCCC or on the school provided transportation will be removed from the program and re-enrolled in classes on a full-time basis at Pattonsburg High School.

9. Pattonsburg students must ride school provided transportation to and from the area vocational school, which leaves promptly at 7:40 each day, unless given written permission from the superintendent or principal. Students who choose to drive to NCCC without permission from the Pattonsburg School District will lose the privilege to attend vocational classes, and be re-enrolled on a full-time basis at Pattonsburg High School. Doctor and dentist appointments or other personal business are not valid circumstances to allow a student to drive to NCCC. If a student is having a vehicle worked on at NCCC, he/she must pre-approve this with the principal and provide all required documentation from his/her parents in order to have consideration for driving. This must be done in advance of driving to NCCC.
10. Students who miss the bus/van and plan to participate in extra-curricular activities on that date, must come to Pattonsburg High School by 8:42 a.m. in order to meet the requirement to be in attendance for the entire day. The student will be given work to complete during the morning classes. Students who miss the bus/van and don't come to Pattonsburg High School by 8:42 a.m. will be considered ineligible for activities that evening.
11. Students are expected to attend NCCC classes when they are in session. The NCCC calendar follows the calendar for the South Harrison School District. ATTACHED YOU WILL FIND THE SOUTH HARRISON SCHOOL DISTRICT CALENDAR. There are days when Pattonsburg is in session and NCCC is not. Students are expected to come to school at Pattonsburg on those days during 4th-8th hours. At other times the Pattonsburg School District will be out of session while NCCC is in session. Students are still required and expected to attend NCCC classes. Excessive absences, especially unexcused absences will be reviewed and will be considered for removal from the program. First day of classes for Pattonsburg NCCC Students will be Monday, August 21st. Students should meet at 7:40 by the Ag Building doors. Students should park in their usual location east of the high school. The bus will leave at 7:40 a.m. sharp.
12. Students will attend NCCC classes on Mondays when NCCC is in session. To compensate for this extra time, students with all credits in place to graduate on time, will be allowed to use 8th hour as a work study program. They will be expected to leave school after 7th hour. Students are not allowed to stay at school unless enrolled in an 8th period class. If a student chooses to stay at school, they will be assigned an 8th hour class.
13. Students are not expected to attend NCCC when Pattonsburg releases for snow days. However if NCCC is not in session for a snow day and Pattonsburg is in session, students are expected to attend classes at Pattonsburg during their Pattonsburg classes.
14. When arriving at school from NCCC morning classes, students are expected to go to their 4th hour class. Students are not to leave campus after being dropped off by the NCCC bus/van, unless prearranged with the office and parent permission is given.

Promotion Standards

In order for Middle School students to be promoted from 6th grade to 7th grade or 7th grade to 8th grade or 8th 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. The district offers College Preparatory Certificate.

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

Vocational students attending Bethany Vo-Tech School will be forgiven a half a credit for each semester of classes taken toward graduation. *Consult the description pages at the end of the handbook for specific acceptable academic classes.

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

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

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

Requirements and Guidelines for the College Preparatory Studies Certificate

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

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

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

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

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

Subject Units

English/Language Arts.....	4
Mathematics.....	3
Science.....	3
Social Studies.....	3
Government.....	0.5
Fine Arts.....	1
Practical Arts.....	1
Physical Education.....	1
Health.....	0.5
Personal Finance.....	0.5
General Electives.....	11

Total 29

2. Earn at least a 3.0 grade point average (GPA), on a 4.0 scale, in the combined subject areas of English/Language Arts, mathematics, science and social studies. The school may calculate GPAs for its students at the end of the seventh or eighth semester of high school.
3. Score above the prior year's national composite average on the American College Test

(ACT) or on the Scholastic Aptitude Test (SAT). This criterion is revised annually to reflect the latest national averages from the ACT and SAT. Check the current year's certificate order form for the required minimum scores.

4. Complete a strong academic program as specifically outlined below, in the subject areas of English/Language Arts, mathematics, science, social studies and specified core electives. No substitutions are authorized.

English/Language Arts – At least four units, one of which may be speech or debate, and two units of which must be in courses emphasizing composition or writing skills.

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

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

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

Examples of courses generally acceptable toward the three units: Algebra I, plane geometry, Algebra II, pre-calculus, trigonometry, analytic geometry, calculus and math analysis. “Applied Mathematics” courses, developed by the Center for Occupational Research and Development (CORD), may be counted only if the student successfully completes a standard Algebra II course. Standard algebra courses that have been subdivided, e.g., Algebra I is divided into Algebra IA and IB may be counted only as one course unit.

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

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

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

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

Applied Science Credit:

Any student that completes and passes Ag Science I, Ag Science II, and a third Ag Science Class (except for construction or building classes) will be credited with one of their three science credits toward graduation requirements.

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

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

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

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

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

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

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

college preparatory program or career choice, may be used to fulfill this general elective requirement.

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

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

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

Meal Service

Lunches

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

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. Please keep backpacks picked up and clean while in the hallways.

If students want to bring in their breakfast or lunch that is fine. But the Pattonsburg R-II School does not want parents/guardians, friends or others bringing in outside food during the school day.

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 or sack lunch.

Meal fees:

	<u>Elementary</u>	<u>High School</u>	<u>Adult</u>
Breakfast	\$1.70	\$1.80	\$3.00
Breakfast (Reduced)	\$0.50	\$0.50	
Lunch	\$2.70	\$2.95	\$3.85
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
THANK YOU

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 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.

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)

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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.

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 to 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).

Student Council Constitution

Article I. Name

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

Article II. Objective

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

Article III. Powers

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

Article IV. Membership of Organization

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

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

Article V. Officers

- I. The officers of this organization will be President, Vice-President, Secretary, Treasurer, and Historian.
- II. The officers will serve the entire school year unless they become ineligible.
- III. If there is a vacancy in the president's office, the vice-president will take over for the length of the president's absence.
- IV. In case of a vacancy in the vice-president's, secretary's, treasurer's or historian's office, the Student Council will elect a member to finish the term.

Article VI. Duties of Officers

A. President

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

B. Vice-President

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

C. Secretary

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

D. Treasurer

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

E. Historian

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

Article VII. Advisors

- A. The administration will appoint a member(s) of the faculty to serve as the advisor(s) for Student Council.
- B. The term of office of the advisor is left to the discretion of the administration.

C. Must attend and supervise every meeting and activity.

Student Council is responsible for carrying out all activities associated with Football's Homecoming. This includes but is not limited to Spirit Week, Battle of the Classes, the Homecoming Parade, and the Homecoming Dance. (Varsity Cheerleaders will plan the Pep Rally in conjunction with the STUCO.) Homecoming King Candidates will be *all* Senior Pattonsburg R-II Football players. Homecoming Queen Candidates will be *all* Senior Pattonsburg R-II Softball players and/or Football Cheerleaders. The Junior Class, Sophomore Class, and Freshman Class will each select one male football attendant, and one female softball or football cheerleading attendant to represent their class. These students are attendants, not candidates, and as such will not be eligible to be selected to be King or Queen. Ideally, Homecoming Attendants should have been enrolled in the Pattonsburg School District the preceding semester. From the date of nomination through Homecoming night, any candidate on the ineligible list will be replaced by someone else. Students should only be selected to be a Homecoming Attendant one time, except for cases where class size or participation necessitates otherwise. It is highly preferred that students be either a Homecoming Attendant or a Courtwarming Candidate, but not both, during grades 9-11; however, because a Homecoming Attendant is not eligible to be a King or Queen, where as a Courtwarming Candidate is, it is acceptable for a student to participate in both if class size and/or participation allows. In the event that a class does not have an attendant from the selected categories, an attendant that is active in Fall Marching/Pep Band or a Student Council member may sub in at the STUCO sponsor's discretion. Additionally, an individual from another class who has not yet had the opportunity to participate may also be substituted. An effort will be made to include the seniors of our co-oping schools, for activities that we host. The Student Council will select one male and one female first grade attendant to act as crown bearers for the night.

Student Council is responsible for carrying out all activities associated with Basketball's Courtwarming. This includes but is not limited to Spirit Week, Daily Spirit Competitions, and the Courtwarming Dance. (Varsity Cheerleaders will plan the Pep Rally in conjunction with the STUCO.) Courtwarming Candidates must have been enrolled in the Pattonsburg School District the preceding semester unless class size or participation suggestion otherwise. From the date of nomination through Courtwarming night, any candidate on the ineligible list will be replaced by someone else. The Senior class, Junior Class, Sophomore Class, and Freshman Class, will each select one male and one female candidate to represent their class as King and Queen Candidates. Unlike with Homecoming, these candidates are not required to be part of any specific category, however, the Boys Basketball Team will select one Girls Basketball Player to be a Queen Candidate, and the Girls Basketball Team will select one Boys Basketball Player to be a King Candidate. This will result in five King and five Queen Candidates total. Any individual student may only be a Courtwarming Class Candidate one time, and a Basketball Candidate one time, (twice total), unless class size and/or participation allows otherwise. Ideally, any one person would only be a Courtwarming Candidate or Basketball Candidate, but not both. Additionally, ideally a Courtwarming candidate would also not have already been a Homecoming Attendant, for grades 9-11. Once a candidate has been elected as a Courtwarming King or Queen, they will not be eligible to participate again. If no other students are available, the STUCO sponsor will substitute in a student from another class that has not yet had the opportunity to participate. If a

student is crowned as the Courtwarming King or Courted Queen in grades 9 or 10, they will not be eligible to be a Homecoming Attendant for their class unless no one else is available. They would, however, still be eligible to be a Homecoming King or Queen Candidate their Senior year. The Student Council will select one male and one female first grade attendant to act as crown bearers for the night.

The Student Council is also responsible for the Christmas Party.

Pattonsburg R-II School District
Random Student Drug Testing Policy
Grades 7-12
05/20/2013

Background and Purpose

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

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

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

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

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

Confidentiality

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

Pattonsburg R-II School District
Random Student Drug Testing Policy
Grades 7-12
05/20/13

Drug Testing Procedure

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

6th-12th grade students must turn in the “Drug Testing Consent” form to the high school office by the deadline set for the school year before the student will be allowed to continue or begin practice or participation in any extra-curricular and/or co-curricular activity. If a student is 18 years of age and living with a parent/guardian, he/she still must have both student and parent/guardian signatures. If the student is 18 years of age and has established a residence on his/her own, the student’s signature is all that is required. Any student (6th-12th) who does not turn in the required forms by the established deadline will not be eligible to participate in any extra-curricular and/or co-curricular activity during the remainder of the school year.

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

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

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

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

Definitions

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

*** WHEN AN ACTIVITY OR PERFORMANCE IS OFFERED BY THE SCHOOL, SUCH AS BAND OR CHOIR, THE STUDENT'S GRADE OR ENROLLMENT IN THE COURSE WILL NOT BE CONDITIONED UPON CONSENTING TO DRUG TESTING. HOWEVER, THE STUDENT WILL BE GIVEN AN ALTERNATIVE ASSIGNMENT IN LIEU OF THE ACTIVITY OR PERFORMANCE IF THE STUDENT AND HIS/HER PARENTS DO NOT CONSENT TO DRUG TESTING. THE STUDENTS ENROLLED IN THESE COURSES WILL BE NOTIFIED AT THE BEGINNING OF EACH SEMESTER, IF POSSIBLE, WHICH ACTIVITIES OR PERFORMANCES THEY WILL BE PRECLUDED FROM PARTICIPATING IN AND THE ALTERNATIVE ASSIGNMENTS.**

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

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

SAMSHA: Substance Abuse Mental Safety Health Administration

Voluntary Random Drug Testing Participation

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

Procedures and Guidelines

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

Privacy

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

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

Prior to being called by the test administrator (from the pre-established drug testing company), the student will be given an identification number by a school official. When called by the test administrator (employee from drug testing company), the student will proceed to the testing site. The student will present the identification number to the test administrator, who will record that number on the tests recording form. The test administrator will then ask the student to remove hats, coats, or jackets (if any) and place the contents of the pockets on the testing table. The student will be allowed to return any non-containers to his/her person. The student will then be asked to select a collection cup and instructed to open the cup and dump the contents on the table. The test administrator will accompany the student to the restroom, where the student will be instructed to place the collection cup on a ledge or counter and then wash their hands. The test administrator

will have placed dye into the toilet in the restroom and have taped off all but one sink, prior to the student testing or as the student is washing. When the student finishes drying his/her hands, the test administrator will instruct the student to step into a pre-selected stall and void into the collection cup. The student will also be asked not to flush any toilet or use any faucet. The test administrator will then step out of the restroom, or behind the restroom outer wall, until the student completes the void, comes out of the stall, and places the collection cup on a pre-arranged flat surface.

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

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

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

Verification of Sample

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

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

Violations/ Consequences

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

1. For the first offense, the student shall be suspended from participation in all in-season or offseason extra-curricular and/or co-curricular activities for 30 days. **This suspension can be reduced to zero if the parent/guardian obtain, at the parent/guardians expense, a substance abuse evaluation and education/counseling for the student deemed appropriate by the evaluation.** Students enrolled in a class that involves co-curricular activities will remain in the class during the suspension period and will participate in classroom activities.

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

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

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

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

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

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

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

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

Refusal to Submit to Drug Use Test

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

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

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

OPI = Opiates
AMP = Amphetamines
BZO = Benzodiazepines
BAR = Barbiturates
MTD = Methadone
OXY = Oxycodone

COC=Cocaine
MAMP=Methamphetamine
THC=Marijuana
PCP=Phencyclidine
MDMA=Ecstasy
PPX=Propoxyphene

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

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

Drug Counseling and Assistance Upon request

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

Pattonsburg R-II School District

**Random Student Drug Testing
2024-2025**

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

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

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

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

PATTONSBURG R-II HIGH SCHOOL

Dear Parents:

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

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

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

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

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

Sincerely,

Randi McMillen
H.S. Principal

Parent and Student Agreement

I have read and I acknowledge the following policies and will turn in by August 23rd, 2024 for my Pattonsburg R-II Student. Please initial by each policy that is listed below.

Parent/Guardians Name _____ Date _____

Student's Name _____ Date _____

	Parent Initials	Student Initials
Student Handbook	_____	_____
Random Drug Testing	_____	_____
Technology Agreement	_____	_____
Cell Phone/Electronic Device Policy	_____	_____

Emergency Contact Information

Please list below any person whom you give permission to/for us to:

- Check your student out for an appointment or sickness
- Pick your student up from school for an appointment
- Take in case of an emergency medical situation
- Call for any of the above listed reasons

Print Person's Name	Relationship	Phone #	Phone #

Technology Device Protection Agreement

The Pattonsburg R-II School District recognizes the implementation of the student chromebooks has created a new level of liability for both the District and our students in regard to protecting District property. The following agreement explains the plan the District has developed to provide a higher level of device protection for our students/families and the district.

Students/Parents are responsible for full payment of damages, including negligence, in the use and care of the device. The Pattonsburg R-II Technology Protection Agreement does not cover intentional damage, water damage, food/drink damage or other avoidable to the devices. Prices to cover damages could be: Full replacement cost-\$200-\$300, Screen-\$30-\$40, case/cover-\$10-\$20.00 and charger \$15.00-\$30.00.

Students are responsible for the total cost of a lost device and/or accessories. If a chromebook is lost or damaged due to theft, vandalism or other criminal acts, a police report must be filed by the student/parent. In the event of damage or loss due to fire, a fire report must be obtained. In either case, a copy of the final report must be submitted to the Pattonsburg R-II District Office to determine financial responsibility.

The Pattonsburg R-II School District is taking a progressive approach to meeting the technological needs your child will need to be competitive in their post high school years. This approach includes the use of the device to research and communicate clearly. The District has chosen a device which will allow the students a wide range of capabilities. For this reason the District would recommend you seek additional coverage for the device. Many homeowners or renter's insurance policies will allow the addition to your base coverage. For peace of mind, the district encourages you to seek out your options to minimize your risk.

The desire of the Pattonsburg R-II school district is to make our device implementation as successful for our students' educational needs as possible. We value your partnership in this effort and look forward to working with you as we embark on this technological addition to our curriculum. Thank you for your cooperation in this endeavor.

Pattonsburg R-II Student Pledge for Device Usage

1. I will take good care of my device and know I will be issued the same chromebook next year.
2. I will not leave my device unattended and will not loan my device to other individuals.
4. I will have my battery charged at the start of each school day.
5. I will keep food/beverage items away from my device, as they may cause damage to the device.
6. I will not disassemble any part of my device or attempt to make repairs.
7. I will protect my device by using the protective cover.
8. I will use the device in an appropriate way as outlined by the Pattonsburg R-II Technology Use Agreement.
10. I will not place decorations (stickers, markers, engraving, drawing, etc.) on my device.
11. I understand my device and accounts are property of the Pattonsburg R-II School District and are subject to inspection at any time without notice and the device will remain the property of the Pattonsburg R-II School District.
12. I will report immediately to the technology coordinator in the event of damage, theft, vandalism or other acts of negligence.
13. I will pay replacement of my device and/or accessories provided in the event the items are lost or stolen and will be responsible for all damage/loss caused by neglect or abuse
14. I agree to return the device and accessories at the conclusion of the current school year, or upon transferring out of the district, in proper working condition.
15. I will not reveal my own or anyone else's personal address, phone number or passwords using the school provided device.
16. I agree to abide by all copyright and license agreements.
17. I agree that no financial transactions of any kind will be allowed using the school devices and/or used accounts. I understand access to the Internet will be allowed, as well as the possibility of student's work and photos being published on the internet.
18. I will not make or send any videos with my device unless it is specifically part of an approved school assignment.
19. If I tear up or break the case, tear up the charger or tear up the chromebook, I will be responsible for the replacement value of the broken or unusable item.
20. I will take the career safe online cyber safety course. Specific teachers will allow you to complete this until the deadline. It is a 90 minute course which I must pass by August

30th, 2024 in order to use technology at Pattonsburg R-II School District. The District will pay for the 1st test, if it is failed the student will pay \$5 per time taking the test until it is passed. If the test is not passed, the student will not be able to use Pattonsburg R-II computers or technology.

2024-2025 Career Center Agreement

Dear Parents and Students,

The Pattonsburg School District recognizes the value in providing opportunities for students to attend classes at vocational schools as these schools have the means to enhance our students' education. It is our belief that when provided this opportunity student should strive to maintain good grades in their classes at Pattonsburg.

Therefore, the following guidelines are intended to focus on the student's overall success in education regardless of where courses are taught and to successfully pass courses leading toward their graduation:

1. The vocational classes are an additional cost of tuition and transportation to the Pattonsburg School District. Students are expected to follow the attendance, grade, graduation requirements and eligibility standards outlined in the student handbook and as outlined by the North Central Career Center (NCCC). Students not meeting these standards may lose their privilege, based upon the findings of a review committee, to attend out of district classes and be required to return to classes, at semester, at the Pattonsburg School District.
2. A review committee consisting of a representation of the student's teachers, guidance counselor, and the administration will consider the performance of the student to determine if there are any extenuating reasons to justify allowing the student to continue participating in courses at other sites. The committee has the authority to grant an extension of time to allow the student to improve grades if there are mitigating circumstances that adversely impact the student's grade performance.
3. A student's prior performance and behavior will be reviewed to determine participation in future courses and/or programs. Student contact logs may be utilized for participation in vocational classes
4. Students are expected to represent the Pattonsburg School District in a positive manner. Discipline issues that arise either at the North Central Career Center or during transport to and from NCCC will also be subject to action by a review committee. Students who have continual discipline problems at NCCC or on the school provided transportation will be removed from the program and re-enrolled in classes on a full-time basis at Pattonsburg High School.
5. Pattonsburg students must ride school provided transportation to and from the area vocational school, unless given written permission from the superintendent or principal. Students who choose to drive to NCCC without permission from the Pattonsburg School District will lose the privilege to attend vocational classes, and be re-enrolled on a full-time basis at Pattonsburg High School. Doctor and dentist appointments or other personal business are not valid circumstances to allow a student to drive to NCCC. If a student is having a vehicle worked on at NCCC, he/she must pre-approve this with the principal and provide all required documentation from his/her parents in order to have consideration for driving. This must be done in advance of driving to NCCC.
6. Students who miss the bus/van and plan to participate in extra-curricular activities on that date, must come to Pattonsburg High School by 8:42 a.m. in order to meet the requirement to be in attendance for the entire day. The student will be given work to complete during the morning classes. Students who miss the bus/van and don't come to Pattonsburg High School by 8:42 a.m. will be considered ineligible for activities that evening.
7. Students who miss the 7:40 vo-tech van/bus, still must be in attendance at Pattonsburg R-II. They will be absent from vo-tech and will count against their vo-tech attendance and grading system. The student will receive credit in terms of their overall attendance. The student will spend their day in the ISS room (they are not being punished), but we do not want to interfere with education of the other students.
8. Students are expected to attend NCCC classes when they are in session. The NCCC calendar follows the calendar for the South Harrison School District. ATTACHED YOU WILL FIND THE SOUTH HARRISON SCHOOL DISTRICT CALENDAR. There are days when Pattonsburg is in session and NCCC is not. Students are expected to come to school at Pattonsburg on those days during 4th-8th hours. At other times the Pattonsburg School District will be out of session while NCCC is in session. Students are still required and expected to attend NCCC classes. Excessive absences, especially unexcused absences will be reviewed and will be considered for removal from the program. First day of classes for Pattonsburg NCCC Students will be Monday, August 21st. Students should meet at 7:40 by the Ag Building doors. Students should park in their usual location east of the high school. The bus will leave at 7:40 a.m. sharp.

9. Students will attend NCCC classes on Mondays when NCCC is in session. To compensate for this extra time, students with all credits in place to graduate on time, will be allowed to use 8th hour as a work study program. They will be expected to leave school after 7th hour. Students are not allowed to stay at school unless enrolled in an 8th period class. If a student chooses to stay at school, they will be assigned an 8th hour class.

10. Students are not expected to attend NCCC when Pattonsburg releases for snow days. However, if NCCC is not in session for a snow day and Pattonsburg is in session, students are expected to attend classes at Pattonsburg during their Pattonsburg classes.

11. When arriving at school from NCCC morning classes, students are expected to go to their 4th hour class. Students are not to leave campus after being dropped off by the NCCC bus/van, unless prearranged with the office and parent permission is given.

Please review these guidelines, and if you have any questions, feel free to contact the high school office at 660-367-2111. This signature form must be returned to the school in order for a student to attend classes at the North Central Career Center.

Sincerely,

Randi McMillen

7-12 Principal

Parent's Signature

Student's Signature

Senior trip is an earned privilege, not a right or a paid vacation. All students are expected to work. Junior/Senior Stands are an excellent opportunity for students to learn accountability, work ethic, and customer service training which are all important skills needed in the adult work force. In order to attend, students must:

- Be in good standing with law enforcement, school, class, and sponsors
- Paid up on all owed fines or class dues
- Be grade eligible
- Have signed the district's Random Drug Test Form
- Participated in all class fundraisers (buy out options are allowed)
- Maintained the district attendance requirement
- Worked at least 90% of the Junior and Senior stands

If a student fails to work stands during their junior year, but later decides they would like to attend the trip during their senior year, then they may make an appeal to their class sponsors and the building principal. If the student states their case well and wins the appeal, then they will be expected to make up the equivalent of all missed stands during junior year and work as such during their senior year.

Students are expected to work the required amount of concession stands for their junior and senior year. There is a \$40 fine for each missed shift. Students who need to miss a shift are responsible for finding another junior/senior student to switch shifts. Both students must contact the sponsor in charge to make the switch official. Students may not have parents, friends, or siblings work for them. Students who need to miss a shift and are unable to find coverage may be able to work another stand at a later date to avoid the fine penalty, however that decision is at the sponsors' discretion.

Junior Prom is also an earned privilege rather than a rite of passage. The same rules will apply for all juniors with respect to Junior Prom attendance; however, seniors who have not worked stands may still attend Senior Prom. If you have any questions on this, please do not hesitate to contact one of the class sponsors.

Please make an "x" on the line that most accurately reflects your situation.

_____ My student plans on attending Junior Prom/Senior trip and will be working stands.

_____ My student is unsure if they plan on attending Junior Prom/Senior trip but will be working stands.

_____ My student does not plan on attending Junior Prom/Senior Trip and will not be working stands.

We have read and understand the rules and stipulations associated with Junior/Senior Class stands and student participation as to how they apply to Senior Trip and Junior Prom. All juniors and seniors need to return this paper signed by Friday, September 6th, 2024.

Student Signature _____ Date _____

Parent Signature _____ Date _____