

Pattonville **HEIGHTS**
middle school



Developing Learners and Leaders

Student Handbook

2025-2026

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WELCOME

Welcome to Pattonville Heights Middle School. You are a student in one of the best middle schools in the nation! At Pattonville Heights, we encourage you to do your best and always strive toward excellence.

Heights Mission:

Developing Learners and Leaders

We Value:

Respect, Responsibility, Involvement

Vision:

Connecting to build relationships, Educating to expand knowledge, Challenging to overcome obstacles, and Empowering to achieve life success

Contact Heights:

Main Office (314) 213-8033

Attendance Office (314) 213-8333 **The attendance line is active 24 hours a day**

Nurse (314) 213-8300

Library (314) 213-8340

FAX (314) 213-8633

BELL SCHEDULE:

6th	7th	8th
1st 8:10-8:59	1st 8:10-8:59	1st 8:10-8:59
2nd 9:03-9:51	2nd 9:03-9:51	2nd 9:03-9:51
3rd 9:55-10:43	3rd 9:55-10:43	3rd 9:55-10:43
L 10:43-11:08	4th 10:47-11:35	4th 10:47-11:35
4th 11:12-12:00	L 11:35-12:00	5th 11:39-12:27
5th 12:04-12:52	5th 12:04-12:52	L 12:27-12:52
6th 12:56-1:18	6th 12:56-1:18	6th 12:56-1:18
7th 1:22-2:10	7th 1:22-2:10	7th 1:22-2:10
8th 2:14-3:03	8th 2:14-3:03	8th 2:14-3:03

WHO'S WHO AT THE HEIGHTS

Dr. Houston	Principal	Ms. Burns	Secretary
Ms. Beyer	Assistant Principal	Ms. Schalk-Bensing	Secretary
Dr. Buschman	Assistant Principal	Mr. Harnetz	Secretary
Ms. Simmons	Attendance Clerk	Nurse McMillan	Nurse
Ms. Steinmeyer	Counselors' Secretary	Officer Morton	SRO

<u>6th Grade</u>		<u>Subject</u>	<u>Room</u>
Ms. Bowles	-	English Language Arts	- 203
Ms. Hilker	-	English Language Arts/Social Studies	- 204
Ms. Zona	-	English Language Arts	- 231
Ms. Greaney	-	Science	- 233
Ms. Wright	-	Science	- 206
Ms. Lockett	-	Science	- 209
Mr. Hutson	-	Social Studies	- 234
Ms. Marren	-	Social Studies	- 201

6th GRADE COUNSELOR – Ms. Trautman

<u>7th Grade</u>			
Ms. Wetzel	-	English Language Arts	- 325
Ms. Mayberry	-	English Language Arts	- 327
Mr. Kiehne	-	Science	- 111
Mr. Drew	-	Science	- 312
Ms. Sharp	-	Science	- 226
Mr. Caldwell	-	Social Studies	- 101
Mr. Sammelmann	-	Social Studies	- 103

7th GRADE COUNSELOR – Ms. Crocker

<u>8th Grade</u>			
Ms. Strubhar	-	English Language Arts	- 311
Ms. Slane	-	English Language Arts	- 304
Mr. Kiehne	-	Science	- 111
Mr. Drew	-	Science	- 312
Ms. Weber	-	Science	- 306
Mr. Johnson	-	Social Studies	- 303
Mr. Sammelmann	-	Social Studies	- 103
Mr. Seibert	-	Social Studies	- 301

8th GRADE COUNSELOR - Ms. Trautman

<u>Math</u>			
Ms. Brown	-	Math	- 236
Ms. Neiwald	-	Math	- 333
Ms. Mathis	-	Math	- 309
Ms. Steimel	-	Math	- 338
Ms. Thorpe	-	Math	- 302
Ms. Huber	-	Math	- 211
Ms. Yates	-	Math	- 331

Pirate Academy

Mr. Kennedy	-	Social Studies	- 336
Ms. Schaefer	-	English Language Arts	- 334
Ms. Canoy	-	Math	- 328
Mr. Winship	-	Science	- 326

SPECIAL SCHOOL DISTRICT

Ms. Richelman	-	SSD Area Coordinator	-220B
Ms. Bruner	-	SSD Resource	- 308
Ms. Barber	-	Teen Connect	- 143
Ms. Fox	-	SSD Self-Contained	- 142
Ms. Sauerwein	-	SSD/Math/ELA	- 310
Ms. Christadore	-	SSD/English Language Arts	- 238
Ms. Forst	-	SSD Resource	- 144
Ms. Vogel	-	SSD Reading	- 141
Ms. Edwards	-	SSD Para	
Mr. O'Keefe	-	SSD Para	
Mr. Jones	-	SSD Para	
Mr. Best	-	SSD Para	
Ms. Richee	-	SSD Para	
Ms. Witcher	-	SSD School Psychologist	- 142
Ms. Zeller	-	SSD Social Worker	
Ms. Hermann	-	Speech Language Pathologist	

ADDITIONAL FACULTY

Ms. Hall	-	Band	- 152/242
Ms. Pace	-	Band	- 152/242
Mr. Heinrich	-	Choir	- 241
Ms. Feeney	-	Orchestra	- 151
Ms. Brown	-	Orchestra	- 151
Ms. Benbow	-	ELL	- 202
Ms. Fazzino	-	ELL Para	- 202
Coach Bezzole	-	PE	- Gym
Coach Dixon	-	PE	- Gym
Coach Hahn	-	PE	- Gym
Coach Puller	-	PE	- Gym
Coach Williams	-	PE	- Gym
Ms. Harper	-	Reading	- 133
Ms. Gwaltney	-	Reading	- 114
Ms. Russo	-	Reading	- 131
Ms. Graneto	-	Sigma	- 109
Ms. Lockett	-	French	- 212
Ms. Godina	-	Spanish	- 214
Mr. Smith	-	Computer Technology/PLTW	- 230
Ms. Sepanski	-	Industrial Technology /PLTW	- 128/134
Ms. Stockmann	-	Family & Consumer Science/PLTW	- 102
Mr. Ianiri	-	Family & Consumer Science/PLTW	- 108
Ms. Van Ryn	-	Art	- 112
Ms. Reese	-	iLearn Technology Aide	- 238
Mr. Payne	-	IT Specialist	- 238
Mr. Jefferson	-	Permanent Substitute	
Ms. Davis-Price	-	ISS	- 228
Mr. Sher	-	Social Worker	- 225
Ms. Woodson	-	Librarian	-Library
Ms. McClain	-	Library Clerk	-Library
Ms. Miller	-	Cafeteria Manager	
Mr. Spann	-	Custodial Supervisor	

The ABCs of Heights for Students

ACADEMICS

GRADING SCALE

The grading scale and equivalent percentages are as follows:

A = 90 – 100

B = 89 – 80

C = 79 - 70

D = 69 - 60

F = 59 and lower

Grading Report Cycle 2025-2026

FIRST SEMESTER

1st grading period begins 8-18-25

1st grading period ends 9-26-25

2nd grading period begins 9-29-25

2nd grading period ends 11-7-25

(P.T. Conferences 10/14 and 10/15)

3rd grading period begins 11-10-25

3rd grading period ends 12-19-25

SECOND SEMESTER

4th grading period begins 1-5-26

4th grading period ends 2-12-26

5th grading period begins 2-17-26

5th grading period ends 3-12-26

(P.T. Conferences 3/11 and 3/12)

6th grading period begins 3-23-26

6th grading period begins 5-27-26

(Depending on last day of school)

ACADEMIC HELP

Additional resources are available for those students seeking extra academic help during the school year. Some examples include after-school tutoring, teacher help sessions, and Homework Club.

Contact your grade-level counselor for more information.

HOMEWORK

Students will have regularly scheduled homework in all subjects to reinforce the learning they receive in class. Students should submit their assignments to Canvas on a daily basis. This is an effort to help students learn organizational and time-management skills. Please check assignments on your child's Canvas page.

AFTER SCHOOL ACTIVITIES

Pattonville Heights offers a wide variety of after-school activities in which students can participate.

The activity period (3:10 p.m. - 4:10 p.m. Tuesday, Wednesday, and Thursday) enriches the curriculum of the school and provides opportunities for all students to find an area of interest to explore and participate in.

Some examples of after-school activities include: band & percussion, intramurals (matball, floor hockey, soccer, etc.), yearbook, Dungeons and Dragons, and many others. New clubs may be formed

by student request if there is enough student interest, and if there is a faculty member available to sponsor the club.

Students must be in attendance at least half of the school day (3.5 hours) to be able to attend any after-school or evening activity. Any exceptions need to be pre-approved through the administration office at least 24 hours in advance. If a student arrives at an after-school activity or event after being absent that day, he/she will be denied admission and the parents will be called to transport the student home.

The school provides activity bus transportation on Tuesdays, Wednesdays, and Thursdays for students staying for after-school activities. The activity bus departs from school at approximately 4:20 p.m.

ATTENDANCE:

If a student is not attending school on a particular day, it is necessary for a parent/guardian to call the 24-hour attendance line to report the absence each day the student is absent. If the student is absent 3 or more days, a request for homework can be made from the attendance office. Please check Canvas for daily work.

If a student is late to school due to an appointment or other reason, please call the school to inform us. If it is necessary for a student to leave school early, a student must be signed out by the parent/guardian at the attendance desk. Students are never to be released to anyone waiting in the parking lot.

TARDY TO SCHOOL/CLASS POLICY

If a student is tardy to school, he/she must report to the attendance office upon arrival to school. Tardies accumulate for the semester per each late arrival **and** per class period. The following consequences apply for tardiness to school/class:

Up to 3 tardies:	Warning
4 th tardy:	1-hour detention
5 th tardy:	1-hour detention
6 th tardy:	2-hour detention
7 th tardy:	2-hour detention
8 th tardy:	4-hour detention
9 th tardy:	4-hour detention
10 or more tardies:	In-school suspension

BEGINNING AND ENDING THE SCHOOL DAY

Students are allowed on campus (waiting outside) beginning at 7:50 a.m. and can enter the building after the 7:55 a.m. bell. After arriving on the school grounds, students are not to leave campus without permission from the office. When the 3:03 p.m. bell rings, students are allowed to remain in the building only if they are participating in a supervised after-school activity. After school, students **may not** go outside to the buses and then return to the school building.

DAILY ANNOUNCEMENTS

The daily announcements are available on the school website, run throughout the day on the hallway TVs, and are announced during Pirate time, notifying students of upcoming events and activities.

BEHAVIOR

Please refer to the Pattonville School District Middle School Behavior Guide for a complete list of behavior expectations and consequences. In general, Heights' students are expected to follow the Pirate Code of being responsible, respectful, and involved.

Pirate Code:

<u>Respectful</u>	<u>Responsible</u>	<u>Involved</u>
<ul style="list-style-type: none"> Follow directions Respect personal space Appropriate voice level 	<ul style="list-style-type: none"> Prepared & ready Use technology appropriately 	<ul style="list-style-type: none"> Active participant Report concerns to staff Protect school property

0=No Talking	1="Spy Talk"	2=Partner, Small Group	3=Normal Voice	4=Presenter	5=Outside
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BUS BEHAVIOR

All buses are equipped with video cameras to ensure the safety and welfare of each student riding the bus. Students are expected to:

1. Recognize and obey all school rules while riding the bus.
2. Board the bus promptly and carefully.
3. Respect the driver and other students at all times.
4. Remain seated in your seat for the entire bus ride.
5. Use windows for viewing only and never place any object or part of your body out of the window.
6. Use polite, quiet voices (Level 2) when talking on the bus.
7. Report problems to the driver.

Remember - bus transportation is a privilege; failure to observe district rules may result in denial of bus transportation. Disciplinary action will result in the event that the bus rules are violated.

CAFETERIA BEHAVIOR

<u>Respectful</u>	<u>Responsible</u>	<u>Involved</u>
<ul style="list-style-type: none"> Clean up after yourself Listen to & follow adult requests Control voice level If allowed, use technology appropriately 	<ul style="list-style-type: none"> Stay in assigned seat 	<ul style="list-style-type: none"> Clean-up and push in chairs Put trash in appropriate bins

Cafeteria Supervisor – Ms. Miller

The school cafeteria is maintained as a vital part of the health program in the school. To encourage good nutrition, a well-balanced lunch is offered at a reasonable price.

Breakfast No charge
Lunch \$3.10

HALLWAY BEHAVIOR

During each passing period, there will be a large number of students going from one room to another. Students should behave appropriately in the hall, walking in an orderly and timely manner, and take the most direct route to their class.

<u>Respectful</u>	<u>Responsible</u>	<u>Involved</u>
<ul style="list-style-type: none">● Be nice● Respect personal space● Voice level 0- 3● Polite language● Carry school device in zipped case at all times	<ul style="list-style-type: none">● Walk & talk● Stay to the right on the stairs & hallway● Use own locker with lock● Take the most direct path● If you find something & it is not yours, take it to lost and found	<ul style="list-style-type: none">● Be on time● Report concerns

RESTROOM BEHAVIOR

<u>Respectful</u>	<u>Responsible</u>	<u>Involved</u>
<ul style="list-style-type: none">● Give others privacy & remain in own stall● Take care of your own business● Respond appropriately to conflict situations	<ul style="list-style-type: none">● Keep surfaces & walls clean● Flush toilet● Wash hands with soap● Use the restroom quickly● Return to class quietly & promptly	<ul style="list-style-type: none">● Report any problems to staff● Keep restroom tidy

CONFERENCES

Parent/Teacher conferences are designed to aid student progress and are encouraged by the staff. These conferences may be by phone, virtual (Zoom) or in person with individual teachers or groups of staff members.

Parent/teacher conferences are scheduled after the first and fourth grading periods. However, parents may make appointments for conferences with teachers, counselors, or the principal by telephoning the school office at any time.

Parent/Teacher Conference Dates:

Tuesday, October 14, 2025

Wednesday, October 15, 2025

Wednesday, March 11, 2026

Thursday, March 12, 2026

COUNSELING DEPARTMENT

The counseling department strives to serve the needs of the students. We are here to help celebrate successes, discuss personal, peer, and academic problems, and help students grow and develop in a positive way. Each student will have the same counselor for all three grades of middle school.

Appointments to see counselors may be made using the QR codes that are throughout the building, emailing their counselor, or sending them a message on Canvas. Counselors will then call the student down when they are available. Stopping in the counseling office should be reserved for emergencies.

Counseling assignments for 2025-2026 year:

6th Grade counselor	Ms. Trautman
7th Grade counselor	Ms. Meyers
8th Grade counselor	Ms. Crocker

DRESS CODE

Students are expected to dress and be groomed in such a way as to not disrupt or distract from the instructional procedures of the school day. Personal appearance of students should promote health and safety, contribute to a climate conducive to teaching and learning and project a positive image of the District to the Pattonville community.

- The following items should not be worn during the school day. Doing so will result in the item being confiscated.
 - Apparel worn on head (hats, hoods sunglasses)
 - Sunglasses/dark glasses unless prescribed
 - Chains used with wallets, keys, etc. or as a belt or decoration
 - Shoes with wheels; Proper shoes must be worn at all times
 - Blankets
- Students could be given other clothing, asked to change or sent home for the following:
 - Clothing deemed distracting, revealing, overly suggestive or that inappropriately exposes body parts.
 - Clothing with vulgar, profane, or suggestive messages or pictures of illegal substances, alcoholic beverages, or tobacco products.
 - Clothing, coloring, insignia, or other symbol/combinations of symbols indicating membership in, affiliation with, or support for any gang or similar organization associated with violence, drugs, intimidation or other criminal activity (on school grounds or at school-sponsored activities).
 - Clothing or accessories that could pose a safety threat to oneself or others.
 - Pants worn below the waist level. Students shall not expose undergarments.
 - Pajama pants, unless a part of an approved school activity.
- In the event a student’s dress is determined to be inappropriate for school in accordance with this policy, the parents/guardians will be contacted regarding the policy violation. Depending on the seriousness and/or prior history, consequences (including suspension) may be assigned.

LIBRARY/MEDIA CENTER

Librarian – Ms. Woodson

The library is located in the center of the building on the third floor. In addition to enjoying our beautiful view out the windows, students are welcome in the library to browse our books and magazines, do research, download an eBook or audiobook, or just sit and read.

Visit <https://heights.pedr3.org/student-support/library> to learn about library programs.

LOST AND FOUND

The Lost and Found is located by the cafeteria underneath the west steps. Items not claimed by one week after the end of the school year will be donated to charity.

MIDDLE SCHOOL AWARDS

THE PATTONVILLE HEIGHTS MIDDLE SCHOOL AWARD

Students begin working toward earning their Middle School Award at the **beginning** of each year. They earn points for participation in school activities, scholarships, citizenship, and service. This award is given out at the annual awards ceremony.

SCHOLASTIC AWARD

Students who have earned a 3.75 GPA or higher, no 1 or 2 in behavior or effort, no ISS, OSS, or bus suspensions qualify for this award.

CITIZENSHIP AWARD

Students who maintain excellent citizenship throughout the year are recognized in this category. (3.0 GPA average or higher, no 1 or 2 in behavior or effort, no ISS, OSS, or bus suspensions.)

CORE SUBJECT AWARDS

Teachers recognize exemplary students who exhibit academic excellence in each core subject area. Student who receive this award as as follows: Sixth grade students with an A in Math, Science, Social Studies, and/or ELA semester one and grading period 5; Seventh grade students with an A in a subject 2 years in a row; Eighth grade students with an A in a subject 3 years in a row.

STUDENT OF CHARACTER AWARD

Students who exhibit a universal of our Pirate Code: Responsibility, Respect, or Involvement.

PRINCIPAL'S AWARD

This is the most prestigious middle school award. The student(s) selected must have outstanding grades, citizenship, effort, and participation during the middle school years. A rubric is used to determine that criteria is met.

Outside Food and Drinks

Food and drink brought to school must remain **unopened** until lunch. No open containers are to be brought into school (i.e. gas station beverages). Food and drink are not allowed outside of the cafeteria except during approved activities. Drink and food containers must be deposited in trash cans or recycling upon leaving the cafeteria. **No glass containers of any kind are permitted on the school grounds.** Resealable water bottles containing **water only** may be permitted in the classrooms.

Furthermore, we request that edible birthday treats are not brought in to share with classmates. Students are NOT allowed to bring any items to sell at school (example: chips, soda, candy, etc.). Students are NOT allowed to order food to school such as UberEats, DoorDash, etc.

NURSE - MEDICATION

School Nurse – Ms. McMillan 213-8300

Pattonville Heights has a full-time school nurse who attends to student illness, medical emergencies, and medication administration. The nurse CANNOT dispense over-the-counter medication without parent permission. Prescription medications should be in the original bottle and placed in an envelope with the number of pills and student name written on the envelope. Students are allowed to carry a daily dose of prescription or nonprescription medication (in the original bottle) accompanied by a note from the parent. All asthma medication must be accompanied by an asthma action plan on file with the school nurse. All controlled substances must be kept in the nurse's office with doctor and parent permission.

Please keep the school informed of any changes to guardian's phone number or address as soon as possible.

PERSONAL BELONGINGS

Please, do not bring valuables to school. The school is not responsible for lost or stolen items, this includes cell phones, AirPods, Beats, Earbuds, money, etc. Students are encouraged to bring a lock to secure personal items during PE.

PHYSICAL EDUCATION REQUIREMENTS

1. Clothing and shoes:
 - a. A change of clothing is OPTIONAL. Students must wear clothes appropriate for physical activity and follow the school dress code.
 - b. Tennis shoes and socks must be worn at all times.
NO Slides, Crocs, Sandals, or Boots.
 - c. We will be outside as much as possible, so please dress for the weather.
2. Locks - Students are required to bring in their own lock and are responsible for locking personal items in their locker every day.

RENAISSANCE

The mission of the Renaissance program is to connect students to school and their community by emphasizing academics, as well as after-school activities and community service. Students qualify for special events, activities, field trips, and incentives by earning Green or Gold Level each grading period.

Renaissance levels are calculated after each grading period ends. It is the intent that participation in Renaissance events act as a motivational tool to achieve success in the classroom.

Some examples of Involvement activities:

- Participation in clubs and intramurals after school
- Participation in band/orchestra/choir events after school
- Homework club does NOT count as a Renaissance activity

All community service hours must be done without pay. Renaissance Forms must be signed by the activity sponsor, not a parent.

Renaissance Forms are available in the main office.

Pattonville Heights Renaissance Levels

Category	GREEN	GOLD
Grades	2.75 GPA (No Ds or Fs)	3.5 GPA (No Ds or Fs)
Citizenship	<ul style="list-style-type: none"> ● No 1s or 2s in Behavior and Effort ● No suspensions ● No more than 2 hours of detention ● <u>Pirate Academy:</u> <ul style="list-style-type: none"> ○ Must have all 3s in behavior and effort (in core classes) ○ Same requirements for all electives 	<ul style="list-style-type: none"> ● No 1s or 2s in Behavior and Effort ● No suspensions ● No more than 2 hours of detention ● <u>Pirate Academy:</u> <ul style="list-style-type: none"> ○ At least two 4s in effort (in core classes) ○ Same requirements for all electives
Attendance	<ul style="list-style-type: none"> ● 90% Attendance rate unless medical documentation has been provided (or 90% cumulative for year) 	<ul style="list-style-type: none"> ● 90% Attendance rate unless medical documentation has been provided (or 90% cumulative for year)
Community Service/Activity	<ul style="list-style-type: none"> ● 3 Involvement Hours (2 for GP1) 	<ul style="list-style-type: none"> ● 3 Involvement Hours AND (2 for GP1) ● 2 Community Service Hours (1 for GP1)
	Students are able to qualify every grading period.	Students are able to qualify every grading period.

SCHOOL CLOSINGS

In-person classes may be canceled due to inclement weather or other emergencies. Pattonville may hold a virtual learning day on inclement weather days. In this case, students will experience a combination of independent work with virtual support via Zoom from their classroom teachers. Students should log into Canvas or Seesaw to view instructions from their teachers and to find out when their teachers are available for support.

Any decision to close schools due to weather will be announced using Pattonville’s automated messaging system (email, texts and/or phone calls). Announcements will also be made on local television stations, the district website and Pattonville’s Facebook, Instagram and Twitter accounts. When possible, announcements regarding inclement weather days will be made before 10 p.m. the day before or at approximately 5:30 a.m. the day inclement weather is expected.

Pattonville may use a delayed start on inclement weather days. Under a delayed start, all Pattonville schools start two hours later than normal (i.e., elementary schools start at 10:55 a.m. instead of 8:55 a.m.) and would end at the normal dismissal time.

SCHOOL VISITORS

Pattonville Heights welcomes and encourages parents and guardians to visit our school. In order to better protect our students, visitors, and staff, all guests are required to show a valid, government issued photo ID in the office and obtain a guest pass. Students are asked not to bring visitors to the school.

TELEPHONE USE

The office telephones are reserved for school business and may be used by students only with the permission of a staff member.

CELL PHONE ETIQUETTE

Cell phones may be brought to school but are not to be used while the student is in school. Display and use of cell phones/smart devices during normal school hours is prohibited, unless explicitly authorized by staff. This includes all cell phone features including text messaging, voice mail, camera, and video. Students and staff have a right to privacy. It is never permissible for individuals to take photos or videos of others without their permission. Phones must be off or silent and placed in the student's backpack/locker during the school day.

If a student needs to reach a parent, he or she may come to the office to use the phone. If a parent needs to get a message to or talk to a student, they should call the school. Parents are not to text or call a student's phone during school hours.

TRANSPORTATION

Daily bus transportation is provided for students. The assigned bus route is given to students before school starts with relevant bus stop information.