Pattonville High School

STUDENT HANDBOOK & BEHAVIOR GUIDE

2026-2027

• PHS FIGHT SONG •

On For Pirates

On for Pirates,
On for Pirates,
Fight on for your fame,
Pass the ball right through the goal,
We'll surely win this game,
RAH RAH RAH
On for Pirates,
On for Pirates,
Fight on for your name,
RAH, RAH, RAH
On for Pirates,
On for Pirates,
Fight on for your name,
Fight, Pirates,
FIGHT, FIGHT, FIGHT,
To win this game – HEY!

THAT ALL WILL LEARN
PATTONVILLE
SCHOOL DISTRICT

Superintendent of Schools
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Barry Nelson, Ed.D., Superintendent of Schools

August 2026

Dear Pattonville School District Community,

As we prepare to begin the 2026–2027 school year, we would like to thank you for your ongoing partnership and support. Working together as a school community is essential in creating an environment where all students can thrive. We are grateful for the role you play in helping us achieve this goal.

To help ensure a safe and positive learning environment, please review the Pattonville School District Behavior Guide. This resource outlines key expectations and procedures for students, families, and staff. It includes information on:

- Student discipline information
- Harassment and discrimination policies
- Bullying prevention measures
- Administration of medications
- Guidelines for electronic communication
- Transportation procedures
- Addressing student complaints

We ask families to review the guide at the start of the school year and refer to it as needed. Familiarity with this information fosters a shared understanding and consistent support for our students.

The safety of our students and staff is a top priority, and we ask for your partnership in maintaining a secure and supportive environment. Addressing threats of violence or harm is especially important. Even statements made in jest or without intent have serious consequences. All threats will be taken seriously and handled according to the Behavior Guide. Please discuss with your child the importance of their words and actions and help them understand the impact of such statements.

To support a safe school community, Pattonville offers Quick Tips, a tool for students, parents, staff, and community members to report safety concerns directly to school administrators. If you see or hear something, please let us know. Tips can be submitted through the district website, by scanning this QR code, or by contacting a school administrator by phone or email.

Thank you for helping us make Pattonville a place where students feel safe, supported, and ready to learn. We are excited to begin another school year filled with opportunity, growth, and success.

If you have any questions or need additional information, please do not hesitate to contact us.

Warm regards,

Jeanne Schottmueller

Jeanne Schottmueller,
Board of Education President

Barry Nelson

Dr. Barry Nelson
Superintendent of Schools

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PATTONVILLE HIGH SCHOOL

Student Handbook

2026-2027

Key Staff Members (Who to Contact)

Principal ..... Mr. Gene Grimshaw
Assistant Principal (Seniors) ..... Mr. Jared Beucke
Assistant Principal (A-G) ..... Mr. Andre Redden
Assistant Principal (H-O) ..... Dr. Dana Burns
Assistant Principal (P-Z) ..... Ms. Katie Funderburk
Assistant Principal (Positive) ..... Dr. Jon Fitzgerald
Area Coordinator (Special School District) ..... Alan Garelick
Athletics & Activities Director ..... Mr. Jason Sellers
A+ Program ..... Ms. Christy Wills
Checking Out of School ..... Attendance Office
Counselors ..... Guidance Office

<u>9th Grade</u>
A-G ..... Ms. Christy Wills
H-O ..... Ms. Bethany Buescher
P-Z ..... Ms. Megan Harrison

<u>10th-12th Grade</u>
A-D ..... Ms. Alysia Patterson
E-Kh ..... Ms. Brooke Michel
Ki-Rh ..... Ms. Anetra Johnson
Re-Z ..... Mr. Patrick Handrahan
Counselor/College-Career ..... Ms. Michelle Luraschi
Counselor/Positive School ..... Mr. Michael Boulanger
A-M Community Service ..... Ms. Bethany Buescher
N-Z Community Service ..... Ms. Megan Harrison

Fines ..... Ms. Jade Mayberry
Nurses ..... Ms. Kendress Hughes / Ms. Stacy Daleo
Job Information ..... Guidance Office
Lockers ..... Mr. Andre Redden
Lost & Found ..... Receptionist-Attendance Office
Reduced Lunch Applications ..... Dr. Dana Burns
Reduced Lunch Tickets ..... Mr. Andrew Numerosi, Café Manager
Media Service ..... Mr. Ken Lerdahl-A.V.
Parking ..... Ms. Katie Funderburk
School Newspaper ..... Ms. Madison Lehmann
School Yearbook ..... Ms. Madison Lehmann
Signing Into School Late ..... Attendance Office
Student Council ..... Ms. Tara Borcherding / Ms. Sam Markowski / Ms. Jennifer Mangiapanello
Textbooks ..... Mr. Andre Redden
Transportation (Resident) ..... Dr. Jon Fitzgerald

2026-2027 BELL SCHEDULE

"A" DAY

Period	Time
1	7:23 - 8:12
2	8:18 - 9:07
3	9:13 - 10:05
4	10:11 - 11:00
5	11:06 - 12:28
6	12:34 - 1:23
7	1:29 - 2:18

Lunch Sessions

First Lunch: 11:00 - 11:32 *Fifth hour class begins at 11:06*
Art, Business/ Technology, FACS, Music, Science & POS School
Second Lunch: 11:32 - 12:03
Social Studies & Communication Arts
Third Lunch: 12:03 - 12:34
Math, Modern Language, Physical Education & Health

"B" DAY

Period	Time
1	7:23 - 8:53
3	8:59 - 10:30
5	10:36 - 12:42
7	12:48 - 2:18

Lunch Sessions

First Lunch: 10:30 - 11:01 *Fifth hour class begins at 10:36*
Art, Business/ Technology, FACS, Music, Science & POS School
Second Lunch: 11:07 - 11:38
Social Studies & Communication Arts
Third Lunch: 12:11 - 12:42
Math, Modern Language, Physical Education & Health

"C" DAY

Period	Time
2	7:23 - 8:53
Homeroom	8:59 - 9:35
4	9:41 - 11:11
6	11:17 - 1:19

Lunch Sessions

First Lunch: 11:11 - 11:41 *Sixth hour class begins at 11:17*
Art, Business/ Technology, FACS, Music & Science
Second Lunch: 11:47 - 12:19
Social Studies, Communication Arts & POS School
Third Lunch: 12:49 - 1:19
Math, Modern Language, Physical Education & Health

"X" DAY

Period	Time
2	7:23 - 8:53
Homeroom	8:59 - 10:30
4	10:36 - 12:42
6	12:48 - 2:18

Lunch Sessions

First Lunch: 10:30 - 11:01 *Fourth hour class begins at 10:36*
Art, Business/ Technology, FACS, Music, Science & POS School
Second Lunch: 11:07 - 11:38
English & Social Studies
Third Lunch: 12:11 - 12:42
Math, Modern Language, Physical Education & Health

POSITIVE SCHOOL SCHEDULE

A Days

7:23 - 8:49 ..... 1st Hour
8:59 - 10:25 ..... 2nd Hour
10:35 - 12:01 ..... 3rd Hour
12:01 - 12:34 ..... LUNCH (3rd)
12:40 - 2:18 ..... 4th Hour

B Days

7:23 - 8:52 ..... 1st Hour
9:02 - 10:31 ..... 2nd Hour
10:41 - 12:09 ..... 3rd Hour
12:09 - 12:42 ..... LUNCH (3rd)
12:48 - 2:18 ..... 4th Hour

C Days

7:23 - 8:26 ..... 1st Hour
8:36 - 9:18 ..... Homeroom
9:28 - 10:32 ..... 2nd Hour
10:42 - 11:45 ..... 3rd Hour
11:45 - 12:19 ..... LUNCH (2nd)
12:25 - 1:19 ..... 4th Hour

X Days

7:23 - 8:26 ..... 1st Hour
8:36 - 9:42 ..... Homeroom
9:52 - 10:56 ..... 2nd Hour
11:06 - 12:09 ..... 3rd Hour
12:09 - 12:42 ..... LUNCH (3rd)
12:48 - 2:18 ..... 4th Hour

*Emergency SCHEDULE

If emergency day on Monday and return on Tuesday **-Tuesday will be an "A" day**

If emergency day on Tuesday and return Wednesday **- Wednesday will be a "B" day unless it is a short week and all "A" days were pre-scheduled.**

If emergency day is on Wednesday and return Thursday **- Thursday as well as Friday will be an "A" day (no "C" without a "B").**

If emergency day is on Thursday after a "B" day and we return Friday **- Friday will be a "C" day ("B" day needs "C" day).**

If emergency day is on Friday **- Monday is an "A" day.**

***This schedule will be utilized when school is canceled for inclement weather or any other emergencies**

Emergency 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.

NOTE: *If you are a parent/guardian and did not receive a phone call on a day when school is closed due to weather, please contact your child's school office to ensure the district has the correct contact information on file for your family.*

Homeroom

Students will report to their Homeroom advisor EVERY "C" day and "X" day after 2nd hour. A schedule of activities will be provided to the staff.

A schedule of activities can be found in Canvas on the Student Services page.

Academic and Achievement Awards

1. **Academic Honors** – Each grading period, an Honor Roll is established to furnish recognition to those students with a weighted grade point average of 3.00 or higher.
2. **Perfect Attendance Awards** – One of the honors bestowed upon students is recognition for perfect attendance. To be eligible, a student must not have been marked absent for any class during all grading periods. Students should check the absences listed on their report cards for accuracy.
3. **Academic Letter** – Academic letters are awarded at the end of each year to students who meet the following criteria:
   - The student must be enrolled in and earn at least 2.5 units each semester.
   - The student must earn a 3.2 weighted GPA. first semester and fifth grading period.
   - A letter will be awarded the first year a student qualifies and chevrons will be awarded in subsequent years.
4. **Citizenship Awards** – Students who earn all 4's and 3's on a 4 point scale for citizenship each grading period (1-5) will be recognized and given a special certificate at the end of the school year.
5. **Departmental Honors Awards** – Each department recognizes students who have shown outstanding academic achievement, outstanding leadership, and outstanding citizenship in the department.
6. **Community Service Award** – Students receive this award for outstanding service to their school and community, for their leadership, and for their initiation in serving others.
7. **Book Awards** – Each year, universities around the country award book awards to juniors who have achieved academically, have shown leadership, and have given to their communities.
8. **American Citizenship Award** – This award is for students that have completed 100 (or more) hours of community service (outside of the Pattonville School District during non-school hours (since April 1 of the previous school year). These students have also demonstrated good citizenship at school over the past year.

Academic Lab

The academic lab provides students with the opportunity to have one period during the school day for tutoring and assistance in completing homework. There is no credit earned for academic lab. It is a non-credit class.

Students scheduled in an academic lab are expected to be present and on time everyday just as any other class. Students in academic lab are expected to bring academic activities to class and to use the time in academic endeavors.

Academic lab must be a choice in a student's schedule prior to the beginning of the semester. Students will not be allowed to drop a class and move to an academic lab once the semester begins without teacher and administrator approval.

High School Dates

End of Grading Period	Parent/Teacher Conferences
October 2	October 14 & 15 (Report Cards are in Parent Portal)
November 13	
December 22	
February 19	March 10 & 11 (Report Cards are in Parent Portal)
April 9	
May 27 (or last day of school)	

Positive School Dates

	Term Dates	Parent/Teacher Conferences (4-8 pm)	Exam Dates
Term 1	Aug. 24 - Oct. 15	Sept. 17, 2026	Oct. 14 & 15
Term 2	Oct. 21 - Dec. 22	Nov. 12, 2026	Dec. 18 & 21
Term 3	Jan. 5 - March 11	Feb. 4, 2026	March 10 & 11
Term 4	March 23 - May 27	April 12, 2026	May 26 & 27

Grading Scale

A	**90 - 100**
B	**80 - 89**
C	**70 - 79**
D	**60 - 69**
F	**0 - 59**

Teachers will provide feedback on grade cards regarding each student in the areas of student behavior and effort. The following criteria will be utilized:

Student Effort

4 - Exceeds Expectations	Consistently Prepared, Attentive, and Exceeds Academic Expectations
3 - Expected	Prepared, Attentive, Actively Involved and Utilizes Class Time Effectively
2 - Needs Improvement	Occasionally Unprepared, Inattentive and Inappropriate Use of Class Time
1 - Unsatisfactory	Repeatedly Unprepared for Class and Apathetic

Student Behavior

4 - Exceeds Expectations	Frequently Courteous and Exhibits Above Average Behavior
3 - Expected	Cooperative and Demonstrates Mutual Respect
2 - Needs Improvement	Occasional Negative Influence in Class
1 - Unsatisfactory	Repeatedly Disrespectful and Disruptive to Classroom Setting

Cum Laude Honors at Graduation

Students will be recognized at graduation according to a cum laude system based on their weighted grade point average:

4.03 and above	**Summa Cum Laude**
3.75-4.02	**Magna Cum Laude**
3.50-3.74	**Cum Laude**

Graduation Requirements

(A minimum of 24 credits)

Pattonville School District requires a minimum of twenty-four (24) units of high school credit, which must be earned in grades nine and above. This program of required and elective courses is to be planned cooperatively by the student, parents, and school counselor. All students must attend eight (8) semesters in grades nine (9) and above unless special permission is granted to graduate early with all requirements completed in advance.

All students shall be scheduled for a minimum of seven (7) periods per day except for seniors who are enrolled in an area college part of the day or involved in an approved work-study program. Six of the seven assignments must be classes offered for credit.

"Students are not allowed to enroll in more than 4.0 units at a time in a semester including work and correspondence courses. In the case of extenuating circumstances, a student may request from the superintendent of schools or his/her designee permission to enroll in an additional .5 unit of credit in order to meet the graduation requirements in the anticipated year of graduation."

Graduation Requirements

Pattonville School District requires a minimum of twenty-four (24) units of high school credit, which must be earned in grades nine and above. (Subject to change with Board of Education approval)

COMMUNICATION ARTS .....4 credits
SOCIAL STUDIES .....3 credits
MATHEMATICS .....3 credits
SCIENCE.....3 credits
FINE ARTS ..... 1 credit
PRACTICAL ARTS ..... 1/2 credit
PERSONAL FINANCE ..... 1/2 credit
PHYSICAL EDUCATION ..... 1 credit
HEALTH..... 1/2 credit
ELECTIVES.....7 1/2 credits

TOTAL NUMBER OF CREDITS .....24 credits

****Students are required to take ONE of the following courses to meet the requirement for ORAL COMMUNICATIONS for graduation:**

Comm. Arts: Oral Communication, Debate & Public Speaking, Politics,
Persuasion/Law Fine Arts: Competitive Theatre, Introduction to Theatre
Practical Arts: Television Studio Production, Video Production

COMMUNITY SERVICE REQUIRED TO RECEIVE A DIPLOMA. **(See Page 17)**

NOTE: MOST MAJOR COLLEGES AND UNIVERSITIES, INCLUDING THE UNIVERSITY OF MISSOURI, REQUIRE FOUR CREDITS OF HIGH SCHOOL ENGLISH. A MAXIMUM OF ONE CREDIT OF SPEECH, FORENSICS, AND DEBATE WILL BE ACCEPTED IN THIS ENGLISH REQUIREMENT. (SOPHOMORE COMMUNICATION SKILLS SATISFIES 1/2 OF THIS ONE CREDIT IN SPEECH). TWO YEARS OF THE SAME MODERN LANGUAGE IS REQUIRED AT MOST UNIVERSITIES AS WELL.

This program of required and elective courses is to be planned cooperatively by the student, parents, and school counselor. All students must attend eight (8) semesters in grades nine (9) and above unless special permission is granted to graduate early,
providing all requirements are satisfactory.

All students entering Pattonville from schools with different graduation requirements will be required to meet all local requirements possible without extending the student's time in high school, as long as the student meets all requirements of the state of Missouri and was scheduled to graduate on time at their previous school.

Grade Classification Guidelines

YEAR	FIRST SEMESTER	SECOND SEMESTER
Freshman	0 - 5.75	0 - 8.75
Sophomore	6.0 – 11.75	9.0 – 14.75
Junior	12.0 – 15.75	15.0 – 19.75
Senior	16.0 or more	20.0 or more

A+ Schools

As an A+ School, graduates of Pattonville High School who have met the following requirements may be eligible for free tuition to a Missouri community college or technical school:

- Signed A+ student contract (by October 1st of senior year)
- Two consecutive years enrolled in A+ high school
- 2.5 cumulative GPA (4.0 scale)
- Attendance rate of 95% or better
- Perform 50 hours of tutoring to younger students in the PSD
- Record of good citizenship
- Completion of FAFSA (Free Application for Federal Student Aid
- Must be a US citizen or permanent resident
- Proficient in Algebra 1 EOC or have a qualifying score on the ACT

Community Service

50 hours of community service are required to receive a diploma.

This requirement is pro-rated for students who transfer to PHS after their freshman year.

Service hours can be completed at any not-for-profit agency/ organization, nursing home, or hospital. Hours will NOT be accepted for service to a private business or for a private individual. Students are encouraged to check with the Community Service Office prior to beginning service to confirm approval of their site. Service must be non-political in nature. Students are not allowed to earn community service hours during the school day unless it is part of a pre-approved program. Court mandated service hours will not be accepted. See the FAQ page on the PHS Community Service website for more information.

Students MUST submit an evaluation signed by the agency supervisor/ staff verifying the number of hours worked at the site. The evaluation MUST have a daily timecard attached documenting the exact dates that were worked. These documents should be submitted to the CSO.

Submitting Hours

- Summer hours and hours completed 1st semester are due BEFORE winter break in December
- Hours completed 2nd semester are due BEFORE summer break
- Hours submitted AFTER the semester in which they were completed will NOT be accepted.

Twenty-five (25) hours of community service is required to buy a parking pass for the 2026-2027 school year.

Honor Cord Policy

- Students that complete 150 or more hours will be eligible to wear an Honor Cord at graduation.
- All 150 hours MUST be completed off campus during non-school hours in non-for-profit agencies outside of the Pattonville School District.
- The deadline to submit hours to receive an Honor Cord is the last day of the 5th grading period of the student's senior year.

Academic Watch Policy

Beginning with the completion of students' second semester of high school, the Principal (or designee) will send an academic warning letter to the parent(s)/guardian(s) of any student who is not making acceptable progress toward graduation based on the standards below. The academic warning letter will advise the parent(s)/guardian(s) and student that his/her academic achievement has fallen below district expectations.

Acceptable Progress Toward Graduation Standards (credits earned)

Sophomore (beginning third semester)	6.0-11.75
fourth semester	9.0-14.75
Junior (beginning fifth semester)	12.0-15.75
sixth semester	15.0-19.75
Senior (beginning seventh semester)	16.0 or more
eighth semester	20.0 or more

Students requiring more than eight semesters of high school to graduate will receive individual counseling regarding academic planning/ monitoring. These students will no longer receive academic warning letters or be placed on academic watch.

Consecutive semesters of not meeting the standards will result in an administrative conference to identify areas of concern and plan academic interventions.

PARET

Pattonville Assessment & Response Evaluation Team

Rationale: Creating a safe and supportive environment for students, staff, and community members, which promotes strong partnerships through the implementation of strategies and interventions to support student growth and wellness.

PARET: referral-based committee (like a care team) that includes staff members from PHS, Positive school and Special School District. The purpose of the committee is to examine student concerns & problem solve further PHS actions. Please refer to the PARET page via staff resources webpage for more detailed information.

Dance Guidelines

1. Only one student (non-Pattonville student) is permitted per student and must be accompanied by Pattonville student. Guests must have a Visitor Permission Form signed by the high school principal of their school or by their employer. Parents of the Pattonville student may only give consent to a guest if the guest is in college, or does not attend high school or work.
2. Once the student leaves the dance, the student will not be re-admitted.
3. No refunds on tickets.
4. Students must pay outstanding fines prior to purchasing any dance tickets.
5. Students requiring transportation home must make advance arrangements for prompt departure. Failing to do so may jeopardize future attendance for school-sponsored dances.
6. Attire for dances should be appropriate and in good taste. Students must be in attendance the day of the dance (or the previous day if dance is on Saturday). Exceptions can be granted by the principal.
7. In order to attend a dance, students must have a 90% attendance rate.

Field Trips

Student's Responsibilities - No later than one school day prior to the activity, the student is to obtain on the Field Trip Permission Form the signature of each teacher whose class he/she will miss as well as a parent/guardian's signature. The student is to give the sponsoring teacher the completed field trip form (1) day prior to the field trip. The student is to complete all work missed while participating in a field trip.

Food Deliveries Not Allowed

Students may not order food or other items for delivery to the school during the school day. School personnel will not accept deliveries on behalf of students or interrupt classes to locate students for pickups.

Any food or other items delivered to the school for a student may be refused or held until the end of the school day at the school's discretion.

Fundraising and Posting of Signs

1. **FUNDRAISING**
   All fundraising activities must be approved by Mr. Jason Sellers, Athletics & Activities Director. No student may use school facilities to raise funds for non-school functions such as church, scouts, etc. or personal gain. Students are not allowed to fundraise during the school day.

2. **BANNERS OR SIGNS**
   All banners or signs must be stamped for approval before they can be mounted on a wall. Banners, signs, and posters MAY NOT be placed on paneling or glass.

Library

The library is open for student use from 7:05 am until 2:18 pm, Monday through Thursday, except "C" days. On "C" days, the hours are 7:05 am until 1:19 pm. The library is open on Friday until 2:18 pm. Tutoring hours are from 2:30 pm - 4:15 pm. There is no tutoring on "C" days. Note: Please follow the district calendar.

To use the library, a hall pass signed by a teacher is required during class time and lunch sessions. Students with academic labs wishing to use the library must get a pass, which is given out before or after school and during contact time, from a librarian.

Lockers

1. Lockers will be assigned at the discretion of school personnel.
2. The student is expected to use this locker until the end of the assigned year.
3. A student is discouraged from giving another student the combination to his/her lock.
4. Lockers are not theft proof. Lockers were designed only for the storage of books and regular school supplies. Such items as musical instruments, calculators, purses, wallets, jewelry, money, popular sporting equipment, and expensive clothing should not be placed in lockers. The school accepts no responsibility for the damage, loss, or theft of the student's property.
5. The physical education teachers will assign gym lockers (student supplies lock). Students must dress for P.E. in the locker room.
6. Students are responsible for their assigned locker and its contents.
7. Students will be charged for damages to their locker.

Lunch

Pattonville High School is a closed campus. All students are required to remain on campus and in designated areas during lunch shifts.

3rd Lunch Shift on "C" Days

The school day does not end until the end of the 3rd lunch shift on "C" days. Students must remain on campus unless they are checked out by a parent per building policies. Students checking out must be counted absent for

the number of minutes they miss to maintain accurate attendance records per state standards. These absences do count against the student's attendance rate and the overall attendance rate for the school. **Please help us by not checking your child out early unless it is absolutely necessary.**

Parking

Students are not to drive to school without permission. The number of spaces available on campus limits parking. Permits are issued to students with an approved parking application. There is a nominal fee for a parking permit. Any student wanting to or needing to drive must see the principal in advance. **Students who fail to follow traffic and parking regulations are subject to disciplinary action and loss of driving privileges and may be ticketed by the police.**

STUDENTS WHO DRIVE AND ARRIVE LATE TO SCHOOL COULD BE SUBJECT TO LOSS OF DRIVING PRIVILEGES.

ALL FINES MUST BE PAID IN FULL PRIOR TO RECEIVING A PARKING PERMIT.

Visitors

Students are not permitted to bring visitors to school. This includes friends, cousins, or other relatives.

School Nurses, Clinic, Medication
(JHCD, JHCD-R)

Pattonville High School has two full-time nurses available to assist students with health related problems during regular school hours. A student who becomes ill is to obtain a pass from the teacher and report to the clinic.

If a nurse is not available, the student should seek assistance in the main office from the receptionist, a secretary, or from a principal. It is very important that students have current home and work phone numbers for their parents/legal guardian on file in the clinic and administrator's office so that immediate medical attention can be obtained if necessary.

Administering Medicines to Students

The administration of medicine to children during school hours shall be discouraged and restricted to necessary medication that cannot be given on an alternative schedule. When prescription medicine is to be administered by school officials, a label affixed by a pharmacy, and/

or medical provider must accompany the medicine. Nonprescription medicines must be in their original container. ALL medication must be accompanied by written instructions signed by parent(s)/guardian(s) and medical provider and must include the following:

1. Child's name
2. Name of medication
3. Time to be administered
4. Dosage

The administration of the medicine to a student, when all the above conditions have been met, shall be limited to the school nurse, or other designated person(s). All medication administered by school officials shall be kept in the nurse's office. The parents of the child must assume responsibility for informing school personnel of any change in the child's health or change in medication.

It shall be our practice that school personnel will dispense "over-the-counter" medications only with written authorization from medical provider and parent. Such medication must be provided by the student/parent in its original container.

A student in secondary schools may carry one dose of his/her own prescription of over-the-counter medication to be used at his/her own discretion when they have in their possession the parent's written permission. The medication must be in its original, properly marked container.

When the prescription drug is a controlled substance, then the medication should be kept in a locked cabinet in the nurse's office in small quantities.

Controlled substances should also meet the following conditions:

1. The first dose of any medication will not be administered at school.
2. No student is to supply medications to any other student.
3. The school district may refuse to administer any medications not approved by the Federal Drug Administration or any medication with greater than recommended doses.

Metered-Dose Inhalers

Students may be permitted to carry and self-administer medicine by way of metered-dose inhaler. **The nurse should be notified if a student has asthma and will be carrying an inhaler.**

After School Procedures

All students must be under the supervision of a staff member by 2:30 p.m. Students may remain after school only for one of the following reasons:

1. Participation in a school-sponsored practice, rehearsal, club meeting, or activity. Students may also use the weigh/fitness room under the supervision of a staff sponsor. Advance sign-up is required for use of the weigh/fitness room.
2. Attendance at a tutoring session in the Library or Math Help Center (Monday-Thursday). Advance sign-up is required.
3. Meeting with a classroom teacher in a designated location. Prior permission from the teacher is required.
4. Serving an assigned detention on Tuesday or Wednesday.

Students should remain in their approved location until 4:15 p.m., unless they are dismissed earlier by the supervising staff member or have other arrangements approved by the school.

Activity buses are available:

Mondays at 4:30 pm
Tuesdays at 4:30 pm & 5:30 pm
Wednesdays at 4:30 pm & 5:30 pm
Thursdays at 4:30 pm & 5:30 pm
Fridays at 4:30 pm

All students waiting for after-school buses must remain in the designated waiting area or classroom under the supervision of the after-school supervisor.

No student is permitted to remain after school unsupervised to attend an event later in the evening. Any students found in an unsupervised area, staying after for any other unapproved reason, and/or who leaves campus after school and attempts to ride an after-school bus are subject to losing their after school privileges and receiving disciplinary actions.

Pattonville High School
Spectator Code of Conduct

All Spectators

Attending athletic events or other activities involving Pattonville High School students is a privilege. To ensure that such events are enjoyable for all and consistent with the principles of good sportsmanship, the following expectations must be observed:

- Respect students/athletes, coaches, and fans (including the opposition)
- Applaud the efforts of students and staff participating in event
- Refrain from booing, heckling, and/or using profanity in any manner
- Respect the decisions made by contest officials

Parents of Athletes / Participants

- If you have a concern, take time to talk with the coaches/sponsors in an appropriate manner at an appropriate time and place (in a private setting - not immediately before, during, or after a contest)
- Be a positive role model through your own actions to make sure your child has the best experience possible
- Refrain from instructing your child during contests, because it may conflict with the coach's/sponsor's instructions or strategies
- Reinforce team and school rules

School officials reserve the right to remove spectators not observing these expectations. Significant or repeated violations may result in prohibition from future contests/events.

Spectator Transportation to Extra-Curricular Activities

The Pattonville school district is not liable for the transportation of spectators (students or otherwise) to activities or events involving district students.

Code For Interscholastic Athletics/Activities

Interscholastic activities are offered at Pattonville High School as an integral part of the curriculum. Interscholastic activities are governed by the Missouri State High School Activities Association, the St. Louis Suburban High School Athletic Conference, and the rules and regulations of the Pattonville School District. The Official Handbook of the Missouri State High School Activities Association (MSHSAA) states:

> *"To be eligible to participate in school athletics/activities is a privilege-not an inherent right. This particular privilege is granted if you meet the eligibility standards as set forth by the MSHSAA. According to the MSHSAA eligibility standards, students/athletes must be good citizens in their school and community. More specifically, any student who represents his/her school in interscholastic activities must be a creditable citizen and be judged so by the proper school authority. A student whose character or conduct is such to reflect discredit upon himself/herself or his/her school is not considered a creditable citizen. His/her conduct shall be satisfactory in accord with the standards of good discipline."*

Coaches may set their own standards for behavior and citizenship above and beyond the MSHSAA Guidelines.

The privilege of being on a team or in an organization carries with it the responsibility of good citizenship, abiding by rules and regulations, and meeting the following responsibilities:

ATHLETES, CHEERLEADERS and DRILL TEAM

1. The school shall require of each student participating in athletics, cheerleading, and drill team a certficate of an issued physical signed and authorized by a physician, advanced nurse practitioner in written collaborative practice with a physician, or a certified physician's assistant in collaboration with a sponsoring physician stating that the individual is physically able to participate in athletic practices and contests of his/her school. A student shall not be permitted to practice or compete for a school until a complete, signed certificate is on file at the school. The medical certificate is valid for the purpose of this rule if issued on or after February 1 of the previous school year.
2. You must have a signed parent permission form on file.

3. You must submit evidence of medical insurance that covers the student in case of injury.
4. You must have earned, the preceding semester of attendance, a minimum of 3.0 units of credit or have earned credit in 80-percent of the maximum allowable classes in which any student can be enrolled in the semester.
5. Currently, you must be enrolled in, and regularly attending, courses that offer 3.0 units of credit or 80-percent of the maximum allowable credits which may be earned, whichever is greater.
6. You must have all non-school competition approved by your coach/sponsor or activities director.
7. You must abide by training regulations of the Activities Department: Students caught possessing or using tobacco (smokeless included), drugs or alcohol will be suspended from the team/organization for sixty (60) school days. If the student has an assessment and becomes involved in rehabilitation counseling the penalty will be reduced to thirty (30) school days. The student cannot be involved on a team/organization until his/her suspension is served. A school day is defined as an actual calendar day of school. However, any official practice days allowed by MSHSAA and used by respective teams will count as days of a suspension if applicable. A second offense results in suspension from the team/organization for 365 days.

THE FOLLOWING WILL OCCUR FOR SUSPENSIONS NOT INVOLVING TOBACCO USE, ALCOHOL OR DRUGS (8, 9,10,11):

8. A student suspended from a fall sport would not be eligible to participate in any athletic program until the fall sport is completed.
9. A student suspended from a winter sport the first semester would not be eligible until the sport season ends in the second semester.
10. A student suspended from a winter sport the second semester would not be eligible to participate until the winter sport is completed.
11. A student suspended from a spring sport would not be eligible to participate until the fall semester the following year.

12. Students should maintain good citizenship in school, out of school, and on the team. Any student involved in inappropriate behavior in the community will be required to attend a hearing conducted with the student, his/her parents, the assistant principal for activities, the principal, and the coach or sponsor at which time the question of eligibility will be determined. Any student arrested by a law enforcement agency is subject to losing eligibility for all high school athletics and activities.
13. Any in school or out of school suspension will prevent students from participating in practice or games during suspension. If excessive, the student will be removed from the team.
14. Detentions, practice tardies and practice absences will be handled by the coach/sponsor through discussion and a penalty. If this becomes excessive, the student could be removed from the team.
15. **Any student athlete assigned to ISS during their sport season may not attend practice or play in any contest until the next calendar day following the conclusion of their ISS assignment.**

CLUBS AND ACTIVITIES OTHER THAN ATHLETICS, CHEERLEADING, AND DRILL TEAM

1. You must have a signed parent permission form on file.
2. You must have earned, the preceding semester of attendance, a minimum of 3.0 units of credit or have earned credit in 80-percent of the maximum allowable classes in which any student can be enrolled in the semester, whichever is greater, with a minimum grade point average of 1.500.
3. Currently, you must be enrolled in, and regularly attending, courses that offer 3.0 units of credit or 80-percent of the maximum allowable credits which may be earned, whichever is greater.
4. Students should maintain good citizenship in school, out of school, and on the team. Any student involved in inappropriate behavior in the community, will be required to attend a hearing conducted with the student, his/her parents, the assistant principal for activities, the principal, and the coach or sponsor at which time the question of eligibility will be determined. Any student arrested by a law enforcement agency is subject to losing eligibility for all high school athletics and activities.

5. Any in-school or out-of-school suspension will prevent students from participating in practice or games during suspension. If excessive, the student will be removed from the team.
6. Detentions, practice tardies and practice absences will be handled by the coach/sponsor through discussion and penalty. If this becomes excessive, the student could be removed from the team.
7. Students must follow the directions of their coach on any other requirements. These requirements will be stated in writing.
8. A student must ride the bus to and from the activity unless a parent is present at the activity and gets permission from the coach or sponsor to take his/her son/daughter after the activity. Students may not leave with anyone other than their own parent. A student must ride the bus to the activity in order to be eligible to participate. However, in **EMERGENCY CIRCUMSTANCES** the activities director may approve alternative means of transportation to the athletic contest or activity.
9. Any incidents that occur that are not covered by these guidelines will be reviewed on an individual basis by the school administrator.
10. Students using tobacco (smokeless included) on school property or at a school event will be suspended from the club/organization for thirty (30) days. If the student joins a smoking cessation program the penalty will be reduced to fifteen (15) school days. The student cannot be involved on a club/organization until completing his/her suspension. A school day is defined as an actual calendar day of school. However, any official practice days allowed by MSHSAA and used by respective teams will count as days of suspension if applicable. A second offense results in suspension from the club/organization for 365 days.
11. A student who buys, possesses, uses, transmits, or is under the influence of any alcoholic beverage, drug, or narcotic will be suspended from clubs and activities. This includes counterfeit or “look alike” substances transmitted as drugs. The suspension will be for sixty (60) school days but can be reduced to thirty (30) school days if the student has an assessment and becomes involved in rehabilitation counseling. The student cannot be involved on a club/organization until his/her suspension is served. A school day is defined as an actual calendar day of school. However, any official practice days allowed by MSHSAA and used by respective teams will count as days of a suspension if applicable.

12. Any student who quits or is dismissed from a club/organization will not receive an award.

SUBURBAN CONFERENCE SPORTSMANSHIP POLICY

The Suburban Conference shall abide by the MSHSAA standards governing unsportsmanlike conduct.

PLAYERS

When a player is ejected from a game by a game official for unsportsmanlike conduct, which includes but not limited to the following: deliberately striking an opposing player, using profane or vulgar language, using abusive language towards officials and acting flagrantly or deliberately to harm, the player shall not be allowed to participate in the next succeeding game for that team(s). If there are extenuating circumstances making the athlete's conduct more serious, the penalty imposed could be immediate expulsion from team on the first offense. If a player is ejected a second time for flagrant or deliberate unsportsmanlike conduct (as described above), he/she shall be dismissed from the team.

When a player has been ejected from a contest for flagrant unsportsmanlike conduct for the first time, and the ejection occurs at the end of the sports season, the player shall be withheld from the next contest in which he/she would be eligible to participate. A second ejection, within the same school year, but the first in the next sport season, would result in the player's dismissal from the team for the remainder of that sport season.

Any player dismissed from the team shall be placed on athletic probation for one calendar year from the date of dismissal. He/she would be permitted to participate in other activities, but under strict conditions. Any act of unsportsmanlike behavior may result in him/her being dismissed from the activity. After one year of exemplary behavior, the player will have reinstated eligibility.

Any senior athlete who has violated the unsportsmanlike conduct standards, resulting in a second ejection who has played in his/her final contest for the school, who cannot be withheld from participating in the next contest as a result of the second ejection rule, forgoes the opportunity to receive all post-season awards.

APPEAL PROCEDURE

If an appeal were requested by an athlete and his family, within twenty-four hours of notification of the penalty, the appeal would first be reviewed by the activities director and the building principal. Their procedure is to determine whether or not the punishment will stand, or if the appeal should go to the appeals committee. All action by the appeals committee must be done within forty-eight hours.

HAZING/ BULLYING/ INTIMIDATION/ THREATENING BEHAVIOR/ HARASSMENT

The intentional threatening, intimidating, or harassing of another person by word, act, or deed will not be tolerated.

The Pattonville School District prohibits all forms of hazing, bullying and student intimidation. Students participating in or encouraging inappropriate conduct will be disciplines in accordance with board policy JG-R and the high school discipline guide. Such discipline may include, but is not limited to, suspension or expulsion from school and removal from participation in activities. Students who have been subjected to hazing or bullying are instructed to promptly report such incidents to a school official.

In addition, district staff, coaches, sponsors and volunteers shall not permit, condone or tolerate any form of hazing or bullying or plan, direct, encourage, assist, engage or participate in any activity that involves hazing or bullying. District staff will report incidents of hazing and bullying to a building administrator. The principal or his/her designee shall promptly investigate all complaints of hazing and bullying and shall administer appropriate discipline to all individuals who violate this policy. District staff who violate this policy may be disciplined or terminated. The district shall annually inform students, parents, district staff and volunteers that hazing and bullying is prohibited. This notification may occur through the distribution of the written policy, publication in handbooks, presentations at assemblies or verbal instructions by the coach or sponsor at the start of the season or program.

Definitions

Hazing – For purposes of this policy, hazing is defined as any activity, on or off school grounds, that a reasonable person believes would negatively impact the mental or physical health or safety of a student or put the student in a ridiculous, humiliating, stressful or disconcerting position for the purposes of initiation, affiliation, admission, membership or maintenance of membership in any group, class, organization, club or athletic team including, but not limited to, a grade level, student organization or school-sponsored activity.

Hazing may include those actions that subject a student to extreme mental stress including, but not limited to sleep deprivation, physical confinement, forced conduct that could result in extreme embarrassment or criminal activity, or other stress-inducing activities. Hazing may also include, but is not limited to acts of physical brutality; whipping; beating; branding; exposing to the elements; forcing consumption of any food, liquor, drug or other substance; forcing inhalation or ingestion of tobacco products; or any other forced physical activity that could adversely affect the physical health or safety of an individual.

Hazing may occur even when all students involved are willing participants. Hazing does not occur when a student is required to audition or try out for an organization when the criteria are reasonable, approved by the district and legitimately related to the purpose of the organization.

Bullying – Bullying is defined as repeated and systematic intimidation, harassment and attacks on a student or multiple students perpetuated by individuals or groups. Bullying includes, but is not limited to physical violence, verbal taunts, name-calling and put-downs, threats, extortion or theft, damaging property.

FIRST OFFENSE

Up to 10 days out-of school-suspension (if related to extra-curricular activity; student may be suspended or removed from team/group)

SECOND OFFENSE

10 day out-of-school suspension with possible referral to Superintendent for a hearing to determine additional days of suspension up to 180 days and/or a recommendation to the Board of Education for Expulsion.

Activities Eligibility (Grades)

ATHLETES, CHEERLEADERS, DRILL TEAM and MSHSAA SPONSORED ACTIVITIES

You must have earned a minimum of 3.0 units of credit in the preceding semester of attendance. For the current semester, students must be enrolled in a minimum of six (6) credited classes totaling 3.0 units of credit.

More information regarding Activities can be found on the high school website at phs.psdr3.org and click Activities in green.

Every Student Succeeds Act (ESSA) Complaint Procedures

The Every Student Succeeds Act of 2015 (ESSA) requires Pattonville to provide parents, students, and other stakeholders with information about procedures for filing a complaint alleging a violation of federal law or regulations under a covered ESSA program.

For these purposes, a complaint is a signed, written allegation that a violation of a federal statute or regulation that applies to a program under the ESSA has occurred. Covered programs generally include, but are not limited to, Title I, Title II, Title III, Title IV, and provisions relating to equitable services for private school students.

Procedures for filing a complaint with the Missouri Department of Education can be found at:
https://dese.mo.gov/media/pdf/essa-complaint-procedures.

Pattonville School District 2026-2027 District Calendar
HIGH SCHOOL

AUGUST '26

10-13	New Teacher Orientation
14-21	Staff Orientation/Professional Development
24	First Day of School

SU	M	T	W	TH	F	SA
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

SEPTEMBER '26

7	Labor Day Holiday (No School)

SU	M	T	W	TH	F	SA
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

OCTOBER '26

2	End of 1st Reporting Period
14	Parent Teacher Conferences
15	Parent Teacher Conferences
16	No School Following Conferences
19	Staff Development Day (No School)

SU	M	T	W	TH	F	SA
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

NOVEMBER '26

13	End of 2nd Reporting Period
25-27	Thanksgiving Holiday (No School)

SU	M	T	W	TH	F	SA
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

DECEMBER '26

21	Final Exams (10:30 Dismissal)
22	Final Exams (10:30 Dismissal)
22	End of 3rd Reporting Period / 1st Semester
23-31	Winter Break (No School)

SU	M	T	W	TH	F	SA
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Full Days | 10:30 a.m. Dismissal | "C" Early Dismissal Day | Makeup Days

JANUARY '27

1	Winter Break (No School)
4	Report Day / Staff Work Day (No School)
5	School Resumes
18	Martin Luther King Holiday (No School)

SU	M	T	W	TH	F	SA
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24 / 31	25	26	27	28	29	30

FEBRUARY '27

12	Staff Development Day (No School)
15	Presidents' Day Holiday (No School)
19	End of 4th Reporting Period

SU	M	T	W	TH	F	SA
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21 / 28	22	23	24	25	26	27

MARCH '27

10	Parent Teacher Conferences
11	Parent Teacher Conferences
12	No School Following Conferences
15-19	Spring Break (No School)
26	Spring Holiday (No School)

SU	M	T	W	TH	F	SA
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

APRIL '27

9	End of 5th Reporting Period
16	Staff Development Day (No School)

SU	M	T	W	TH	F	SA
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

MAY '27

26	Final Exams (10:30 a.m. Dismissal)
27	Final Exams (10:30 a.m. Dismissal)
27	Projected Last Day for Students
27	End of 6th Reporting Period / 2nd Semester
27	Graduation
28	Report Day for Staff (No School)
31	Memorial Day Holiday (No School)

SU	M	T	W	TH	F	SA
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

JUNE

SU	M	T	W	TH	F	SA
		1	2	3	4	5
6	7	8	9	10	11	12

Days highlighted in blue are designated as traditional makeup days. A makeup day may be used when a regularly scheduled student attendance day is canceled due to inclement weather or an emergency. Depending on the situation, Pattonville may have a virtual learning day instead of making up a day at the end of the school year. On a virtual learning day, students will experience a combination of independent work with virtual support via Zoom from their classroom.

Full Days | 10:30 a.m. Dismissal | "C" Early Dismissal Day | Makeup Days

NOTES

PATTONVILLE HIGH SCHOOL

Behavior Guide

2026-2027

PATTONVILLE HIGH SCHOOL MISSION STATEMENT

That All Will Learn… To become responsible citizens in a nurturing environment where

- Diversity means strength
- Knowledge means freedom
- Commitment means success

VISION

We are …

Prepared for the future
Individuals
Resilient
Adaptable
Technologically Innovative
Educationally Enriched
Socially Responsible
…One Pattonville

GENERAL INFORMATION

Pattonville is centrally located in St. Louis County, Missouri at the crossroads of two major interstates (I-70 and I-270) near St. Louis Lambert International Airport. The district encompasses 27 square miles, including Bridgeton, Creve Coeur, Maryland Heights, St. Ann and surrounding unincorporated areas of St. Louis County, Missouri. We are home to: one early childhood center, five K-5 elementary schools, one K-8 traditional school, two middle schools, one high school and one alternative high school. Pattonville offers a tuition-free, full-day kindergarten program, with an optional half-day program available, for all residents.

It is important for every student and parent to know that provisions of the Safe School Act require the Pattonville School District and other school districts in the state of Missouri to share discipline records when a student transfers to another district and to make that information available to law enforcement agencies when required.

In addition, school districts also have the authority to uphold suspensions and expulsions invoked by other private, parochial or public schools when a student moves or transfers.

PROGRESSIVE DISCIPLINE: Pattonville administrators determine consequences according to the Pattonville Behavior Guide. A procedure called "progressive discipline" is used whereby each student's consequence is based on the severity of the behavior and the number of referrals the student(s) have had in the past. Therefore, it is conceivable that two students that commit the same violation may receive different consequences.

The S.A.F.E SCHOOLS HOTLINE is for all citizens of St. Louis County who wish to report any criminal activities that may affect the quality of living in the school environment. The HOTLINE is anonymous and confidential so that the caller can freely express concerns. This service is provided by the St. Louis County Police Department.

HOTLINE Number
889-SAFE (314-889-7233)

PROHIBITED DISCRIMINATION/HARASSMENT

Pattonville School District does not discriminate in treatment, admission or access and participation in district programs and activities on the basis of sex, race, color, age, national origin or disability. The Assistant Superintendent of Student Services has been designated to coordinate the district's effort to comply with the regulations as it relates to students, and the Assistant Superintendent for Human Resources, as it relates to adults, to comply with the regulations implementing Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and Title II of Americans with Disability Act, 1990. The Assistant Superintendent of Student Services may be reached at 213-8090, and the Chief Human Resources Officer may be reached at 213-8065.

DEFINITIONS

DETENTION: The student will attend sessions for a specific amount of time on the assigned detention date/s. Students who are assigned a detention/s will receive detention guidelines from an administrator or staff member.

IN–SCHOOL SUSPENSION: The student is deprived the privilege of attending regular classes, participating in or attending any extracurricular activities or school sponsored functions whether on campus or at another facility for the determined number of days but is expected to attend school, report to the in-school-suspension room, complete assignments, and behave appropriately. Students assigned ISS will receive ISS guidelines from an administrator. Students are excluded from any school activities until the first calendar day after the assigned ISS time is successfully completed.

OUT–OF–SCHOOL SUSPENSION: The student is deprived of all the privileges of attending school, participating in classes, participating in or attending any extracurricular activities or school sponsored functions whether on campus or at another facility for the length of the suspension. An out of school suspension may be for a number of days up to and including 180 school days. In case of inclement weather or emergency school closings, the days assigned for a student's out-of-school suspension will be extended based on the number of days missed due to weather or emergency closure. Students are excluded from any school activities until the first calendar day after the assigned out-of-school suspension time is successfully completed.

SUSPENSION: The general term "suspension" refers to out-of-school suspension. The number of days assigned refers to school days.

Students who have been suspended may not be on any school district property or attend any Pattonville function whether on campus or off campus during the period of the suspensions unless authorized to do so by the Superintendent or Principal.

EXPULSION: The permanent removal of a student from the Pattonville School District by action of the Board of Education. Only the Board of Education can expel a student from school.

CORPORAL PUNISHMENT: The use of corporal punishment in any form is strictly prohibited in the Pattonville School District (JGA).

STUDENT SEARCHES: School officials have the authority to search students and students' property (including purses, backpacks, gym bags, etc.), provided that the search is justified at its inception and reasonable under all the circumstances. School officials will exercise discretion to perform searches, as they deem necessary to maintain the safety and welfare of students and staff,

to prevent violations of discipline policies, or to prevent interference with the educational process. School officials will NOT conduct strip searches under any circumstances. Lockers and desks assigned to student remain the property of the Pattonville School District and may be searched by school officials with or without notice. Vehicles driven by students to school are likewise subject to search by school officials. School officials will also call in law enforcement officials (including School Resource Officers) when they deem it necessary or appropriate or otherwise required by law. Those law enforcement officials may also conduct searches and take other appropriate action pursuant to their authority as law enforcement officials.

TRANSPORTATION PROCEDURES

The transportation of students is a vital part of the education program of the Pattonville School District. Since a majority of students are transported daily, it is imperative that rules be implemented to insure the safety and welfare of each student. Thus, bus rules and discipline procedures have been established in accordance with District Behavior Guides and Discipline Policies. The Pattonville School District Transportation Department will abide by all federal, state, and local laws and regulations. It is the policy of the Pattonville School District that only authorized individuals (designated students and staff) may be on the school bus. Unauthorized persons violate Board policy and are in violation of state law. Unauthorized persons will be reported to police who will investigate and file appropriate police reports.

REGULATIONS FOR STUDENT CONDUCT AND SAFETY IN RIDING THE BUS:

1. Board bus promptly and carefully.
2. Respect the driver and other students at all times.
3. Remain seated for the entire bus ride.
4. Use windows for viewing and never place body parts or objects out of window.
5. Use polite, quiet voices when talking on the bus.
6. Report problems to the driver.

RIDING A DIFFERENT BUS

1. Students must have a note from their parent/guardian if they are to ride a different bus or get off at a different stop (including activities buses). Such requests must be approved by a building administrator by 9:00 a.m. of the day the student is to ride the bus.

2. If a student wants to ride the bus home with another student, both students' parents must write a note giving their permission. This request must also be approved by a building administrator.

Requests should be limited to special circumstances.

ATTENDANCE

Regular attendance and punctual arrival are integral factors in school success. Inconsistent attendance or absences which constitute a pattern of behavior are concerns to school staff. While it is recognized that some absence from school may be necessary, excessive absenteeism will affect student achievement, performance, advancement, and self-esteem. Students are more likely to have greater academic success if they have good attendance.

Every student is expected to be in school every day and attend every assigned class. When it is necessary for a student to be absent from school, a parent should call the attendance office prior to 9:00 a.m. (213-8351) on the day of the absence. Student absences not verified within **48 hours** will be considered truancies. Parents/guardians are encouraged to work with students to maintain good attendance for an illness or an emergency.

Class Credit: A course that meets daily for one semester grants one-half unit of credit. In order for the credit to be issued, the student must do acceptable work in the class and be absent no more than eight class sessions. Only the following are not recorded as 1 of the 8 class absences toward possible loss of credit: (1) participation in school-sponsored field trips, assemblies, guest lectures, seminars, etc. The student involved in such activities should have the teacher sign the field trip form or provide the teacher any other authorized type of documentation prior to participation in such activities; (2) being present for a valid reason in the office of the nurse, principals, counselor, or any other school support personnel.

Once a student exceeds eight absences in a class, it will be determined if the student is placed on attendance probation. A student who continues to be absent after being placed on probation is subject to credit denial.

CLOSED CAMPUS / SIGNING OUT OF SCHOOL

Pattonville High School has a closed campus policy, which means that students are not to leave campus without authorization (during **school hours**).Students needing an early dismissal must have their parent-guardian call the attendance office at (314)213-8351 (voicemail system) or call (314)213-8550 for immediate assistance to check them out of school. A parent phone contact with the school is crucial before a student leaves school. When a student returns to school, he/she should sign at the front /security desk before going to class. Students who leave campus at an unscheduled time without following these procedures are subject to disciplinary action as described under “Truancy.”

Arriving Late To School – Procedures

A student who arrives more than 5 minutes late to school MUST sign in at front/security desk. An admit note will be given to the student to verify time of arrival – this admit slip does not excuse the tardy/absence. Up to 30 minutes late is considered tardy. Missing more than 30 minutes of class is considered an absence.

Arriving 5-30 minutes tardy to any class may result in a referral for excessive tardiness and additional disciplinary consequences may be assigned.

Students checking out with the nurse due to illness do not follow the above procedure.

Final Exam Attendance Policy

In the case a student will not be at school to take his or her final exams, make-up exam testing times are available during the week of testing. The schedule for make-up exam testing will be released prior to the final exam testing window. In this case, a parent or guardian should call within 48 hours to verify the absence.

If a student knows in advance he or she will be absent during finals and will also be absent during make-up exam testing time, the parent/guardian or student must see his or her assistant principal for a Final Exam Early Make Up form. This form must be signed by each teacher whose final will be missed and by the parent/guardian. Once completed, the form must be turned into the student's assistant principal to get approval. **No exams will be administered by a teacher prior to the final exam testing window without permission from a principal.** Additionally, all unexcused absences during final exams will result in a zero score on the final.

MAKE UP WORK
(Non–Suspension related)

A student who has been out of class for any reason is required to complete make up work for the missed learning experience. This includes taking unit tests and completing long-term projects.

I. Work missed by a student due to an excused absence (including school-sponsored field trips or other activities) can be made up for full credit. The student has the responsibility to talk with the teacher the day following the absence(s) to determine the nature of the work missed. Except for work assigned prior to and due on the day of an absence, the student has one day for each day of absence in which to complete the work.

An excused absence is defined as one that has been verified by a parent/guardian for reasons such as illness or family obligation. Field trips or other school-sponsored activities are considered excused absences, but do not require parental verification.

II. If a student is truant (unexcused absence), he/she will receive no credit for work missed. Repeated truancy may result in loss of credit.

A. The student missing an examination or a quiz due to truancy will not be allowed to make up said examination or quiz.
B. If a long-term project (any assignment for which the student was given notice of a due date prior to the truancy) is due on the date of the truancy from class, the grade will be lowered one letter grade.

MAKE UP WORK
(SUSPENSION RELATED)

I. In-School Suspension

A. Students are permitted to complete work assigned by their teacher while serving in-school suspension. Full credit will be given for work turned in.

II. Out-of-School Suspension

A. Work (assignments/tests, etc.) missed during an out-of-school suspension can be completed for full credit.

1. Tests administered during suspension may be made up upon return to school.
2. The responsibility to receive assignments, make-up work, and to take missed tests rests with the student.

DISCIPLINE GUIDELINES

Introduction

It is the objective and policy of Pattonville High School to recognize, preserve, and protect the individual rights of all students and yet encourage and enforce their rights within the necessary framework of an orderly, efficient, and productive school program. The quality of discipline in the school is a blend of values and attitudes of everyone concerned; this encompasses students, parents, teachers, school administrators, school board members, and community patrons.

We believe that discipline and academic achievement are closely related. We appreciate the fact that discipline, order, and cooperation is essential for people to meet and work together effectively. All individuals involved in the school must share the responsibility for creating and supporting a positive and orderly environment.

Professional judgment will be used by administrators to determine the dispositions of specific problems. Most types of school discipline problems are listed in this guide. However, it is impossible to list every problem that might interfere with the smooth operations of the school. Administrators have the responsibility and authority to deal with all problems even though the specific problems might not be listed in this guide.

If a student poses a threat of harm to self or others, as evidenced by the prior conduct of such student, the administration may remove the student from school. Such actions will be taken in accordance with due process and with due regard for the welfare of both the student and the school. In such circumstances, the administration, when appropriate, may implement additional measures to protect the welfare of the student and the school. Such measures, may include, but are not limited to, conferences with parents/guardians, risk assessments, and/or safety plans.

Detentions, loss of privileges to participate in and/or attend activities, in-school suspensions, and out-of-school suspensions are effective means for changing student behavior. These actions are often necessary in order to maintain a safe and orderly environment in school. The school district reserves the right to contact the police and fi le a report whenever it is deemed appropriate.

Note: All requirements and procedures will be followed for students who have Individual Educational Plans (IEP) under IDEA or an Individual Accommodation Plan (IAP) under Section 504 of the Rehabilitation Act. Discipline for students with disabilities who have an IEP will be administered in such a manner as to provide appropriate consequences. Students whose behavior is related to their disability may receive modifi cations to their Special Education services or placement, as determined by the IEP committee.

Off Campus Behavior

This Handbook governs conduct that takes place on school grounds or school property; on school buses and bus stops and on the way to and from school and at school activities whenever and wherever they make take place. In addition, the school district reserves the right to impose disciplinary consequences for any student's conduct if such conduct is prejudicial to good order and discipline in the schools or tends to impair the morale or good conduct of the pupils. Finally, the school district reserves the right to suspend any pupil who has been charged, convicted, or pled guilty in a court of general jurisdiction (Missouri Circuit Court or a Federal District Court) for the commission of a felony violation of state or federal law.

A+ Students and Good Citizenship

Students participating in the A+ program must maintain good citizenship (refer to A+ handbook for guidelines). Any Alcohol/Drug offenses will result in loss of A+ eligibility, as will significant or repeated disciplinary consequences.

Students and "C" Days - Early Release

On "C" days, students are released from school at 1:19 p.m. On these days, students should not visit elementary or middle school campuses.

Digital Citizenship Guidelines

The district has provided personal technological devices to students to support and enhance their academic learning and to develop modern competencies while promoting positive digital citizenship. In the event that a student abuses the privileges inherent with such devices, the district may, at its sole discretion, impose sanctions upon a student's access to applications and web content. The sanctions are outlined as follows:

Sanction levels will be determined by the district on a case-by-case basis. In the event of more serious or repeated offenses, the district may, at its sole discretion, remove a student's access to their assigned device outside of the school day, during school hours or both.

LEVEL I OFFENSES

First Offense and Subsequent Offenses

Depending upon the nature of the violations and the number of referrals the student has received, the administrator may use a wide range of dispositions ranging from student conference, parent conference, detention, in-school suspension or out-of-school suspension. The administrator will use the recommendations and observations of the referring staff member, statement(s) from witnesses and/or student (when applicable) in arriving at the appropriate consequence. Discipline for Level I Offenses requires mutual considerations and communication between school staff and communication with the home.
Level I Offenses can be elevated to Level II and III Offenses depending on the severity, frequency and circumstances of the incident.

1. <u>ACADEMIC DISHONESTY</u>

Cheating, plagiarizing, and academic dishonesty in any form cannot be tolerated in the school environment. The teacher will confiscate all evidence and document the situation.

1st offense: The teacher will contact the parent and notify principal. The student receives a zero for the assignment.
2nd offense: Principal referral, parent contact, 3 day in-school suspension and zero issued for assignment.
3rd offense: Principal referral, parent contact, 5 day in-school suspension and zero issued for assignment.

2. ACTIVITIES BUSES

The activities buses are provided for students participating in school activities including: athletics, clubs, and tutoring. Students may not stay after school to socialize or leave campus and then return to ride these buses.

3. CAFETERIA BEHAVIOR

Students in the cafeteria and commons are expected to do the following:

- Throw trash away
- Refrain from throwing items
- Sit in chairs, not on tables
- Be respectful to other students and all staff members

4. PERSONAL COMMUNICATION DEVICES (Including Cell Phones)

Per state statute, use and displaying of cell phones, internet-enabled smartwatches and other wearable technology, personal laptops, tablets, and other electronic personal communication devices during school hours is prohibited except as noted in policy JFCD (Student Use of Personal Communication Devices). These devices must be off and placed out of sight including in a backpack or locker. The district will not be responsible or liable for any damage, loss, or theft of cell phones.

1st offense: Cell phone confiscated; parent notification; returned at end of school day.
2nd offense: 1 after-school detention.
3rd offense: 2 after-school detentions.
Subsequent offenses: 3 day in-school-suspension.

Students and staff have a right to privacy. It is never permissible for individuals to take photos, audios, or videos of others without their permission. More serious infractions related to personal communication devices are described under the section for Level III Misuse of Electronic Devices/District Network.

5. MISUSE OF ELECTRONIC DEVICES / DISTRICT NETWORK

Misuse of electronic devices (ie computers, ipad, etc.) and internet is not permitted. Minor violations of the computer/internet policy will result in a short-term loss of computer/internet access in accordance with district guidelines. Additional consequences may be assigned depending on the severity of the behavior. Major violations will be dealt with as Level III offenses.

6. DRESS CODE / INAPPROPRIATE CLOTHING / FACE COVERINGS

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. 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, additional consequences may be assigned.

The following items should not be worn during the school day.

- Apparel worn on head, including face coverings without medical documentation or religious purposes, that is disruptive to the learning environment
- Sunglasses and dark glasses unless prescription
- Chains used with wallets, keys, etc. or as a belt or decoration
- Appropriate shoes must be worn at all times (shoes with wheels)
- Blankets
- Costumes (ski mask, onesies, etc.)

Students could be sent home for the following:

- Clothing deemed distracting or inappropriately exposes body parts or undergarments.
- Clothing with vulgar, profane, or suggestive messages or pictures of illegal substances, alcoholic beverages, or tobacco products
- Clothing, coloring, insignia, or other symbol or 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)
- Pants which are sagging/worn below the waist level

7. FOOD AND DRINK IN CLASSROOMS AND HALLWAYS

Food and drink is permitted in the cafeteria and commons areas only. Students are expected to act responsibly and dispose of trash appropriately. Student food and drink in classrooms will be at the discretion of the individual teacher. Food and drinks are not allowed in the **auditorium** at any time. Vending machines will be on before and after school only.

8. GAMBLING

Any wagering of money or property in any form is not permitted. Items and money will be confiscated, parents will be contacted and depending upon the seriousness and/or prior history, other consequences and possible suspension will be determined by the administrator. Police may be contacted and a report filed.

9. IDENTIFICATION BADGES

The Pattonville School District is committed to providing a safe learning environment for all students and staff. To contribute to a safe school environment, the district is providing photograph identification badges for each high school student and all district staff. Students will be issued a physical ID at the beginning of the school year. In addition, they will receive a digital ID that can be stored and displayed on their device. Upon request, students must present either form of identification. Failure to present a photo ID when requested may result in disciplinary consequences.

10. INAPPROPRIATE BEHAVIOR

Intentional acts, behaviors, or conduct in the classroom, in the school building, upon school grounds, or at a school activity, which interfere with an orderly environment (such as inappropriate talking in class or running in the halls).

11. INAPPROPRIATE OBJECTS

During class time, students are **not allowed** to use personal computers, tablets, smart glasses, headphones/ear buds, video games, or toys unless explicitly authorized by staff. Students are discouraged from bringing valuable items to school. The school is not responsible for lost or stolen items.

12. INAPPROPRIATE USE OF SCHOOL RESOURCES

Student misuse of school district resources including digital resources will not be tolerated. This could be a level II or III offense based on the severity and/or cost of the incident.

13. FAILURE TO SERVE DETENTION

Students who fail to serve an assigned after school detention will receive an additional detention. Students who fail to serve both detentions will receive three days of in-school-suspension. Students are required to show ID to serve after-school detention.

14. OBSCENE LANGUAGE

Use of any oral or written profane or obscene language or gestures. The administrator may apply additional consequences beyond those generally described for Level I Offenses if the violation includes threats, aggression, or other inappropriate behavior.

15. PARKING VIOLATIONS

Failure to follow established student parking procedures is a violation of school discipline guidelines. All vehicles parked on school grounds during school hours must display a valid parking permit. Unauthorized vehicles are subject to towing.

1st offense: 4 Hour detention
2nd offense and subsequent offenses: 3 day in-school-suspension

Students will receive a complete list of parking regulations when they receive their parking permit. Reckless driving, including speeding, dangerous maneuvers, or any behavior that endangers others, will not be tolerated. Such actions will result in disciplinary consequences, including the suspension or permanent revocation of parking privileges and/or a ban from driving on campus.

16. PUBLIC DISPLAYS OF AFFECTION

Inappropriate displays of affection are not allowed in the school building, on school grounds, or during school activities.

17. TARDINESS TO CLASS

Being punctual to class is the student's responsibility. In the break between classes, the student must take care of his/her personal business and be in the next period classroom by the time the tardy bell rings to start the period. Any student who is not in the classroom when the tardy bell rings and does not have a late admission note from a staff member is considered tardy. *A student who is more than 5 minutes late to class will be referred to an administrator.*

Attendance Guidelines

Less than five minutes late ..... Tardy
5-30 minutes late ..... Referral for Excessive Tardiness
30+ minutes late..... Absent

Student will receive disciplinary actions as they accumulate a high number of tardies each semester per class:

4th Tardy ..... After School Detention
5th Tardy ..... 2 After School Detentions
6th and Subsequent Offenses:..... Referral to Administrator for Additional Consequences

18. TRUANCY

The unauthorized absence from a class without consent of the proper school authority. Excessive truancy creates a greater chance of loss of credit.

19. UNAUTHORIZED AREAS

Students in unauthorized areas (parking lot, athletic fields, etc.) during the school day will be considered truant. Once students arrive on campus, they are not allowed to leave without permission from an administrator. Students who leave campus without permission and return to school may be subject to search by administration.

LEVEL II OFFENSES

Depending upon the nature of the violations and the number of referrals the student has received, the administrator may use a wide range of dispositions ranging from student conference, parent conference, detention, in-school suspension or out-of-school suspension. The administrator will use the recommendations and observations of the referring staff member, statement(s) from witnesses and/or student (when applicable) in arriving at the appropriate consequence. Discipline for Level II Offenses requires mutual considerations and communication between school staff and communication with the home. Level II offenses can be elevated to Level III offenses depending on the severity, frequency and circumstances of the incident.

1. DISRUPTION OF THE SCHOOL ENVIRONMENT

Student behavior that leads to the disruption of the school day or a school activity including, but is not limited to: verbal confrontations, bus misconduct, hallway or restroom blocking/gathering, encouraging or posturing to fight, refusing to disperse when directed, attending/ watching a fight and/or recording, posting or sharing a fight via social media.

1st offense: Out-of-school suspension up to 10 days
2nd offense and subsequent offenses: 10 day out-of-school suspension with possible recommendation for suspension up to 180 days with possible recommendation for expulsion.

2. FORGERY / FRAUD

Forgery/Falsifying of notes, hall passes, or other school related documents.

1st offense: 3 day in-school-suspension
2nd offense: 5 day in-school-suspension
3rd offense and subsequent offenses: 3 day out-of-school-suspension

3. HACKING

Misuse or abuse of digital resources cannot be tolerated. Hacking is defined as unauthorized access or attempted access of electronic devices, services, and other resources with malicious or exploratory intent. This includes, but is not limited to the following:

- Unauthorized access or attempts to access any district, student or staff files, databases or digital resources
- Unauthorized access or attempts to access any district, student or staff devices, servers, printers
- Changing the settings or attempting to change the settings or configuration of any computer or network equipment without expressed permission
- Bypassing or attempting to bypass district network and device restrictions, security or filtering
- Aiding or abetting the hacking of others by providing them with personal usernames, passwords, other information or otherwise access to accounts that are not their own

Consequences may include sanctions as outlined in the Digital Citizenship Guideline and additional consequences depending on the severity of the behavior. Major or repeat violations will be dealt with as Level III Offenses.

4. HAZING / BULLYING / CYBERBULLYING

The Pattonville School District prohibits all forms of hazing, bullying and student intimidation. Students participating in or encouraging inappropriate conduct will be disciplined in accordance with the high school discipline guide. Such discipline may include, but is not limited to, suspension or expulsion from school and removal from participation in activities. Students who have been subjected to hazing or bullying are instructed to promptly report such incidents to a school official.

In addition, district staff, coaches, sponsors and volunteers shall not permit, condone or tolerate any form of hazing or bullying or plan, direct, encourage, assist, engage or participate in any activity that involves hazing or bullying. District staff will report incidents of hazing and bullying to a building administrator. The principal or his/her designee shall promptly investigate all complaints of hazing and bullying and shall administer appropriate discipline to all individuals who violate this policy. District staff who violate this policy may be disciplined or terminated.

The district shall annually inform students, parents, district staff and volunteers that hazing and bullying is prohibited. This notification may occur through the distribution of the written policy, publication in handbooks, presentations at assemblies or verbal instructions by the coach or sponsor at the start of the season or program.

Within two (2) school days of receiving a report of bullying, the principal and/or designee will initiate an investigation of the incident. The investigation shall be completed within ten (10) school days of the date the report of bullying was received unless good cause exists to extend the investigation. Upon completion

of the investigation, the principal and/or designee will determine whether bullying or harassment occurred and, if so, whether additional discipline is warranted in accordance with the district's student behavior guide. The principal and/or designee will generate a written report of the investigation and findings and send a copy of the completed report to the Assistant Superintendent of Student Services. All reports will be kept confidential in accordance with state and federal law.

Definitions

Bullying: Bullying is defined as 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; that substantially interferes with the educational performance, opportunities or benefits of any student without exception; or that substantially disrupts the orderly operation of the school. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft, or property damage; oral, written, or electronic communication, including name-calling, verbal insults or attacks, spreading rumors, teasing, taunting, inappropriate sexual comments, inappropriate comments about a student's personal characteristics (including but not limited to: appearance, race, gender, religion, ethnicity, sexual orientation, or disability), put-downs, extortion, or threats; or threats of reprisal or retaliation for reporting such acts.

Cyberbullying: A form of bullying as defined above committed by 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. The district has jurisdiction over cyberbullying that uses the district's technology resources or that originates on district property, at a district activity or on district transportation. Even when cyberbullying does not involve district property, activities or technology resources, the district may impose consequences and discipline for those who engage in cyberbullying if there is a sufficient nexus (connection) to the educational environment, the behavior materially and substantially disrupts the educational environment, the communication involves a threat as defined by law, or the district is otherwise allowed by law to address the behavior.

Hazing: For purposes of this policy, hazing is defined as any activity, on or off school grounds, that a reasonable person believes would negatively impact the mental or physical health or safety of a student or put the student in a ridiculous, humiliating, stressful or disconcerting position for the purposes of initiation, affiliation, admission, membership or maintenance of membership in any group, class, organization, club or athletic team including, but not limited to, a grade level, student organization or school-sponsored activity.

Hazing may include those actions that subject a student to extreme mental stress including, but not limited to: sleep deprivation, physical confinement, forced conduct that could result in extreme embarrassment or criminal activity, or other stress-inducing activities. Hazing may also include, but is not limited to: acts of physical brutality; whipping; beating; branding; exposing to the elements; forcing consumption of any food, liquor, drug or other substance; forcing inhalation or ingestion of tobacco products; or any other forced physical activity that could adversely affect the physical health or safety of an individual.

Hazing may occur even when all students involved are willing participants. Hazing does not occur when a student is required to audition or try out for an organization when the criteria are reasonable, approved by the district and legitimately related to the purpose of the organization.

For ALL incidents of Bullying, Hazing and/or Cyberbullying, police may be notified and a police report filed.

> 1st offense: Up to 10 day of out-of-school suspension (if related to extra-curricular activity; student may be suspended or removed from team/ group).
> 2nd offense and subsequent offenses: 10 day out-of-school suspension with possible recommendation for suspension up to 180 days.

All Substantiated Reports of Bullying must be documented and submitted to the Assistant Superintendent of Student Services.

5. INSUBORDINATION / DEFIANCE OF AUTHORITY / DISRESPECT

The refusal to comply with reasonable staff requests. This includes refusing to give your name when asked, or providing false identity or incorrect information to a staff member. Any intimidating, insulting, or verbally abusive behavior directed toward staff.

> 1st offense: Up to 10 day of out-of-school suspension.
> 2nd offense and subsequent offenses: 10 day out-of-school suspension with possible recommendation for suspension up to 180 days.

6. INAPPROPRIATE PHYSICAL CONTACT

Inappropriate physical contact is defined as any inappropriate or unwelcome contact with an adult or student. This includes contact with staff who are attempting to intervene, and are inadvertently struck.

> 1st offense and subsequent offenses: Up to 10 day out-of-school suspension with possible recommendation for suspension up to 180 days.

7. THREATENING BEHAVIOR

Threatening behavior is defined as any activity, in which another person, persons, or property may or will be harmed. Threatening behavior can include but is not limited to any gesture, written or verbal expression, or physical act that a reasonable person should know will harm others, damage a person property, place others in reasonable fear of harm in such a way as to disrupt or interfere with the school's educational mission or the education of students.

1st offense and subsequent offenses: Up to 10 day out-of-school suspension with possible recommendation for suspension up to 180 days.

8. HARASSMENT

The Pattonville School District Board of Education does not engage in or permit harassment on the basis of Protected Categories in admission or access to, or treatment or employment in, its programs and activities. The "Protected Categories" include race, color, national origin, sex, age, disability, genetic information, and religion.

Harassment Definition: Harassment against a student consists of verbal or physical or other communicative conduct relating to a student's race, color, national origin, sex, age, disability, genetic information or religion when such conduct has the following effect(s):

1. The harassing conduct is so severe, persistent or pervasive that it creates an intimidating, threatening, or abusive educational environment; and
2. The harassing conduct either has the purpose or effect of substantially or unreasonably interfering with the student's educational performance or such conduct otherwise substantially and adversely aff ects an individual's educational opportunities. Harassment on the basis of a Protected Category takes numerous forms. Examples include, but are not limited to, the following:

    - Graffiti containing offensive language which is derogatory to others because of their membership in a Protected Category;
    - Jokes, name-calling, or rumors based upon an individual's membership in a Protected Category;
    - Slurs, negative stereotypes, and hostile acts which implicate or are based upon a person's membership in a Protected Category;
    - Written or graphic material containing comments or stereotypes which is posted or circulated and which is aimed at degrading individuals or members of a Protected Category;
    - Physical acts of aggression or assault upon another because of, or in a manner reasonably related to, such person's membership in a Protected Category;

- Other kinds of aggressive conduct such as theft or damage to property which is motivated by a person's membership in a Protected Category;

Racial Harassment - Every student has a right to attend school and work in an environment free of racial harassment, offensive use of racial/ethnic jokes, or racial slurs. Verbal, written and/or indirect harassment of a racial/ethnic nature is prohibited.

Sexual Harassment - Every student and staff member has the right to attend school and work in an environment free of sexual harassment, offensive use of sex oriented jokes, or epithets. Such conduct is improper, contrary to school district policy, and unlawful and, therefore, prohibited for all students and employees of the school district.

Sexual harassment also refers to unwelcome sexual advances, request for sexual favors, and other verbal, physical, or other conduct of a sexual nature when such conduct has the purpose or effect of interfering with an individual's work/school performance or creating an intimidating, hostile, or offensive school environment. Such harassment may include but is not limited to the following: calling, spreading sexual rumors, jokes, pictures, leers, overly personal conversation, "mooning", cornering or blocking a person's movement and pulling at clothes - "pantsing." Harassment relative to sexual orientation is also prohibited and covered by this policy. Individuals who experience sexual harassment from students or staff members should make clear that such behavior is unwelcome and offensive to them and should report such conduct to an administrator or any staff member. Administrators will fully investigate the concern and will conduct the investigation with full recognition of the rights of all parties involved and will maintain confi dentiality of the report and details of such an investigation to the fullest extent possible. There will be no retaliation against or adverse treatment of any student who uses this procedure to resolve a concern.

Behavior that is not unlawful or does not rise to the level of harassment may still be unacceptable for the educational environment. Demeaning or otherwise harmful actions are prohibited, particularly if directed at personal characteristics including, but not limited to, socioeconomic level, sexual orientation or perceived sexual orientation.

1st offense and subsequent offenses: Parent conference, detention, in-school, and/or out-of-school suspension up to 180 days, and/or recommendation to the Board of Education for expulsion depending upon the severity of the situation for all forms of Harrassment. Police may be notified and a police report filed.

9. PHYSICAL AGGRESSION

Aggressive behavior towards another person.

1st offense: Up to 10 day out-of-school suspension
2nd offense and subsequent offenses: Up to 10 day out-of-school suspension with a possible recommendation for susension up to 180 days.

10. COPYRIGHT INFRINGEMENT

Copyright laws and intellectual property rights must be respected and protected. Piracy is defined as the unauthorized duplication, downloading, sharing or distribution of copyrighted or trademarked media or other intellectual property. This includes, but is not limited to the following:

- Installing software in violation of copyright laws
- Downloading, distributing or sharing files, games, programs, applications, music or other electronic media in violation of copyright laws
- Posting email or other correspondence asking for copyright infringement

Consequences may include sanctions as outlined in the Digital Citizenship Guidelines and additional consequences depending on the severity of the behavior. Major or repeat violations will be dealt with as Level III offenses.

11. RECEIPT OR DISTRIBUTION OF MERCHANDISE

Students may not distribute or receive illegal copies of copyrighted items on school property. Students are not allowed to sell any items for personal profit on school property. Sale of legitimate fundraising items to support non-profit groups must not interfere with the learning environment or compete with school fundraisers.

12. RECKLESS BEHAVIOR

Physical contact due to horseplay such as shoving, pushing, or jostling that leads or could possibly lead to a fight or injury of another person.

1st offense: Up to 10 day out-of-school suspension. Police may be notified
2nd offense and subsequent offenses: 10 day out-of-school suspension with a possible recommendation for suspension up to 180 days. Police may be notified.

13. REMOVAL FROM ISS

Students removed from in-school suspension (ISS) due to inappropriate behavior, truancy, or some other violation, will minimally serve the remainder of their in-school suspension as out-of-school suspension. Additional days of suspension may be assigned at the discretion of the assistant principal.

14. THEFT

The unlawful taking or disposition of property of another with intent to deprive the person of the property. Receiving stolen property, possessing stolen property, and breaking into lockers are all included in this offense.

1st offense: Parents contacted, restitution or return of the item(s), up to a 10 day out-of-school suspension.
2nd offense and subsequent offenses: Parents contacted, restitution or return of the item(s) and a 10-day suspension with possible recommendation for suspension up to 180 days with possible recommendation for expulsion.

15. TAMPERING WITH SECURITY / EMERGENCY EQUIPMENT

The intentional tampering or interference with security or emergency equipment (security cameras, fire extinguishers, eye wash, chemical showers, etc.).

1st offense and subsequent offenses: Up to 10 day out-of-school suspension with possible recommendation for suspension up to 180 days with possible recommendation for expulsion.

16. TRESPASSING

Unauthorized entry onto any school grounds, facility, restricted area, or school property/school vehicle without proper authority. Allowing other students to gain access in the building without permission by opening or propping open doors. This includes unauthorized entry onto school grounds during a suspension period or entry at a school where the student is not registered.

1st offense and subsequent offenses: Up to 10 day out-of-school suspension with possible recommendation for suspension up to 180 days with possible recommendation for expulsion.

17. VANDALISM

The willful or malicious destruction or defacement of any property, whether school property or individual private property. Vandalism includes, but is not limited to breaking windows, writing on walls, destroying restroom fixtures, or the use of paint or like materials to deface any portion of the interior or exterior of school property, including the furnishings and equipment housed within or upon the school property. This includes vandalism on parking lots and vandalism while on field trips.

1st offense: Parent conference, restitution for damages, and detention or suspension or possible , depending upon the degree of vandalism. Police may be notified and a report may be filed.
2nd offense and subsequent offenses: Up to 10 day out-of-school suspension with possible referral to the Superintendent for a hearing to determine additional days of suspension up to180 days and/or recommendation to the Board of Education for expulsion, plus restitution of damages. Police will be notified and a report may be filed.

LEVEL III OFFENSES

Level III Offenses are cumulative over the student's enrollment at Pattonville High School.

PROFESSIONAL ASSESSMENT: To assist in determining appropriate consequences, the district may require an assessment by a mental health professional to assess the level of risk posed by a particular student.

1. POSSESSION AND/OR USE OF TOBACCO / ELECTRONIC SMOKING DEVICES

Possession and/or use of products such as cigarettes, cigarette papers, electronic smoking devices are prohibited on school grounds. Items will be confiscated and disciplinary consequences assigned. This includes the possession of any type of device capable of supporting any type of electronic nicotine/drug delivery system with or without components carrying tobacco. Students are not allowed to use tobacco or electronic smoking devices on field trips, at school activities or in a vehicle while it is on school grounds. Holding a cigarette/and or electronic smoking device in your hand on school grounds is a violation of this policy.

Failure to comply with the tobacco/electronic smoking device regulation will result in the following:

1st offense: Up to 5 day out-of-school suspension.
2nd offense and subsequent offenses: Up to 10 day out-of-school suspension with possible recommendation for suspension up to 180 days.

2. ALCOHOLIC BEVERAGES, DRUGS, NARCOTICS AND DRUG PARAPHERNALIA

It is a very serious infraction to bring, purchase, possess, transmit, or be under the influence of any drugs, narcotics, or alcoholic beverages at school or at a school activity. This also applies to counterfeit or "look alike" substances transmitted as drugs and all drug paraphernalia. It should be noted that Missouri statute makes it a felony offense to sell or distribute drugs within 1,000 feet of a school campus.

A. POSSESSION OF ALCOHOL, DRUGS, AND RELATED PARAPHERNALIA

1st offense: Up to 10 day out-of-school suspension with possible recommendation for suspension up to 180 days. Police may be notified.
2nd offense: 10 day out-of-school suspension with a recommendation for suspension up to 180 days. The suspension may be limited to 10 days if the student has an intake assessment conducted at an approved resource agency and provides the school with a written report from the agency. Police will be notified.
3rd offense: 10 day out-of-school suspension with a recommendation for suspension up to 180 days with possible recommendation for expulsion. Police will be notified.

B. UNDER THE INFLUENCE OF ALCOHOL / DRUGS AND/OR POSSESSION OF UNUSED DRUG RELATED PARAPHERNALIA

1st offense: Up to 10 day out-of-school suspension with possible recommendation for suspension up to 180 days. Police may be notified.
2nd offense: 10 day out-of-school suspension with a recommendation for suspension up to 180 days. The suspension may be limited to 10 days if the student has an intake assessment conducted at an approved resource agency and provides the school with a written report from the agency. Police will be notified.
3rd offense: 10 day out-of-school suspension with a recommendation for suspension up to 180 days with possible recommendation for expulsion. Police will be notified.

C. DISTRIBUTING OR THE INTENT TO DISTRIBUTE ALCOHOL, DRUGS, AND RELATED PARAPHERNALIA

Any student that provides, gives away, or delivers drugs alcohol, or other items to one or more students, regardless of amount, at any time while on the school grounds, while going to or coming from school, during school hours, or while going to, attending, or coming from school activities.

1st offense: Up to 10 day out-of-school suspension with possible recommendation for suspension up to 180 days. Police may be notified.
2nd offense: 10 day out-of-school suspension with a recommendation for suspension up to 180 days. The suspension may be limited to 10 days if the student has an intake assessment conducted at an approved resource agency and provides the school with a written report from the agency. Police will be notified.
3rd offense: 10 day out-of-school suspension with a recommendation for suspension up to 180 days with possible recommendation for expulsion. Police will be notified.

D. SELLING OR THE INTENT TO SELL ALCOHOL, DRUGS, AND RELATED PARAPHERNALIA

Any student that barters, exchanges, gifts, offers, attempts to sell or facilitates the sell of drugs, alcohol, or other items to one or more students, regardless of amount at any time while on the school grounds, while going to or coming from school, during school hours, or while going to, attending, or coming from school activities. Missouri statute makes it a felony offense to sell or distribute drugs within 1,000 feet of a school campus.

1st offense and subsequent offenses: 10 day out-of-school suspension with recommendation for suspension up to 180 days with possible recommendation for expulsion and loss of parking privileges for one calendar year. Police will be notified.

3. ASSAULT

The act of intentionally, knowingly or recklessly causing serious bodily harm, or applying physical force such as hitting, striking, spitting or pushing that creates a grave risk of serious injury or bodily harm of another person (including students, staff, or visitors).

1st offense and subsequent offenses: 10 day out-of-school suspension with a recommendation for suspension up to 180 days with possible recommendation for expulsion. Police may be called and a report filed.

4. MISUSE OF ELECTRONIC DEVICES / DISTRICT NETWORK

Violations may include, but are not limited to:

- Damage computer equipment, peripheral devices, or the system network in any way
- Change network settings to circumvent security, filtering, etc.
- Change the settings or configuration of any computer or network equipment
- Gain unauthorized access to any network device such as servers, individual computers, etc.
- Share my password with others
- Reveal personal addresses, phone numbers or other personal data via the internet
- Use the account of another student
- Access another student's work, folders or files
- Violate copyright laws or plagiarize online documents
- Install software in violation of copyright laws
- Download, distribute or share files, games, programs, music, videos, or other electronic media in violation of copyright laws
- Use a computer or the internet to cyberbully, i.e. hurt, harass, attack or harm other people or their work
- Use the internet for any illegal or threatening activity or to download instructions on how to perform such acts (i.e. pornography, drug dealing, purchase of alcohol, weapons, explosives, gang activities, hacking, etc.)
- View, send, display or download obscene, profane, lewd, vulgar, rude, disrespectful, threatening, or inflammatory language, messages, graphics, or pictures
- Use of profane, abusive, or impolite language/emoticons
- Use school internet access for personal profit in any way
- Create unauthorized web pages on district computers
- Use school internet access to engage in non-instructional activities that interfere with the learning process
- Use the school internet to distribute or receive confidential information such as test questions/answers

- Use the school's internet to post defamatory comments to online communities
- Capturing or publishing unauthorized images and/or video of staff or students

1st offense and subsequent offenses: Up to 10 day out-of-school suspension with recommendation for suspension up to 180 days with possible recommendation for expulsion. Loss of computer/Internet privileges for remainder of school career. Police may be notified.

5. EXTORTION

The solicitation of money, or anything of value, from another student, regardless of the amount, in return for protection or in connection with a threat to inflict harm.

1st offense and subsequent offenses: 10 day out-of-school suspension with recommendation for suspension up to 180 days with possible recommendation for expulsion.

6. FIGHTING

Mutual combat in which both parties have contributed to the situation by physical action.

1st offense: 10 day out-of-school suspension with possible recommendation for suspension up to 180 days. Police may be notified.
2nd offense and subsequent offenses: 10 day out-of-school suspension with recommendation for suspension up to 180 days with possible recommendation for expulsion. Police will be notified.

7. FALSE FIRE / DISASTER ALARMS

Setting false emergency alarms and/or alarms made verbally, physically, in writing, or by any other method including 911 telephone calls.

1st offense and subsequent offenses: Up to 10 day out-of-school suspension with possible recommendation for suspension up to 180 days with possible recommendation for expulsion. Police will be notified and a report filed. Fire departments will be notified when appropriate.

8. FIRE SETTING

The intentional or unintentional setting of fire.

1st offense and subsequent offenses: Up to 10 day out-of-school suspension with possible recommendation for suspension up to 180 days with possible recommendation for expulsion. Police will be notified and a report filed. Fire departments will be notified when appropriate.

9. FIREWORKS / EXPLOSIVES – POSSESSION AND/OR USE

Any student possessing and/or using fireworks or explosives on school property.

1st offense and subsequent offenses: Up to 10 day of out-of-school suspension and possible recommendation for suspension up to 180 days with possible recommendation for expulsion. A police report may be filed.

10. SEXUAL MISCONDUCT

Actual or simulated conduct for the purpose of sexual stimulation, including, but not limited to indecent exposure or the engagement in any sexual act on school property, during school functions, or at school sponsored activities.

1st offense and subsequent offenses: 10 day out-of-school suspension with possible recommendation for suspension up to 180 days with possible recommendation for expulsion. Police will be notified and a report filed.

11. WEAPONS – THREATS, POSSESSION, AND/OR USE

Students are prohibited from possessing, handling, transmitting, or using any weapon, look-alike weapon, or dangerous object capable of causing injury. This policy also strictly prohibits any verbal, written, or electronic threats to bring a weapon to school or to use a weapon to inflict harm. “Possession” includes having a weapon on one’s person, in a locker, or within personal belongings on school property or at school-sanctioned events.

1st offense and subsequent offenses: 10 day out-of-school suspension with possible recommendation for suspension up to 180 days with possible recommendation for expulsion depending upon the severity of the situation. Police may be notified and a report filed.

12. GANG ACTIVITY

Students are prohibited from promoting or participating in any gang related activity. Students are prohibited from displaying or wearing any secret organization or gang logos, from writing or distributing any gang related symbols or literature, and communicating in any kind of gang sign language. Gang activity is defined as an association or group students who engage in one or more of the following:

- Commit criminal acts (including violence, drug use or distribution, and acts of intimidation) or exhibit antisocial behavior on a regular basis
- Create a climate of fear and intimidation within the community/school
- Use a name, a common identifying sign or symbol, or has an identifiable leadership

- Have a high rate of interaction among members to the exclusion of other groups
- Claim a neighborhood and/or geographical territory
- Wear distinctive types of clothing or exhibit distinctive appearance

1st offense and subsequent offenses: up to 10 day out-of-school suspension with possible recommendation for suspension up to 180 days with possible recommendation for expulsion.

DISCIPLINE REPORTING AND RECORDS

In compliance with state law, the Board of Education establishes clear channels of communication between teachers, administrators, law enforcement officials and other schools concerning acts of school violence and other behaviors which endanger the welfare or safety of students, staff, or patrons of the district. The purpose of this policy is to designate specific actions committed by students that must be reported to teachers, administrators and/or law enforcement officials as well as those actions that must be documented in a student's discipline record.

Definitions

The following definitions and terms apply to this policy:

Act of School Violence/Violent Behavior - The exertion of physical force by a student with the intent to do serious physical injury to another person while on school property, including while on school transportation in service on behalf of the district, or while involved in school activities.

Need to Know - Relates to school personnel who are directly responsible for the student's education or who otherwise interact with the student on a professional basis while acting within the scope of their assigned duties.

School or District Property - Property utilized, supervised, owned, rented, leased or controlled by the school district including, but not limited to, school playgrounds, parking lots, school transportation and any property on which any school activity takes place.

Serious Physical Injury - Physical injury that creates a substantial risk of death or that causes serious disfigurement or protracted loss of impairment of any part of the body.

Serious Violation of District's Discipline Policy - One or more of the following acts if committed by a student enrolled in the district:

1. Any act of school violence/violent behavior.
2. Any offense that occurs on district property, on district transportation, or at any district activity and that is

required by law to be reported to law enforcement officials.

3. Any offense that results in an out-of-school suspension for more than ten (10) school days.

Reporting to School Staff

School administrators shall report acts of school violence to all teachers at the attendance areas in which the involved students are educated and to other school district employees with a need to know the information to adequately supervise the students and to protect themselves or others. In addition, any portion of a student's Individualized Education Program (IEP) that is related to demonstrated or potentially violent behavior shall be provided to any teacher(s) and other district employees with a need to know the information.

The Superintendent or designee will inform district employees with a need to know of any criminal act committed or allegedly committed by a student in the district that is reported to the district by a juvenile officer or an employee of the Children's Division (CD) of the Department of Social Services, sheriff, chief of police or other appropriate law enforcement entity in accordance with state law. Such reports shall not be used as the sole basis for denying educational services to a student.

Reporting to Law Enforcement Officials

School administrators are required by law to report certain crimes to law enforcement. In an effort to support timely and accurate reporting, the Boad of Education encourages all employees who have information about any criminal act to share that information with their supervisors. The Board of Education expects employees to share information regarding serious criminal acts, and employees must report criminal acts when required by law and Board of Education policy.

Any crime listed in this section, or any act that if committed by an adult would be a crime listed in this section, that is committed on school property, on any school trasnportation, or at any school activity must be reported immediately by the appropriate school administrator to the appropriate law enforcement entity. The following criminal acts are subject to this reporting requirement:

1 First or second degree murder under §565.020, .021, RSMo.;
2 Voluntary manslaughter under §565.023, RSMo.;
3 Involuntary manslaughter in the first or second degree under §§ 565.024, .027, RSMo.
4 First or second degree kidnapping under §565.11 RSMo., .120 RSMo.
5 First, second, or third degree assualt under §565.050, .052, .054, RSMo.;
6 Rape in the first or second degree under §§ 566.030, .031, RSMo.
7 Sodomy in the first or second degree under §§ 566.160, .170, RSMo.;
8 Burglary in the first or second degree under §569.160, .170, RSMo.;
9 Robbery in the first degree under §570.023, RSMo.;
10 Possession of a weapon under chapter §571, RSMo., 18 U.S.C. §921

11 Manufacture of a controlled substance under §579.055, RSMo.;
12 Delivery of a controlled substance under §579.020, RSMo.
13 Arson in the first degree under §569.040, RSMo.;
14 Property damage in the first degree under §569.040, RSMo.;
15 First, second or third degree child molestation under §§566.067, .068, .069 RSMo.
16 Sexual misconduct involving a child pursuant to §566.083, RSMo.;
17 Sexual abuse in the first degree pursuant to §566.100, RSMo.;
18 First degree harassment under §565.225, RSMo.
19 First degree stalking under §565.225, RSMo.
*Immediate reporting of third-degree assualt under §565.054, RSMo., may not be required if an agreement with law enforcement exists.

If the district is aware that a student who is suspended for more than ten (10) days or expelled is under court jurisdiction, the Superintendent shall notify the appropriate division of the juvenile or family court of the suspension or expulsion.

All employees shall immediately report to the principal any incident that constitutes a crime, including any incident in which a person is believed to have committed an act that if committed by an adult would be first, second or third degree assualt, rape in the second degree or sodomy in the second degree against a student or school employee, while on school property, school transportation, or at school activities. Employees shall also inform the principal if a student is discovered to possess a controlled substance or weapon in violation of the district's policy. The principal shall immediately report these listed offenses to the appropriate law enforcement entity and the Superintendent. However, if the district has entered into an agreement with law enforcement regarding the reporting of third-degree assualts, the district will report third-degree assualts to law enforcement in accordance with that agreement.

School districts may report or disclose education records to law enforcement entities and juvenile justice authorites if the disclosure concerns the law enforcement entity's or juvenile justice authority's ability to effectively serve, prior to adjudication, the student whose records are released. The officials and authorities to whom such information is disclosed must comply with.

Adopted: October 8, 1996
Revised: April 26, 2011
Revised: June 27, 2017

Legal Refs: §160.261, .522,167.020, .115-.117, .122, 210.865, 211.032, 565.002 RSMo

POLICE INVOLVEMENT IN THE SCHOOLS

School administrators will report to the appropriate law enforcement agency certain felonies, as required by law, or any act, which if committed by an adult would be considered to be certain felonies. Law enforcement agencies are also required to report to the Superintendent of Schools the name of any student enrolled in the district for which a petition has been filed alleging the student committed certain felonies.

Appropriate law enforcement personnel may be involved in certain investigations of violations of this Behavior Guide. School personnel may initiate the investigations. Police may be involved in the investigations to support the efforts of school administrators. Depending on the nature and severity of the situation, an investigation initiated by school administrators may be completed by law enforcement personnel. If law enforcement personnel are called and conduct the investigation, the school administrator will notify parents, if possible, unless the school administrator is requested to withhold such notification by the police.

USE OF POLICE CANINE UNITS TO CONDUCT RANDOM SEARCHES FOR ILLEGAL SUBSTANCES

In an effort to deter the possession of illegal drugs in the high school and middle schools, the administration may solicit the use of police canine units to conduct periodic random searches on school grounds. Such searches may include, but are not limited to, the following:

- Lockers/hallways after school hours
- Lockers/hallways during school hours (students remain in classrooms)
- Student possessions such as book bags, jackets, purses, etc., placed in hallway by students as directed by school staff (students remain in classrooms). Hallways will be chosen at random.
- Automobiles parked on campus

At no time will canine units be utilized to randomly search individual students during the searches described above.

Students will be held responsible for any illegal substances identified in the student's locker or found in a student's possessions (book bags, jackets, purses, etc.). A thorough investigation by school authorities will be conducted, and the student offered all appropriate due process before disciplinary consequences are assigned.

This policy applies only to random searches conducted at the request of school officials. This policy does not apply to police officers acting under their own authority.

PROCEDURAL GUIDELINES AND DUE PROCESS

Parental involvement is critical in correcting inappropriate student behavior and therefore is solicited.

1. If a teacher or a principal assigns a student to an after school detention, the parents should be informed by telephone, letter, or note prior to the date the student is expected to remain after school. Only in an emergency situation will a principal detain a student without parental notification.
2. A student shall be given oral or written notice of any charges against him/her.
3. If a student denies the charges, he/she shall be given an oral or written explanation of the facts that led to the proposed disciplinary action (detention, suspension, or recommendation to the superintendent for review).
4. The student shall be given the opportunity to present his/her version of the incident.
5. When a student is suspended, an administrator will contact the parent by telephone, followed by written confirmation. If a parent cannot be reached, written notification is sent home with the student. The principal will continue efforts to contact a parent to discuss the suspension.
6. The Superintendent will schedule a hearing for all recommendations for consideration of additional suspension days up to 180 school days or for recommendations to consider expulsion. The purpose of this due process hearing is to verify the facts and provide the student and parents/guardians with an opportunity to present additional data or extenuating circumstances. The Superintendent or his designee will determine if additional days of suspension are warranted and under what conditions a student may return to school.
7. In the event of an appeal of a suspension for more than 10 days, the suspension shall be stayed until the Board of Education renders its decision. If in the judgment of the superintendent, the student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process, the student may be immediately removed and the hearing shall follow as soon as is practical.
8. Additional due process measures shall be taken as required by law with respect to students with disabilities.
9. Parents/guardians shall be required to participate in a conference with teachers and/or administrator or administrator's designee prior to a student's return to school following a suspension for greater than ten (10) days or at the principal's discretion after suspensions for 10 days or less.
10. Student discipline records are a part of a student's files and will be shared with the receiving school when a student transfers within the guidelines of the 1996 Missouri Safe Schools Act (HB 1301-1298).

11. A student who has been suspended or expelled from one district may have that suspension and/or expulsion upheld by another district upon transferring.
12. A student may be removed from school immediately upon a finding by the principal, superintendent, or school board that the student poses a threat of harm to such student or others.

STUDENT COMPLAINTS AND GRIEVANCES

The district has established guidelines to facilitate the presentation of student complaints and grievances ("complaints").

Step 1: Contact the Building Principal

Many problems can be solved by an informal meeting with the building principal. A parent or student with a complaint is encouraged to first discuss concerns with the building principal in order to resolve the matter promptly. If concerns are resolved at this level, no further action is needed.

Disciplinary actions or consequences amounting to less than an eleven-day out-of-school suspension are not subject to appeal beyond the principal level (Step 1).

Step 2: Submit a Statement of Grievance to the Assistant Superintendent of Student Services

If a parent or student is not able to satisfactorily resolve the complaint informally at the building level, he or she may submit a signed Statement of Grievance to the Assistant Superintendent of Student Services, Pattonville School District, 11097 St. Charles Rock Road, St. Ann, MO 63074. If concerns are resolved at this level, no further action is needed.

Step 3: Submit a Letter of Appeal to the Superintendent

If the complainant is not satisfied with the response of the Assistant Superintendent of Student Services, he or she may submit a signed letter of appeal to the Superintendent of Schools within five (5) school days after receipt of the Assistant Superintendent's decision. The signed letter requesting appeal should be submitted to the Superintendent, Pattonville School District, 11097 St. Charles Rock Road, St. Ann, MO 63074.

Step 4: Submit a Letter of Appeal to the School Board

If the complainant is not satisfied with the response of the Superintendent, he or she may submit a signed letter of appeal to the School Board within five (5) school days after receipt of the Superintendent's decision. The signed letter requesting appeal should be submitted to the School Board President, Pattonville School District, 11097 St. Charles Rock Road, St. Ann, MO 63074. The decision of theSchool Board is the final step within the School District.

PROHIBITED DISCRIMINATION / HARASSMENT

The Pattonville School District Board of Education does not engage in or permit discrimination or harassment on the basis of Protected Categories in admission or access to, or treatment or employment in, its programs and activities. The "Protected Categories" include race, color, national origin, sex, age, disability, genetic information, and religion.

The district's prohibition of discrimination or harassment (collectively referenced as "discrimination/harassment") on the basis of Protected Categories applies to applicants for admission or employment, students, parents of elementary and secondary school students, employees, sources of referral, visitors, and all professional organizations that have entered into agreements with the district (collectively referenced as "Protected Individuals").

This policy contains the District's complaint-resolution procedure for addressing complaints by any person who believes that conduct or an action, policy, procedure or practice of the district constitutes discrimination/harassment on the basis of one or more of the Protected Categories.

Definitions

Complaint - An allegation of conduct or of action, policy, procedure or practice which would constitute discrimination/harassment on the basis of one or more of the Protected Categories.

Compliance Coordinator - The district's respective Compliance Coordinator for enforcing this policy. The District designates the following individuals as its Compliance Coordinators:

<u>Student Concerns</u>
Assistant Superintendent
of Student Services
11097 St. Charles Rock Rd.
St. Ann, MO 63074
314-213-8090
314-213-8675 (Fax)

<u>Employee Concerns or Visitor Concerns</u>
Chief Human Resources Officer
11097 St. Charles Rock Rd.
St. Ann, MO 63074
314-213-8065
314-213-8665(Fax)

If the designated Compliance Coordinator is unavailable or is the subject of a report that would otherwise be made to the Compliance Coordinator, the Complaint should instead be directed to the following district official:

Superintendent of Schools
11097 St. Charles Rock Rd.
St. Ann, MO 63074
314-213-8001
314-213-8006 (Fax)

District - The Pattonville School District.

Day - A school day – i.e., a day in which school is in session. During the summer vacation period, this term refers to business days during which the district's central office is open to the public.

Discrimination/Harassment - Discrimination and/or harassment on the basis of one or more of the Protected Categories. For purposes of discrimination, the district (or its authorized employee) must be the alleged actor. For purposes of harassment, the alleged actor may be the district, an employee of the district, a student, or a visitor to the district's facilities.

Employee/Personnel/Staff - (For purposes of this policy only) School board members, school employees, agents, volunteers, contractors, or persons subject to the supervision and control of the district.

Protected Individual - Applicants for admission or employment, students, parents of elementary and secondary school students, employees, sources of referral and applicants for employment, visitors, and all professional organizations that have entered into agreements with the district.

Student - A student enrolled at any grade level from early childhood through grade 12 in the schools of the district. In accordance with federal law, a parent/legal guardian is permitted to make filings and take action under this policy on behalf of a student who is under the age of 18.

Prohibited Discrimination and Harassment Standards

Discrimination

For purposes of this policy, discrimination on the basis of one or more of the Protected Categories means that the district has treated a Protected Individual in a discriminatory manner on the basis of one or more of the Protected Categories when compared to similarly situated individuals.

Harassment – Students

Harassment against a student consists of verbal or physical or other communicative conduct relating to a student's race, color, national origin, sex, age, disability, genetic information or religion when such conduct has the following effect(s):

1. The harassing conduct is so severe, persistent or pervasive that it creates an intimidating, threatening, or abusive educational environment; and

2. The harassing conduct either has the purpose or effect of substantially or unreasonably interfering with an individual's educational performance or such conduct otherwise substantially and adversely affects an individual's educational opportunities. In addition, any relationships of a physical, sexual or dating nature between an employee of the district and a student are strictly forbidden. Under law, students are unable to welcome or consent to such relationships; therefore, whether such conduct is welcome or whether the student consents to such conduct is not a defense. The district will not tolerate any conduct of this sort. The occurrence of such conduct will subject an employee to disciplinary action up to and including termination of employment. In addition, referral to law enforcement and to responsible State officials, such as the Children's Division, will also occur in accordance with law.

Harassment – Employees

1. **Sexual Harassment**

   Sexual harassment consists of verbal or physical or other communicative conduct relating to the sex or gender of an employee when:

   a. Submission to unwelcome conduct of a sexual or gender-based nature is made either implicitly or explicitly a term or condition of an individual's employment, or
   b. Submission to or rejection of such unwelcome conduct by an individual is the basis for employment decisions affecting that individual, or
   c. Such unwelcome conduct creates an intimidating, hostile, or offensive work environment (or, in the case of a visitor, campus environment), or
   d. Qualified employees are denied employment opportunities or benefits because the opportunities or benefits are given to another employee who submitted to an employer's sexual advances or requests for sexual favors.

2. **Harassment on the Basis of Race, Color, National Origin, Age, Disability, Genetic Information or Religion.**

   Harassment on the basis of race, color, national origin, age, disability, genetic information or religion occurs when a person engages in unwelcome verbal or physical or other communicative conduct implicating one (or more) of the above referenced Protected Categories, and when such unwelcome conduct creates an intimidating, hostile, or offensive work environment.

Examples of Prohibited Harassment

Harassment on the basis of a Protected Category takes numerous forms. Examples include, but are not limited to, the following:

- Graffiti containing offensive language which is derogatory to others because of their membership in a Protected Category;
- Jokes, name-calling, or rumors based upon an individual's membership in a Protected Category;
- Slurs, negative stereotypes, and hostile acts which implicate or are based upon a person's membership in a Protected Category;
- Written or graphic material containing comments or stereotypes which is posted or circulated and which is aimed at degrading individuals or members of a Protected Category;
- Physical acts of aggression or assault upon another because of, or in a manner reasonably related to, such person's membership in a Protected Category;
- Other kinds of aggressive conduct such as theft or damage to property which is motivated by a person's membership in a Protected Category;
- Unwelcome sexual touching, advances, communications (whether in person, electronically, in writing, or via other method), physical, sexual or dating relationships, requests for sexual favors, or other verbal or physical conduct of a sexual nature.

Additional Prohibited Behavior

Behavior that is not unlawful or does not rise to the level of harassment may still be unacceptable for the workplace or the educational environment. Demeaning or otherwise harmful actions are prohibited, particularly if directed at personal characteristics including, but not limited to, socioeconomic level, sexual orientation or perceived sexual orientation.

Boy Scouts of America Equal Access Act

As required by law, the district will provide equal access to district facilities and related benefits and services and will not discriminate against any group officially affiliated with the Boy Scouts of America, the Girl Scouts of the United States of America or any other youth group designated in applicable federal law.

INTAKE, INVESTIGATION, AND RESOLUTION OF COMPLAINTS

The district is dedicated to addressing complaints of discrimination/harassment in a timely manner. Early identification and resolution of complaints is the district's goal.

1. Intake of Complaints

a. Any person who believes that he or she has been the victim of discrimination/harassment – or who has observed others who may be the victim of discrimination/harassment – based on one or more of the Protected Categories by a student, employee, or other school personnel of the district, or by any other person who is participating in, observing, or otherwise engaged in district-sponsored activities, is expected to immediately report the alleged act to any district administrator or to the Compliance Coordinator.
b. To assist the district in addressing the matter promptly and thoroughly, the person reporting discrimination/harassment on the basis of one or more of the Protected Categories is encouraged to provide a written explanation that specifically details the concern. This policy contains an easily understood form that may be used for this purpose. However, the refusal to make a report in writing does not relieve the district of the obligation to investigate the concern.
c. A Protected Individual who believes that he or she has been subjected to discrimination/harassment on the basis of one or more of the Protected Categories is not required to confront the person about whom the concern has been raised. However, this intake, investigation and resolution process does not prohibit the use of informal resolution when desired by the Protected Individual.
d. Any district administrator who receives a report, orally or in writing, regarding discrimination/harassment on the basis of one or more of the Protected Categories must notify the district's Compliance Coordinator within one (1) school day or a reasonable time thereafter for good cause of the Protected Categories must notify the district's Compliance Coordinator within one (1) school day or a reasonable time thereafter for good cause.

2. Investigation of Complaints

The district desires to promptly investigate concerns raised under this policy. Accordingly, the district has established the following procedure for the handling of such complaints:

a. Upon receipt of a report of discrimination/harassment on the basis of one or more of the Protected Categories, the Compliance Coordinator may choose to investigate the complaint or may,alternatively, appoint a qualified administrator from the district to investigate the complaint.
b. The investigation shall be conducted in the manner deemed appropriate by the Compliance Coordinator. The district desires to investigate complaints in a prompt yet thorough manner, using the following timelines.

    - The investigation must be commenced within two (2) school days of the Compliance Coordinator's receipt of the report of discrimination/harassment on the basis of a Protected Category.

- Absent extenuating circumstances, investigations will be completed within ten (10) school days after the investigation commences. Changes or additions to a complaint or large numbers of documents or possible witnesses will typically require an extension of time to ensure that the complaint is properly investigated. Similarly, scheduling issues and the unavailability of witnesses or relevant documents may also necessitate an extension of time for the investigation.

c. The above-referenced deadlines are subject to extension by the district for good cause or if extenuating circumstances exist. For example, because the vast majority of district employees are not under contract during the summer vacation period, and because students do not attend school at that time, the deadlines applicable to the investigation may be extended at the discretion of the district to enable a full and accurate investigation.
d. Investigation files shall be maintained separately from student educational files and employee personnel files, as required by law.
e. Confidentiality of personally identifiable student information obtained during investigations will be maintained in accordance with federal and state law. The district desires to protect the identity of complainants for as long of a time period as it is able to do so in accordance with law. The district will maintain documentation of its investigation of complaints of discrimination and/or harassment, including written statements (if any), as required by law.

3. Resolution of Complaints

a. At the conclusion of the investigation, the Compliance Coordinator will review the investigation report.
b. After reviewing the report, the Compliance Coordinator will make a Determination regarding the validity of the complaint within five (5) school days after submission of the report. The Compliance Coordinator may, alternatively, determine that further investigation is necessary and, as such, refer the matter for additional investigation. When such additional investigatory steps are completed, the matter shall be submitted to the Compliance Coordinator.
c. One of the following Determinations will typically be made with respect to the Complaint:

- Unsubstantiated;
- Unable to Substantiate OR Indeterminate OR Incapable of Determination; or
- Substantiated Prohibited Conduct (in whole or in part). Other determinations may be made as permitted by law and in accordance with the judgment of the Compliance Coordinator.

d. Regardless of the Determination made with respect to the complaint, the district may take appropriate action to minimize the opportunity for future issues or concerns to arise.
e. Notification of Determination Regarding Complaint

- Within three (3) school days after the Determination has been made regarding the complaint, notice of the determination will be mailed or given to the complainant.
- If a complainant disagrees with the Determination made regarding discrimination/harassment on the basis of one or more of the Protected Categories, the complainant may appeal the decision to the board.

f. Appeal Process

A person filing a complaint under this policy is entitled to appeal the Determination made with respect to such complaint. An appeal will be processed as follows:

- The person who appeals the Determination (the "Appellant") must submit a written appeal to the Compliance Coordinator no later than five (5) school days after notification of the Determination has been received. The written appeal should specifically state what is being appealed, the reason for the appeal, and the desired action.
- The Compliance Coordinator will send the appeal to the President of the board within five (5) school days after receipt of the appeal.
- Upon receipt of the appeal from the Compliance Coordinator, the board president will set the appeal for review on the closed session agenda at a regularly scheduled board meeting.
- The board will review the documentation relating to the matter-meaning the written appeal, complaint, investigation report, and Determination. The Appellant is not entitled to an in-person hearing. The board may contact the Appellant or any other individual if the board determines that such contact is necessary to enable the board to reach a decision on the appeal.
- The board will vote on the appeal and will advise the Compliance Coordinator and Appellant of the outcome of the appeal within five (5) school days thereafter. The vote shall occur in closed session.

4. **Prohibition on Retaliation**

   a. Consistent with federal and state law, there will be no retaliation against any person who uses this procedure to resolve a concern, so long as such concern has been brought in the reasonable, good faith belief that a Protected Individual has been subjected to discrimination/harassment on the basis of a Protected Category.
   b. In addition, consistent with federal and state law, there will be no retaliation against any person who has been interviewed as part of the investigatory process. If the district determines that retaliation has occurred, the district will address the retaliation as permitted by law.

Enforcement

1. **Responsibility of Supervisors and Administrators**

   Each supervisor or administrator serves a vital role in maintaining an educational environment free from discrimination/harassment on the basis of one or more of the Protected Categories. In accordance with that responsibility, each supervisor or administrator shall take appropriate actions to enforce the district's anti-discrimination/harassment policies.

   a. Any supervisor/administrator who receives a report, orally or in writing, regarding discrimination/harassment relating to a student must notify the district's Compliance Coordinator within one (1) school day or a reasonable time thereafter for good cause.
   b. The supervisor/administrator shall implement appropriate remedial and/or disciplinary action as necessary and as directed.
   c. Failure to implement these responsibilities in an appropriate and satisfactory manner is cause for remedial action and/or for disciplinary action up to and including termination of employment.
   d. The district administration shall ensure that the following actions occur:

      - The district shall annually provide policy instruction to employees.
      - Student instruction regarding discrimination/harassment on the basis of one or more of the Protected Categories shall be provided yearly and in an age-appropriate manner.
      - A copy of this policy will be published in district handbooks or otherwise distributed annually to students and employees.
      - This policy will be posted on the district's Website.

2. **Responsibility of Staff**

   District staff members serve a vital role in maintaining an educational environment free from discrimination/harassment on the basis of one or more of the Protected Categories. In accordance with that responsibility, each staff member shall take appropriate actions to enforce this policy.

a. Upon observing possible discrimination/harassment or receiving a report from any person who reports that she/he has been subjected to discrimination/harassment on the basis of a Protected Category, the staff member must immediately notify the Compliance Coordinator.
b. Failure to report as directed above is cause for remedial action and/or disciplinary action up to and including termination of employment.
c. Employees must implement and enforce all directives from an administrator or the Compliance Coordinator regarding the resolution of a matter involving discrimination/harassment on the basis of one or more of the Protected Categories.

3. Consequences for Violation of Policy

a. Any student or employee who engages in discrimination harassment on the basis of one or more of the Protected Categories while on school property or while participating in school activities, regardless of location, will be subject to remedial and/or disciplinary action.
b. For students, specific remedial and/or disciplinary measures may be taken consistent with district student discipline rules policies. If the offender is not a student or employee, the district will take appropriate action within the scope of its legal authority to eliminate the discrimination/harassment.
c. The decision as to what action to take to remedy a violation of this policy is within the discretion of the district, in accordance with law.
d. The filing of an appeal to challenge the determination does not stay or postpone the district's ability to initiate disciplinary or remedial action.
e. Any person who alleges or otherwise brings a false charge of discrimination/harassment on the basis of one or more of the Protected Categories shall receive appropriate discipline. The term "false charge" means an allegation that is brought in bad faith (i.e., without the good faith belief that one has been subjected to such discrimination/harassment).
f. The effectiveness of the investigatory process is dependent upon the receipt of truthful information. Thus, persons who are interviewed or who otherwise participate in the investigatory process are expected to be truthful at all times. A lack of truthfulness is cause for disciplinary action.

Right to File External Complaint

The procedures set forth in this policy shall not eliminate the right of a student to file, at any time, a complaint alleging discrimination/harassment on the basis of sex, gender, race, color, national origin, age or disability with the United States Department of Education's Office for Civil Rights, Region VII, One Petticoat Lane, 1010 Walnut Street, Suite 320, Kansas City, MO 64106; phone (816) 268-0550.
The Office for Civil Rights does not investigate complaints regarding discrimination/harassment on the basis of genetic information or religion. Therefore, complaints regarding genetic information or religion should be directed to the district's Compliance Coordinator.

Complaint Form

The district has developed a sample complaint form, which may be used to submit a Complaint. The district encourages, but does not mandate, the use of this form. This form may be obtained in a building office or in the office of the Compliance Coordinator.

Bullying

In order to promote a safe learning environment for all students, the Pattonville R-III School District prohibits all forms of bullying. Bullying of students is prohibited on school property, at any school function, or on a school bus. The district also prohibits reprisal or retaliation against any person who reports an act of bullying among or against students.

Definitions

Bullying - In accordance with state law, bullying is defined as 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; that substantially interferes with the educational performance, opportunities or benefits of any student without exception; or that substantially disrupts the orderly operation of the school. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft, or property damage; oral, written, or electronic communication, including name-calling, verbal insults or attacks, spreading rumors, teasing, taunting, inappropriate sexual comments, inappropriate comments about a student's personal characteristics (including but not limited to: appearance, race, gender, religion, ethnicity, sexual orientation, or disability), put-downs, extortion, or threats; or threats of reprisal or retaliation for reporting such acts.

Cyberbullying - A form of bullying as defined above that takes place over digital devices such as cell phones, computers and tablets/ipads. The district has jurisdiction over cyberbullying that uses the district's technology resources or that originates on district property, at a district activity or on a district transportation. Even when cyberbullying does not involve district property, activities or technology resources, the district may impose consequences and discipline for those who engage in cyberbullying if there is a sufficient nexus (connection) to the educational environment, the behavior materially and substantially disrupts the educational environment, the communication involves a threat as defined by law, or the district is otherwise allowed by law to address the behavior.

School Day - A day on the school calendar when students are required to attend school.

Designated Officials

The building principal/administrator is hereby identified as the individual to receive and investigate reports of bullying. Each building principal/administrator shall identify one or more certified staff members that are authorized to receive and investigate reports of bullying in the principal/administrator's absence or at the principal/administrator's discretion.

The Assistant Superintendent of Student Services will serve as the district-wide anti-bullying coordinator. The anti-bullying coordinator will receive all completed investigative reports from all buildings and analyze the reports to identify and information that would inform the district's anti-discrimination and anti-bullying education and training programs. In addition, the anti-bullying coordinator will assist in making any relevant reports as required by state and federal law.

Reporting Bullying

School employees and substitutes are expected to intervene to prevent and/or address acts of student bullying. In addition they are to report the incident to the building principal and/or designee for further investigation and action. Any school employee or substitute who witnesses or has firsthand knowledge of bullying of a student must report the incident to the building principal and/or designee as soon as possible, but no later than two school days after the incident.

Students who have been subjected to bullying, or who have witnessed or have knowledge of bullying, are encouraged to promptly report such incidents to a school employee. Any school employee receiving such a report shall promptly transmit the report to the building principal and/or designee.

If the bullying incident involves students from more than one district building, the report should be made to the principal and/or designee of the building in which the incident took place.

Investigation

Within two school days of receiving a report of bullying, the principal and/or designee will initiate an investigation of the incident. Reports that involve students from multiple buildings will be investigated cooperatively by the building principals and/or designees of each building involved, or those building principals and/or designees may request that the Assistant Superintendent of Student Services conduct the investigation. If at any time during the investigation the principal and/or designee determines that the bullying involves illegal discrimination, harassment or retaliation as described in policy AC, the building principal and/or designee will report the incident to the Assistant Superintendent of Student Services who will assist in the investigation.

The investigation shall be completed within ten school days of the date the report of bullying was received unless good cause exists to extend the investigation. Upon completion of the investigation, the principal and/or designee will determine whether bullying or harassment occurred and, if so, whether additional discipline is warranted in accordance with the district's student behavior guide. The principal and/or designee will generate a written report of the investigation and findings and send a copy of the completed report to the Assistant Superintendent of Student Services. The principal and/or designee will document the report in the appropriate student records. All reports will be kept confidential in accordance with state and federal law.

If the incident involved allegations of illegal discrimination or harassment, the principal's decision may be appealed in accordance with policy AC. Student discipline may be appealed when allowed by law in accordance with Board of Education policy.

The principal or other appropriate district staff will work with victims and their families to access resources and services to help them deal with any negative effects that resulted from the incident.

Consequences

Students who participate in bullying or who retaliate against anyone who reports bullying will be disciplined in accordance with the district's behavior guide. The district will also contact law enforcement when required by law and/or notify social media companies of inappropriate online activity when applicable.

Even in situations where the district does not have jurisdiction to discipline a student for bullying, such as when the acts take place off campus and there is an insufficient nexus to the district, the principal or designee may take appropriate actions to assist student victims. Such actions may include, but are not limited to, contacting the parents/guardians of the victim and the alleged perpetrators, communicating that this behavior is not allowed on district grounds or at district activities, notifying the appropriate district staff to assist the victim, and taking additional action when appropriate, such as notifying law enforcement or social media companies of inappropriate online activity.

District employees and substitutes who violate this policy will be subject to appropriate disciplinary action up to and including possible termination. Volunteers who violate this policy will no longer be permitted to volunteer.

Policy Publication

The district shall annually notify students, parents/guardians, district employees, substitutes, and volunteers about this policy and the district's prohibition against bullying. A copy of this policy shall be included in the student behavior guide and posted on the district's website.

Training and Education

The district's anti-bullying coordinator will provide information and appropriate training designed to assist employees, substitutes, and volunteers who have significant contact with students in identifying, preventing, and responding to incidents of bullying.

The district will provide education and information about bullying and this policy to students annually. The principal of each school, in consultation with school counselors and other appropriate school employees, will determine the best methods for providing this information to students.

In addition to educating students about the content of this policy, the district will inform students of:

1. The procedure for reporting bullying.
2. The harmful effects of bullying.
3. Any initiatives the school or district has created to address bullying, including student peer-to-peer initiatives. The consequences for those who participate in bullying or engage in reprisal or retaliation against those who report bullying.

School counselors, social workers, or other appropriate district staff will educate students who are victims of bullying about how to overcome the negative effects of bullying including, but not limited to:

1. Cultivating the student's self-worth and self-esteem.
2. Teaching the student to defend him-or herself assertively and effectively without violence.
3. Helping the student develop social skills.
4. Encouraging the student to develop an internal locus of control.

9. Additional School Programs and Resources

The Board directs the Superintendent or designee to implement programs and other initiatives to address bullying, respond to such conduct in a manner that does not stigmatize the victim, and make resources or referrals available to victims of bullying. Such initiatives may include educating parents/guardians and families on bullying prevention and resources.

Adopted: November 22, 2016

Hazing

In order to promote a safe learning environment for all students, the Pattonville R-3 School District prohibits all forms of hazing.

For purposes of this policy, hazing is defined as any activity, on or off school grounds, that a reasonable person believes would negatively impact the mental or physical health of a student or put the student in a humiliating, stressful or disconcerting position for the purposes of initiation, affiliation, admission, membership or maintenance of membership in any group, class, organization, club or athletic team including, but not limited to, a grade level, student organization or district-sponsored activity.

Hazing may include those activities that subject a student to extreme mental stress including, but not limited to, sleep deprivation, physical confinement, forced conduct that could result in extreme humiliation or criminal activity, or other stress-inducing activities. Hazing may also include, but is not limited to: acts of physical brutality; whipping; beating; branding; exposing to the elements; forcing inhalation or consumption of any food, liquor, drug, tobacco product, or other substance; or any other forced physical activity that could adversely affect the physical health or safety of an individual.

Hazing can occur even when all students involved are willing participants. Hazing does not occur when a student is required to audition or try out for an organization when the criteria are reasonable, approved by the district and legitimately related to the purpose of the organization.

District staff, coaches, sponsors and volunteers will not permit, condone or tolerate any form of hazing or plan, direct, encourage, assist in, engage in or participate in any activity that involves hazing. District staff will report incidents of hazing to the building principal and/or designee. The principal and/or designee shall promptly investigate all complaints of hazing and administer appropriate discipline to all individuals who violate this policy. District employees who violate this policy will be subject to appropriate disciplinary action up to and including termination.

Students participating in or encouraging conduct will be disciplined in accordance with the student behavior guide. The district will report hazing incidents to law enforcement when required by law. Students who have been subjected to hazing are instructed to promptly report such incidents to a school official.

The Superintendent and/or designee will provide appropriate training designed to assist staff, coaches, sponsors and volunteers in identifying, preventing and responding to incidents of hazing.

The district shall annually notify students, parents/guardians, district employees and substitutes about this policy and the district's prohibition against hazing. A copy of this policy shall be included in the student behavior guide and posted on the district's website.

Adopted: November 22, 2016
Cross Refs: AC, Prohibited Discrimination/Harassment
IGD, District-Sponsored Extracurricular Activities and Groups
Legal Refs: " 160.261, .775, 565.090, RSMo.

NOTES

NOTES

PATTONVILLE
SCHOOL DISTRICT
THAT ALL WILL LEARN

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