PATTONVILLE
SCHOOL DISTRICT
THAT ALL WILL LEARN

Grades K-8

BEHAVIOR GUIDE

2026-2027

THAT ALL WILL LEARN

PATTONVILLE SCHOOL DISTRICT

Mission

"That All Will Learn ..... to become responsible citizens in a nurturing environment where diversity means strength, knowledge means freedom and commitment means success."

Vision

We Envision Pattonville as a(n)

Caring community where all learners are valued, loved, respected, and regarded as our hope for today and the future.

Safe community where respect for self and others is demonstrated; where integrity and dignity guide behavior.

Learning community where all are challenged to excel. We see students as lifelong learners and problem solvers who are academically prepared for success and committed to excellence.

Interdependent community where unity among students, families, patrons and staff fosters learning, responsibility and an appreciation of the diverse individual.

We Envision All Pattonville Students as

Contributing citizens of their school, community, country, and world. We see students living their hopes and dreams through self-reliance, commitment, compassion, and cooperation. Adopted December 13, 1994

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.

THAT ALL WILL LEARN
PATTONVILLE
SCHOOL DISTRICT

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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,
Board of Education President

Dr. Barry Nelson
Superintendent of Schools

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GENERAL POLICIES/BEHAVIOR GUIDELINES

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 private, parochial and 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) previously 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

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 NOTICE

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 Chief Human Resources Officer, 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, and Section 504 of the Rehabilitation Act of 1973. The Assistant Superintendent of Student Services may be reached at 213-8090, and the Chief Human Resources Officer may be reached at 213-8065.

INTRODUCTION

Parents and students have a right to expect that their schools will provide an atmosphere that is safe and conducive to learning. Students are under the supervision of the school while on their way to and from school, at bus stops, on the bus, on any district campus or in any district building, while attending or participating in any school function either at the home school or away, and while participating in field trips or other school sponsored activities. The basic principles of the Behavior Guide are to: 1) have a commitment to an educational program with the highest academic and intellectual standards meeting the varied needs of all students; 2) ensure due process; 3) respect students' rights; 4) have students accept their responsibilities and become productive citizens. Students must become more responsible for their behavior as they mature; therefore, they must accept the consequences for their inappropriate behavior. Clear guidelines and consequences allow the students the opportunity to make appropriate choices. Consequences for student behavior reflect the severity, intensity, duration of the inappropriate behavior, and frequency of referrals.

A child's regular and punctual attendance at school is a critical factor in his/her academic success. Student achievement, performance, advancement and self-esteem are of the utmost importance and may be positively influenced by exemplary attendance. Our middle school attendance policy exists to enhance Pattonville's commitment to the mission "That All Will Learn".

The responsibility for school discipline is not the exclusive domain of the administrative staff. All those who are involved, including students, teachers, educational support staff, parents and community members need to work together to insure an effective discipline program.

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

This Handbook governs conduct which takes place on school grounds or school property on school buses and bus stops on the way to and from school; and at school activities whenever and wherever they may take place. In addition, the school district reserves the right to impose disciplinary consequences for any student's conduct (whenever and wherever it may occur) 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.

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.

Parents will receive written notification on all disciplinary actions and will be notified by telephone when possible. Conferences, loss of privileges to participate in and/or attend activities, detentions, in-school suspensions, and out-of-school suspensions are effective means to deter inappropriate 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 file 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 and Individual Accommodation Plans (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 modifications to their Special Education services or placement, as determined by the IEP committee.

DEFINITIONS

ACTIVITY BUSES: The activity 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.

ATTENDANCE: Regular attendance and punctual arrival are integral factors in school success. Parents/guardians must contact the school whenever a student is going to be absent. A message should be left on voice mail if the report is made outside of regular school hours. 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. Typically any absences above ten percent (10%) of the semester (10 days per semester) is considered excessive. More than five later arrivals (tardies) to school and early dismissals from school are considered excessive. Excessive absenteeism, late arrivals, and early dismissals may result in the requirement of third party documentation (doctor, etc.) to determine an absence or tardy as excused.

If a student accumulates between five and ten absences in a semester, or the equivalent at earlier grading periods, the Principal/school staff will contact the parent to advise them of the problem and discuss reasons for the absences. If the absences are because of health concerns as documented by the family physician or because of psychological or social concerns as documented by the family counselor, the child will be referred to a Care Team/Problem-Solving Team to consider accommodations and modifications that may assist the child in remaining productively connected to the educational curriculum.

All Pattonville Schools will attempt to engage the student and parent in programs designed to encourage attendance for those students who display poor attendance and do not have documented medical, psychological, or social basis for the absences. If the absences continue beyond the equivalent of ten days per semester without documented medical, psychological or social concerns, the school Principal will report the attendance problem to the Department of Social Services, Division of Children's Services Hot Line for suspected educational neglect or to the St. Louis County Family Court for suspected truancy.

ATTENDANCE AT AFTERSCHOOL ACTIVITIES AND EVENTS: Students must be in attendance at least half of the school day (3.5 hours) to be able to attend any afterschool or evening activity. Any exception needs to be pre-approved through the administration office at least 24 hours in advance. If a student arrives at an afterschool activity or event after being absent that day, they will be denied admission and the parents will be called to transport the student home.

DETENTION (Grades 6-8): A period of time (one hour, two hours, four hours) at school where the student remains in a specified location with limited or no interaction with other students. The student will attend a session for a specific amount of time on a specific day outside of regular school hours. All detentions will be supervised by school staff.

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/dark glasses unless prescribed
- 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 masks, onesies, etc)

Students could be given other clothing, asked to change or 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/combinations of symbols indicating membership in, affiliation with, or support for any gang or similar organization associated with violence, drugs, intimidation or other criminal activity (on school grounds or at school-sponsored activities).
- Clothing or accessories that could pose a safety threat to oneself or others.
- Pants worn below the waist level. Students shall not expose undergarments.
- Pajama pants, unless a part of an approved school activity.

EXPULSION: Expulsion is 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.

IN-SCHOOL SUSPENSION / CIC: 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 the student is expected to attend school, report to the in-school suspension room, complete assignments, and behave appropriately. The number of in-school suspension/CIC days assigned can be extended based on days missed due to inclement weather, emergency closures, and/or student absences.

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 learning experience. This involves 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. 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. 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.

II. If a student is truant (unexcused absence), he/she will receive no credit for work missed and;
   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 grade level.

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.

OUT-OF-SCHOOL SUSPENSION: The student may not be on school property, participate in any school sponsored extracurricular activities/functions whether on campus or another facility for a determined number of school days up to and including 180 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 who have been suspended may not be on any school district property or attend any Pattonville function during the period of the suspension.*

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.

SATURDAY DETENTION (Grades 6-8): A student may be assigned to attend a detention on Saturday morning when previous interventions have not resulted in appropriate correction of behavior. Students must arrive by 8:00am (no late arrivals) and will be dismissed at 12:00pm. Students who fail to serve assigned Saturday detentions or who engage in inappropriate behavior during the detention will be subject to in-school suspension. Transportation to and from Saturday detention shall be the parents' responsibility.

SCHOOL LOCKERS / CUBBIES: School lockers and cubbies are the property of the Pattonville School District. At no time does the Pattonville District relinquish its exclusive control of lockers and cubbies provided for the convenience of students. General inspections of lockers may be conducted by school authorities for any reason at any time, without notice, without student consent, and without a search warrant.

SCHOOL STAFF: For the purpose of this handbook, the term school staff includes all teachers, administrators, counselors, nurses, substitutes, volunteers, parents working in the building, secretaries, custodians, cafeteria workers, security guards, school district employees, bus drivers and student teachers. The term shall also include any other adult who, for reasons related to the functioning of the school or school-related activity, is present at school or at a school-related activity.

SELLING: Selling, distributing or receiving money for any items such as clothing, shoes, snacks, school supplies, etc. without prior permission of the principal is prohibited.

STUDENT CONFLICTS: Each Pattonville School must be a safe and orderly environment if optimum learning is to take place. Students shall seek non-violent solutions to differences which arise, and physical aggression cannot be condoned by school officials. The safety of participants and bystanders is a major concern. The following terms are used to help determine the degree or nature of the conflict: scuffling, fighting, and assault. Further definitions and consequences are listed in the disposition section.

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. Strip searches will NOT be conducted under any circumstances by school officials. 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.

School officials will also request 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.

DISCIPLINE GUIDELINES

Students are expected to display proper respect for fellow students, for all employees of the Pattonville School District, the Board of Education, the school property, and the rights and welfare of all persons participating in the education program.

The faculty and administration believe in the total education of all students; therefore, it is their belief that any behavior exhibited by a student which is detrimental to the learning process shall be dealt with in a manner so as to insure the continuation of the total educational program. The following represents the philosophy and procedures of the faculty and administration regarding discipline. Such procedures are to be carried out in a manner which is consistent and fair.

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 may 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.

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

RISK ASSESSMENT: The school reserves the right to require a risk assessment for a student who has threatened or has been involved in actions which are of a threatening or harmful nature.

VIOLATION OF THE ELECTRONIC COMMUNICATION POLICY: The Board of Education has adopted the Electronic Communications Policy. Parents receive copies of the policy and are asked to complete the Student Access Form which designates the level of computer access parents permit for their student. The policy sets standards of acceptable use for electronic communication technology. Violation of policy by students may result in loss of computer/internet/email/web publishing. Serious violations which result in fiscal loss to the school district; diminished computing capacity within the district; use of electronic equipment to access or transmit obscene, vulgar or inappropriate material; violation of copyright laws; use of electronic equipment to transmit threats or forms of harassment and other violations of a serious nature may result in in-school suspension, out-of-school suspension or expulsion.

LEVEL I OFFENSES

Inappropriate Student Behavior Requiring Teacher's Intervention

1) Tardiness to class
2) Possession/use of inappropriate items, e.g. toys,--including fidget spinners, slime, and hoverboards, handheld gaming devices, laser lights, pointers, etc.

   1st offense: item(s) confiscated, returned at end of school day
   Subsequent offenses: item(s) confiscated, parent pick-up required

Students who might need to possess an above item for an assignment or other important reason may leave the item with an administrator immediately upon entering the building with no penalty incurred.

3) Personal Communication Devices (Including Cell Phones)
   Per state statute, use and display 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: Cell phone confiscated; parent pick-up required.
   Subsequent offenses: Repeated Violations of Level I Inappropriate Behaviors.

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 II Misuse of Electronic Devices/District Network.

4) Failure to participate appropriately in class
5) Failure to bring appropriate materials to class
6) Interrupting and interfering with other's work or learning environment
7) Failure to do class work, assignments, projects, etc.
8) Misuse of lockers/cubbies
9) Failure to pay attention
10) Failure of students to return forms, notes to parents, etc.
11) Inappropriate response to the teacher
12) Minor disturbances among students on the bus and in classroom settings.
13) Disrespect toward fellow students
14) Food and drink in classrooms and hallways
15) Violation of dress code
16) Academic dishonesty e.g., cheating, plagiarizing, etc.
17) Inappropriate displays of affection
18) Inconsistent/poor attendance in school
19) Any other disruptive behavior which is of a minor nature

CONSEQUENCES OF INAPPROPRIATE STUDENT BEHAVIOR

May include but are not limited to the following:

1) Conference with the student
2) Change in seating
3) Assignment of a written "Plan of Action"
4) Acceptance of apology
5) Assignment of a position paper (related to offense)
6) Involvement of the counselor or other non-administrative members of the educational support staff
7) Involvement of parents
8) Home assignment monitored by parents
9) Loss of recess (Elementary School)
10) Loss of privileges for a specific period of time
11) Behavioral Contract/Safety Plan
12) One-hour detention with teacher (Middle School)
13) Initiation of CARE TEAM referral

The staff member may invoke the appropriate consequence(s) in any appropriate order or combination depending upon circumstances and previous behavior. If after exhausting all avenues and assigning appropriate consequences, a specific inappropriate behavior continues, the teacher may consult with the principal and or assistant principal for assistance in resolving the problem.

LEVEL II OFFENSES

Inappropriate Student Behavior Requiring Administrative Intervention

When a student is referred to a principal, the principal determines the consequences of the student's inappropriate behavior. Consideration will be given to the severity of the behavior, the intensity and duration of the behavior, and the frequency of referrals for this or similar inappropriate behaviors. The administrator may use behavioral interventions in the appropriate order or combination taking into consideration the child's age, grade, and other extenuating circumstances.

1. Defacing or Destroying School Property or the Property of Others: The willful or malicious destruction or defacement of any property, whether school or individual private property. Defacing or destroying school property 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.

> 1st offense and subsequent offenses: Depending upon the nature of the offense, behavioral interventions will be applied as determined to be appropriate by the administration. In addition, restitution must be made by the student for the full value of the item(s) damaged and the police and/or juvenile authorities may be contacted.

2a. Disruption of the School Environment (Grades K-5): 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 and subsequent offenses: Depending upon the nature of the offense, behavioral interventions will be applied as determined to be appropriate by the administration.

2b. Disruption of the School Environment (Grades 6-8): 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: Up to 10 day out-of-school suspension
Subsequent offenses: Up to 10 day out-of-school suspension with possible recommendation for suspension up to 180 days.

3. Excessive Tardies to School/Class (Grades 6-8): Being punctual to school and to class is a key to academic success.

Per semester:

- Up to 3 tardies: Warning
- 4 tardies: 1-hour detention
- 6 or more tardies: 2-hour detention up to in-school suspension (ISS)

4. Failure to serve after-school detention following parental notification and acknowledgement of assigned detention(s) (Grades 6-8):

1st offense: Unserved 1-hour detention will result in a 2-hour detention
Unserved 2-hour detention will result in a 4-hour detention
Unserved 4-hour detention will result in 3 day in-school suspension (ISS)
Subsequent offenses: Up to 5 day in-school suspension (ISS) and/or out-of-school suspension (OSS)

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

1st offense and subsequent offenses: Depending upon the nature of the offense, behavioral interventions will be applied as determined to be appropriate by the administration.

6. Gambling: Any wagering of money or property in any form.

1st offense: 2-hour to 4-hour detention
Subsequent offenses: 4-hour detention up to 5 day in-school suspension (ISS)

7. 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 addressed as a Level III Offense.

8. Inappropriate Behavior: Intentional act, behaviors, or conduct (including dishonesty and eloping) in the classroom, in the school building, upon school grounds, or at a school activity, which interfere with an orderly environment.

1st offense and subsequent offenses: Depending upon the nature of the offense, behavioral interventions will be applied as determined to be appropriate by the administration.

9a. Inappropriate Language (Grades K-5): Use of any oral or written profane or abusive language or gestures toward others.

1st offense and subsequent offenses: Depending upon the nature of the offense, behavioral interventions will be applied as determined to be appropriate by the administration.

9b. Inappropriate Language (Grades 6-8): Use of any oral or written profane or abusive language or gestures toward others.

1st offense: Up to 3 day in-school suspension
Subsequent offenses: Up to 5 day in-school suspension and/or out-of-school suspension

10. Inappropriate Objects: During school hours, students are not allowed to use personal computers, tablets, smart glasses, headphones/earbuds, video games or toys, in any area which includes hallways and stairwells in the vicinity of classrooms and/or the library. Students are discouraged from bringing valuable items to school. The school is not responsible for lost or stolen items.

1st offense and subsequent offenses: Depending upon the nature of the offense, behavioral interventions will be applied as determined to be appropriate by the administration.

11a. Inappropriate Physical Contact (Grades K-5): Minor phyiscal contact such as scuffling/horseplay, shoving, pushing or jostling which could lead to a fight.

1st offense and subsequent offenses: Depending upon the nature of the offense, behavioral interventions will be applied as determined to be appropriate by the administration.

11b. Inappropriate Physical Contact (Grades 6-8): Minor phyiscal contact such as scuffling/horseplay, shoving, pushing or jostling which could lead to a fight.

1st offense: Up to 3 day in-school suspension
Subsequent offenses: Up to 5 day in-school suspension and/or out-of-school suspension

12. Threatening Behaviors: Threatening behavior is defined as any activity, in which another person, persons, or property may or will be harmed. A threat could be any gesture, written or verbal expression, or physical act that a reasonable person should know will harm others, damage a person's 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. Such threats will be taken seriously.

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

13a. Insubordination / Defiance Of Authority / Disrespect (Grades K-5): 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 and subsequent offenses: Depending upon the nature of the offense, behavioral interventions will be applied as determined to be appropriate by the administration.

13b. Insubordination / Defiance Of Authority / Disrespect (Grades 6-8): 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 3 day out-of-school suspension
Subsequent offenses: Up to 5 day out-of-school suspension

14. 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 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: Depending upon the nature of the offense, intervention will be applied, as determined, to be appropriate by the administration. Loss of computer and/or Internet privileges may result.

15. Physical Aggression: An intentional, willful, physical act attempting to do bodily harm to another.

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

16a. Inappropriate Physical Contact (Grades K-5): 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: Depending upon the nature of the offense, behavioral interventions will be applied as determined to be appropriate by the administration.

16b. Inappropriate Physical Contact (Grades 6-8): 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. Students engaged in violent or threatening behavior may be required to participate in an approved counseling intervention any time during a student's enrollment at the middle school.

17. Receipt or Distribution of Merchandise: Students are not allowed to sell any items for personal profit on school property. A sale of legitimate fundraising items to support non-profit groups must not interfere with the learning environment or compete with school fundraisers.

1st offense and subsequent offenses: Depending upon the nature of the offense and the value of the item(s), behavioral interventions will be applied as determined to be appropriate by the administration. In addition, the police and/or juvenile authorities may be contacted.

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

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

19. Refusal / Removal from In-School Suspension / CIC: Any student who refuses or is removed from in-school suspension/CIC for inappropriate behavior may minimally serve the remainder of the in-school suspension days assigned as an out of school suspension.

20. Repeated Violations of Level I Inappropriate Behaviors:

1st offense and subsequent offenses: Depending upon the nature of the offense, behavioral interventions will be applied as determined to be appropriate by the administration. These interventions may include, but are not limited to:

- Parent/Student/Administrator Conferences
- 2- Hour Detention (Grades 6-8)

21. 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.

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 affects 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 shall be defined as 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:

- Unwanted sexual behavior, such as touching, oral comments, sexual name-calling, spreading sexual rumors, jokes, pictures, leers, overly personal conversation, cornering or blocking students movement, panting, and pulling at clothes. 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 confidentiality 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: 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 from conference with the student, parent conference, detention, in-school suspension, or out-of-school suspension up to 180 days for all forms of Harassment.

22. Theft / Possession / Transferring Stolen Property: Any student finding an item on school property is expected to turn the item in to the office immediately. If a student fails to do so, it will be considered theft.

1st offense and subsequent offenses: Depending upon the nature of the offense and the value of the item(s), behavioral interventions will be applied as determined to be appropriate by the administration. In addition, the police and/or juvenile authorities may be contacted.

23. 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. Police may be notified.

24. Truancy / Unauthorized Areas: An unauthorized absence and/or eloping from a class without consent of the proper school authority or the absence from school without parental acknowledgement. Students who are truant from class are subject to loss of credit (e.g. daily assignments, assessments, and/or long-term projects). Students in unauthorized areas or skipping school before, during, and after the school day will be considered truant. Once students arrive on campus, they are not allowed to leave without permission from an administrator (e.g., before school).

1st offense: 2-hour detention up to 5 day in-school suspension
Subsequent offenses: Up to 5 day in-school suspension, with possible referral to police and/or juvenile authorities.

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 discipline policy and guides. 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 the building principal. The principal 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.

25. Bullying: 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.

1st offense: Up to 5 day in-school suspension
Subsequent offenses: Up to 10 day in-school and/or out-of-school suspension with possible recommendation for suspension up to 180 days.

26. Cyberbullying: Intimidation, unwanted aggressive behavior, or harassment that is repetitive or is 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.

1st offense: Up to 5 day in-school suspension
Subsequent offenses: Up to 10 day in-school and/or out-of-school suspension with possible recommendation for suspension up to 180 days.

27. Hazing: 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; exposure 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 any 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.

1st offense: 3 to 5 day in-school suspension
Subsequent offenses: Up to 10 day in-school and/or out-of-school suspension with possible recommendation for suspension up to 180 days.

LEVEL III OFFENSES

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.

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 whom 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. The investigations may be initiated by school personnel. 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, parents will be notified, if possible, by the school administrator, unless the school administrator is requested to withhold such notification by the police.

1. 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: Up to 10 day out-of-school suspension with possible recommendation for suspension up to 180 days and/or recommendation for expulsion. Police may be notified and a report filed.

2a. Fighting (Grades K-5): Mutual combat in which both parties have contributed to the situation by physical action.

> 1st offense: Up to 3 day out-of-school suspension
> Subsequent offenses: 10 day out-of-school suspension.

2b. Fighting (Grades 6-8): Mutual combat in which both parties have contributed to the situation by physical action.

> 1st offense: 5 day out-of-school suspension
> Subsequent offenses: 10 day out-of-school suspension with possible recommendation for suspension up to 180 days. Police may be notified and a report filed.

3. 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 out-of-school suspension with possible recommendation for suspension up to 180 days or recommendation for expulsion dependent upon the potential harm of the item and the level of threat posed. Police may be notified if warranted.

4. 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 a an association or group of 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 and/or recommendation for expulsion.

5. Repeated Behavioral Referrals to the Office:

1st offense and subsequent offenses: Up to 10 day out-of-school suspension with possible recommendation for suspension up to 180 days. Repeated Level II referrals may result in the infraction being treated as a Level III infraction.

6. Setting Off False Fire / Disaster Alarms: This applies to 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 or recommendation for expulsion. Police will be notified and a report filed. Fire Departments will be notified if warranted.

7. Sexual Misconduct: Possessing or transferring pornographic or sexually explicit materials; 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 is prohibited.

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

8. 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: Up to 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.

9a. Possession and/or Use of Tobacco / Electronic Smoking Devices (Grades K-5): 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.

1st offense: Up to 5 day in-school suspension
2nd offense: 5 - 10 day in-school suspension
3rd offense and subsequent offenses: Up to 10 day out-of-school suspension

9b. Possession and/or Use of Tobacco / Electronic Smoking Devices (Grades 6-8): 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.

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

10. Alcoholic Beverages, Drugs, Narcotics and Drug Paraphernalia: Pattonville Schools have several programs in place to educate students on the harmful effects of alcoholic beverages, drugs, and narcotics. The Counseling Department offers support and community resources for students experiencing substance abuse. The use or possession of illicit drugs, inappropriate use or possession of prescription or over-the-counter medications, distribution of drugs of any kind, and the unlawful possession, use or distribution of alcohol is wrong and harmful. It is a very serious infraction to bring, purchase, possess, transmit, sell, 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 illegal to sell or distribute drugs within 1,000 feet of a school campus.

10a. 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 and subsequent offenses: 10 day out-of-school suspension with a recommendation for suspension up to 180 days with possible recommendation for expulsion. *Any time during a student's enrollment.* Police will be notified.

10b. Use and/or Under the Influence of Alcohol or Drugs:

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 and subsequent offenses: 10 day out-of-school suspension with a recommendation for suspension up to 180 days with possible recommendation for expulsion. *Any time during a student's enrollment.* Police will be notified.

10c. Distributing or the Intent to Distribute Alcohol, Drugs and Related Paraphernalia: Any student that provides, gives away, or delivers drugs, alcohol or other items prohibited per Board of Education policy to one or more other 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 and subsequent offenses: 10 day out-of-school suspension with a recommendation for suspension up to 180 days with possible recommendation for expulsion. *Any time during a student's enrollment.* Police will be notified.

10d. 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 prohibited per the Board of Education policy to one or more other 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 and subsequent offenses: 10 day out-of-school suspension with recommendation for suspension up to 180 days and/or recommendation for expulsion. *Any time during a student's enrollment.* Police will be notified and a report filed.

USE OF POLICE CANINE UNITS TO CONDUCT RANDOM SEARCHES FOR ILLEGAL SUBSTANCES (MIDDLE SCHOOL)

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 not be limited to, the following:

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

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 student's possessions (book bag, jacket, purse, etc.,) A thorough investigation by school authorities will be conducted and the student offered all appropriate due process before any disciplinary consequences are assigned.

SCHOOL NURSES, CLINIC, AND MEDICATION

Each Pattonville school has a full-time nurse 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 nurse's office. If a nurse is unavailable, 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 grade level principal's office so that immediate medical attention can be obtained if necessary.

ADMINISTERING MEDICINES TO STUDENTS: Giving 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, the medicine must be accompanied by a label affixed by a pharmacy and/or medical provider

When a physician feels it is necessary for a child to have a prescription medication at school, the following procedure should be followed:

1) Medicine must be in the proper container with the pharmacy label showing:
   a) Name of the child
   b) Name of medicine
   c) Dosage and schedule of administration
   d) Physician's name
2) A written request from the parents giving the school permission to administer medication.
3) It is strongly recommended that medicine be brought to school by parents.
4) Long-term medication must be accompanied by a physician's written order.
5) The first dose of any medication will not be administered at school.
6) No student is to supply medications to any other student.
7) The school district may refuse to administer any medications not approved by the Federal Drug Administration or any medication with greater than recommended doses.

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.

OVER THE COUNTER MEDICINE: It shall be our practice that "over-the-counter" medications will be dispensed by school personnel only with written authorization from medical provider and parent. Non-prescription 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 will include:

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, and the principal or other designated person(s). All medication administered by school officials shall be kept in the nurse's office or the principal'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.

The school nurse has a legal obligation to administer medications in accordance with physician's orders and acceptable medical practice. The school nurse may refuse to administer medications/dosages which are outside of acceptable practice, including but not limited to, manufacturer's directions, FDA guidelines, etc.

METERED-DOSE INHALERS: Students may be permitted to carry and self-administer medicine by way of a metered-dose inhaler if an asthma action plan (with parental permission and doctor's order) is completed and on file in the nurse's office.

STUDENT ELECTRONIC COMMUNICATION POLICY

Prohibited actions include but are not limited to the following:

- 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 of 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 profane, abusive, or impolite emoticons
- Use school internet access for personal profit in any way
- Create personal or unauthorized web pages on district computers
- Use school internet access to engage in non-instructional activities that interfere with the learning process
- Use of the school internet to distribute or receive confidential information such as test questions/answers
- Use of the school's internet to post defamatory comments to online communities
- Capturing or publishing unauthorized images and/or video of staff or students

PATTONVILLE SCHOOL DISTRICT TRANSPORTATION PROCEDURES

The transportation of students is a vital part of the educational 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. In addition, video cameras are used on buses to promote safety for all passengers. 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 Board 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.

SUSPENSION OF BUS PRIVILEGES: Bus drivers have the responsibility to maintain a safe and orderly environment on the school bus. The drivers have the right to warn students, conference with students, and assign specific seats. Violations which are deemed hazardous while riding the school bus will be written on the bus misconduct form by the driver. These acts of misconduct are offenses that could warrant a bus suspension (suspension of the privilege to ride the bus for a specific period of time). Violations will be handled by the building principal or his/her designee. Parents having questions or concerns should contact their building principal.

CONSEQUENCES OF MAJOR BUS INFRACTIONS: Professional judgment will be used by principals to determine the dispositions of specific problems. In serious disciplinary cases, a student may be suspended from the bus immediately following a referral and may be subject to additional disciplinary actions.

RIDING A DIFFERENT BUS / ACTIVITY 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. Such notes will be subject to approval from a building administrator.
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 no later than 2:00pm on the day of the event.
3) Requests should be limited to special circumstances.

BULLYING

General: 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 cellphones, 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 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 any 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 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.
4) 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.

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.

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:

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

Employee Concerns or Visitor Concerns:
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 ofthe district, a student, or a visitor to the district's facilities.

Employee, Personnel or 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 thedistrict.

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 hasthe 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.

3) 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 arebased 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.

Intake of Complaints

1) 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 personnelof 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.
2) 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.
3) 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.
4) 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.

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:

1) Upon receipt of a report of discrimination/harassment on the basis ofone 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.
2) 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.
   a) 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.
   b) 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.
3) The above-referenced deadlines are subject to extension by the districtfor 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.

4) Investigation files shall be maintained separately from student educational files and employee personnel files, as required by law.
5) 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 withlaw.

Resolution of Complaints

1) At the conclusion of the investigation, the Compliance Coordinator will review the investigation report.
2) 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.
3) One of the following Determinations will typically be made with respect to the Complaint:
   a) Unsubstantiated;
   b) Unable to Substantiate or Indeterminate or Incapable of Determination; or
   c) 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.

4) 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.
5) Notification of Determination Regarding Complaint
   a) Within three (3) school days after the Determination has been made regarding the complaint, notice of the determination willbe mailed or given to the complainant.
   b) 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.
6) 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:
   a) 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 desiredaction.
   b) The Compliance Coordinator will send the appeal to the President of the board within five (5) school days after receipt of theappeal.
   c) Upon receipt of the appeal from the Compliance Coordinator, the board president will set the appeal for review on the closedsession agenda at a regularly scheduled board meeting.
   d) 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.
   e) 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.

Prohibition on Retaliation

1) Consistent with federal and state law, there will be no retaliation against any person who uses this procedure to resolve a concern, so long assuch 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.

2) 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 bylaw.

Enforcement

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.

1) Any supervisor/administrator who receives a report, orally or in writing, regarding discrimination harassment relating to a student must notifythe district's Compliance Coordinator within one (1) school day or a reasonable time thereafter for good cause.
2) The supervisor/administrator shall implement appropriate remedial and/or disciplinary action as necessary and as directed.
3) 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.
4) The district administration shall ensure that the following actionsoccur:
   a) The district shall annually provide policy instruction toemployees.
   b) Student instruction regarding discrimination/harassment on the basis of one or more of the Protected Categories shall beprovided yearly and in an age-appropriate manner.
   c) A copy of this policy will be published in district handbooks or otherwise distributed annually to students and employees.
   d) This policy will be posted on the district's Website.

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.

1) 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.
2) Failure to report as directed above is cause for remedial action and/or disciplinary action up to and including termination of employment.
3) 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 moreof the Protected Categories.

Consequences for Violation of Policy

1) 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.
2) 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.
3) 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.
4) The filing of an appeal to challenge the determination does not stayor postpone the district's ability to initiate disciplinary or remedial action.

5) 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).
6) 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, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114; 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.

STUDENT COMPLAINTS AND GRIEVANCES

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

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 Dis-trict, 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 the School Board is the final step within the School District.

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 terms apply to the Discipline Reporting and Records 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 or 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 Board 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 transportation, 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,
4) First or second degree kidnapping under §565.110 RSMo., .120 RSMo. 5 First, second, or third degree assault 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 §§ 566.060, .061, 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 §569.100, 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 §565.090, RSMo.;
19) First degree stalking under §565.225, RSMo.

*Immediate reporting of third-degree assault 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 assault, 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 assaults, the district will report third-degree assaults to law enforcement in accordance with that agreement.

School districts may report or disclose education records to law enforcement entities and juvenile justice authorities 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.

PATTONVILLE SCHOOL DISTRICT DIRECTORY

Bridgeway Elementary 314-213-8012
Bill Casner, Ed.D., Principal
Natasha Malone, Administrative Intern

Parkwood Elementary 314-213-8015
De'Vion, Moore, Ed.D., Principal
Nathaniel Laffoon, Administrative Intern

Robert Drummond Elementary 314-213-8419
Carley Tankersley, Principal
Molly Alferman, Ed.D., Assistant Principal

Rose Acres Elementary 314-213-8017
Adam Crnko, Ed.D., Principal

Academy of Innovation at Remington (K-8) 314-213-8016
Nick Morgan, Principal

Willow Brook Elementary 314-213-8018
Margo Souza, Ed.D., Principal
Carter Kennedy, Administrative Intern

Holman Middle School 314-213-8032
Tamika Dukes, Ed.D., Principal
Jane McGuire, Assistant Principal
Joshua Roberts, Assistant Principal

Pattonville Heights Middle School 314-213-8033
Mark Houston, Ed.D., Principal
Steven Gerace, Assistant Principal
Danielle Beyer, Assistant Principal

Student Services 314-213-8090
Tori Cain, Ed.D., Assistant Superintendent of Student Services
Jada Bell, Ed.D., Director of Student Services

PATTONVILLE
SCHOOL DISTRICT
THAT ALL WILL LEARN

Barry Nelson, Ed. D.
Superintendent of Schools

Board of Education

Jeanne Schottmueller
President

Lisa Kickbusch
Vice-President

Jan Schweiss
Secretary

Rená Simmons
Treasurer

Mary Kay Campbell
Director

Dr. Brian J. Gray
Director

Dr. Dan Wentz
Director