

**Pattonsburg RII
Elementary School
Student Handbook
2025-2026**



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To the Parent/Guardian

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

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

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

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

Sincerely,

Lisa Yost

Parent-Teacher Communication Chain

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

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

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

Mission statement

The educational mission of the Pattonburg R-II School District includes the following beliefs: Each student is provided an appropriate and high quality education for their individual needs. Education must not stop at the limits of academic subjects, but must continue into other areas, which broaden the student as an individual. This would include those areas necessary for the social and emotional development of each student.

Education must be of broader scope than only students and only during the school day hours; it must extend to other activities to their parents and families.

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

**Pattonsburg R-II School District
Notice of Nondiscrimination**

The Pattonsburg R-II School District Board of Education is committed to maintaining a workplace and educational environment that is free from discrimination and harassment in admission or access to, or treatment or employment in, its programs, services, activities and facilities. In accordance with law, the District does not discriminate on the basis of race, color, national origin, ancestry, religion, sex, disability, age, genetic information, or any other characteristic protected by law in its programs and activities. The following person has been designated as the District's Compliance Coordinator to handle inquiries or complaints regarding the District's non-discrimination policies:

Name: Mr. Bill Pottorff

Title: Superintendent

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

Telephone: (660) 367-2111

For further information about anti-discrimination laws and regulations, or to contact the Office for Civil Rights in the U.S. Department of Health and Human Services (OCR) regarding the District's compliance with anti-discrimination laws and regulations, please contact OCR at 601 East 12th Street, Room 353, Kansas City, Missouri, 64106; (800) 368-1019 (voice), or (800) 537-7697 (telecommunications device for the deaf).

PATTONSBURG R-II PUBLIC NOTICE

All responsible public agencies are required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the agency, regardless of the severity of the disability, including children attending private schools, children who live outside the district but are attending a private school within the district, highly mobile children, such as migrant and homeless children, children who are wards of the state, and children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade. The Pattonsburg R-II School District assures that it will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction. Disabilities include autism, deaf/blindness, emotional disorders, hearing impairment and deafness, intellectual disability, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness and young child with a developmental delay.

The Pattonsburg R-II School District assures that it will provide information and referral services necessary to assist the State in the implementation of early intervention services for infants and toddlers eligible for the Missouri First Steps program.

The Pattonsburg R-II School District assures that personally identifiable information collected, used, or maintained by the agency for the purposes of identification, evaluation, placement or provision of FAPE of children with disabilities may be inspected and/or reviewed by their parents/guardians. Parents/guardians may request amendment to the educational record if the parent/guardian believes the record is inaccurate, misleading, or violates the privacy or other rights of their child. Parents have the right to file complaints with the U.S. Department of Education or the Missouri Department of Elementary and Secondary Education concerning alleged failures by the district to meet the requirements of the Family Educational Rights and Privacy Act (FERPA).

The Pattonsburg R-II School District has developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA). This plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency's assurances that services are provided in compliance with the General Education Provision Act (GEPA). This plan may be reviewed at Pattonsburg R-II School District #1 Panther Drive, Pattonsburg, MO 64670 during the hours of 8:00am and 3:30pm Monday thru Friday.

This notice will be provided in native languages as appropriate.

2025-2026
Faculty and Staff
ADMINISTRATION

MR.BILL POTTORFF, SUPERINTENDENT
MRS. RANDI McMILLEN, HIGH SCHOOL PRINCIPAL
MRS. LISA YOST, SPECIAL EDUCATION DIRECTOR & LEAD ELEMENTARY TEACHER
MRS. KATIE CRABTREE, COUNSELOR

HIGH SCHOOL FACULTY

ENGLISH	MRS. JACKIE REED
MATH	MR. ZANE REED (JH)
	MR. RICK LIN
SCIENCE	MRS. TUANNETTE HULET
SOCIAL STUDIES	MR. HUNTER SCOTT
SPECIAL EDUCATION	MRS. STACIE FOSTER
AGRICULTURE	MRS. CAILEY STEWART (2ND SEMESTER)
ART	MS. JILLIAN MARSH
BUSINESS	MRS. DEBORAH BURNS
PHYSICAL ED/HEALTH	MR. BRANDON BURKHEAD
LIBRARY	MRS. HEATHER JONES
TEACHER ASSISTANT	MRS. GWEN MCKINLEY
ADMIN ASSISTANT	MRS. MARY BURKHEAD
ATTENDANCE CENTER	MRS. JULIE MASON

ELEMENTARY FACULTY

PRE-SCHOOL	MRS.HEATHER JONES
PRE-SCHOOL	MRS. NICKI CLAY
KINDERGARTEN	MRS. KRISTY SHOCK
1ST GRADE	MRS. HELENA BOOTH
2ND GRADE	MRS. ANGIE McCRARY
3RD GRADE	MS. MAYCEE RAGAN
4TH GRADE	MRS. ANNETTE GRAVER
5TH GRADE	MRS.JESSICA SULLENGER
COMPUTERS/LIBRARY	MRS. HEATHER JONES
PHYSICAL ED/HEALTH	MR. BRANDON BURKHEAD
ART	MS. JILLIAN MARSH
SPECIAL EDUCATION	MRS. STACIE FOSTER
MUSIC	MRS. JULIE LUPFER
TITLE I	MRS. CINDY HUSKEY
TEACHER ASSISTANT	MS. GINA SCOTT

FOOD SERVICE

MRS. MRS. LISA TEEL
MRS. AMANDA WYNNE
MRS. LISA HILLYARD

CUSTODIAL SERVICES

MRS. MARY CRUTHIS

TRANSPORTATION

MR. JAKE CAMERON
MRS. MARY CRUTHIS

BOARD OF EDUCATION

MR. SLADE RICE, PRESIDENT
MRS.NATHAN WOODWARD, VICE-PRESIDENT
MRS. AMY MCCRARY, SECRETARY

MRS. AMANDA(MANDY) HULET, TREASURER
MR. BRIAN TEEL

MR. STEVE PANKAU

MR. JOSH HULET

**Pattonsburg R-II School
2025 - 2026 Calendar**

No school on Mondays unless otherwise listed

August 12th	New Teacher Orientation
August 13th - 15th	Staff In-Services
August 19th	Students First Day
September 1st	Labor Day No-School
September 8th	Teacher In-Service
October 6th	GRC West Teacher In-Service
October 17th	End of 1st Quarter (36 days)
October 27th	Parent/Teacher Conferences
November 24th	School in session
November 26th - Dec. 1st	Thanksgiving Break
December 8th	Teacher In-Service
December 15th	School is in session
December 17th and 18th	Semester Finals
December 19th	End of 2nd Quarter, dismiss at 12:48 (34.5 days)
December 19th	End of 1st Semester (70.5 days)
January 5th	Teacher In-Service
January 6th	Students First Day of 2nd Semester
February 9th	Teacher In-Service
March 7th	End of 3rd Quarter (36 days)
March 30th	School is in session
April 3th - April 6th	Easter Break
May 4th	School is in session
May 10th	Graduation
May 11th	School in session
May 14th	Last day of school, early dismissal 12:48 (40.5 days)
May 14th	End of 2nd Semester (76.5 days)
May 15th	Teacher In-service

Student Policies

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

Among these rights and responsibilities are the following:

- The right to attend free public schools; the responsibility to attend school regularly and to observe school rules essential for permitting others to learn at school.
- The right to a quality education; the responsibility to put forth their best effort during the educational process.
- Civil rights including the rights to equal educational opportunity and freedom from discrimination; the responsibility not to discriminate against others.
- The right to due process of law with respect to suspension, expulsion, and decisions, which the student believes, injures his or her rights.
- The right to privacy, which includes privacy in respect to the student's school records.

It is the Board's belief that as part of the educational process, students should be made aware of their legal rights and of the legal authority of the Board to make and delegate authority to its staff to make rules regarding the orderly operation of the school. If the policy guidelines adopted by the Board are to be successful, it must be understood that school officials and instructors have the authority to interpret and apply them in a given situation. Students must obey any such interpretation subject to an appeal.

Alternative Methods Of Instruction

The Pattonsburg RII School District intends to use alternative methods of instruction in lieu of requiring the district to make up for time lost due to exceptional or emergency circumstances. The district will expect students to complete assignments in a variety of ways: electronic/web-based, textbooks, library books, packets/worksheets, virtual instruction and teacher created assignments. The district will expect students to turn in assignments on the next day of attendance or through the electronic/web-based or app activities. Communication will be sent out to parents when the alternative methods of instruction begin and end via text, website or letter from the school. The IXL instruction in math and reading will be utilized for grades K-12.

Academic Performance and Class Assignments

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

Any student not completing class work or homework by the scheduled due date may miss recess time or other non-core subject time until the assignment is completed in a satisfactory manner, as decided upon by the classroom teacher. They may also be given an alternative time that day to complete the assignment with another teacher. Absences will be taken into consideration as referred to earlier in the student handbook.

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

Tutoring

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

Mid-Term Reports

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

Quarterly Dates:	1st	2nd	3rd	4th
Grade Check	September 5th	October 31	January 16th	March 20th April 3rd
Midterm - Grade check	September 19th	November 14th	February 6th	April 17th
Grade Check	October 3rd	December 5th	February 20th	May 1st
End of Quarter -Grade Check	October 17th	December 19th	March 6th	May 14th

Grade Reports

Report cards are issued quarterly. The first quarter grade reports may be picked up during the parent teacher conference. Second, third, and fourth quarter grades will be sent home with the students. The following grade system will be used:

Grading Scale

Kindergarten-2nd grade cards are a lettering system that shows students capabilities in each subject area. First and Second grade will show the percent also. S=Superior/Above Average M=Moderate N=Needs Improvement

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

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

3rd-5th grade students use the standard lettering system.

96 - 100 A	90-95 A-	
87- 89 B+	83-86 B	80 - 82 B-
77 - 79 C+	73 - 76 C	70 - 72 C-
67 - 69 D+	63 - 66 D	60 - 62 D
50 and Below F		

Honor Roll (beginning with 3rd grade students)

Levels of Honor Roll:

“A” Honor Roll – All A’s no A-

“B” Honor Roll – All A’s and B’s

Promotion and Retention of Students

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

1. Students will be promoted to the next grade level if they are meeting grade level expectations as identified by local and State Department of Education core subject objectives.
2. "Double promotions," that is, acceleration beyond the normal grade placement, are approvable for students who are working at an academic level of more than a year above placement and are sufficiently mature, socially and emotionally, to work with students of the advanced grade. Parent/guardian, teachers and administrators must agree that it is in the best interest of the student under consideration.
3. A list of those students who are not meeting grade level objectives in reading, language arts or mathematics will be given to the building principal by the October, January and March reporting periods. With respect to any student who is reported as not meeting grade level objectives in reading, language arts or mathematics:
 - a. The teacher, principal and counselor will meet to review the student's academic record, current test scores and work samples.

- b. The parent/guardian will be notified as soon after the review as possible that retention is being considered. A meeting with the parent/guardian will be scheduled. The parent/guardian will be informed that the student is not meeting grade level objectives and will be retained in the same grade unless there is strong and positive improvement in the student's work.
- c. A follow-up conference for the parent/guardian will be scheduled with the principal or the principal's designee to review the student's progress.
- d. An academic program including remediation will be offered to the student.

4. In recommending promotion or retention, these factors will be considered:

- a. Academic achievement in all subject areas, especially attainment of grade level objectives, as determined by tests, teacher assignment, and work samples.
- b. Chronological age.
- c. Study Habits.
- d. Attendance.
- e. Social and emotional maturity.
- f. State-mandated retention requirements for primary/middle school students.

5. The decision for retention will be made by the principal and the classroom teacher in accordance with the above-referenced factors, and written notification of retention will be sent to the parent/guardian.

Third Grade Reading Retention plan (Board Approved Policy 2520)

Third Grade Students

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

Fourth Grade Students with Reading Success Plans

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

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

Fifth Grade Students

The reading assessment process shall be repeated on a yearly basis through the end of students' sixth grade years, accompanied by a corresponding increase in the required reading level.

The reading assessment process will also be applied to students who initially enter the district in grades four, five or six and who have been determined to be reading below grade level.

The permanent record of students who are determined to be reading below the fifth grade level at the end of the sixth grade shall carry a notation stating that the student has been unable to meet the minimum reading standards. That notation will be removed from the student's record once the district determines that he or she has met the standards.

Exceptions

The following students are exempt from the reading assessments:

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

Appeal of Retention Decisions

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

Reading Assessments

The Pattonsburg R-2 School district will administer the Renaissance Missouri Star (standardized test for the assessment of reading) Assessment to assess students to help identify those that are at risk of early learning struggles, difficulties in phonological awareness, phonics, fluency, comprehension, or may potentially have characteristics of dyslexia.

The results will be used to help identify needs for intervention and to set goals for achievement. Testing will be for all students in grades Kindergarten – 3rd grade as well as any students in grades 4th – 12th as requested by a classroom teacher or the student's parent/guardian.

The IXL diagnostic assessment for reading and math will be utilized for grades K-12.

Reading Circle Certificates

Certificates will be issued to students completing the requirements set forth by the Missouri State Teachers Association. A pupil will be eligible for a Life Reading Certificate at the end of the sixth grade year. Students should be completing these books at home. See below to know the requirements for your child's class. The teacher may assign various genres for students to read to meet this requirement.

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

*Each book equals 100 pages

Enrollment Requirements

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

Kindergarten Readiness Assessment

A child is eligible for admission to kindergarten if the child reaches the age of five(5) before the first day of August of the school year beginning in the calendar year. All incoming students will be given an age appropriate assessment to determine readiness.

Transfer Students

Students entering by transfer shall submit evidence of achievement in the grade last attended as a prerequisite for enrollment. The current placement policy states: any student transferring from a non-accredited institution or home schooling may be tested to determine placement level. It is not purely determined by the age of the student. It is at the legal discretion of the administration to place a student in the appropriate grade level or class. Before being allowed to enroll or transfer into the Pattonsburg RII School, students' complete academic and disciplinary file must be received by the Pattonsburg RII School District.

Immunizations

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

Directory Information

According to Family Educational Rights and Privacy Act is a federal law implementing the privacy rights of parents and student, "directory information" is defined as including: the student's name, address and telephone number, date and place of birth, major field of study, participation in recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, previous educational agency or institutions most recently attended by the student, and similar information. The regulations provide that a school district publish notice as to what constitutes directory information. However, if parents do not want such information about their child made public, the directory information may be released only with the consent of the parent. Please notify the school if you do not want such information to be given out about your student(s).

School Attendance

There is a direct relationship between good attendance and class success. Employers continually place more emphasis on high school attendance records when considering someone for employment. The time that the teachers spend helping students with make-up work takes away from the instruction of other students. For these reasons, the Pattonsburg R-II Board of Education has adopted the following guidelines.

1. Students will be allowed a maximum of five (five) absences in each class per semester. Absences due to school-related activities will not count toward the five absences. If a student is 15 minutes (or more) late to class, it will be marked as an absence, not a tardy, and will count toward the five- absence limit.
2. These absences should be used with discretion. The student, along with his/her parents, is expected to solve the usual problems of health, transportation, and family responsibility in order to keep his/her absences to a minimum, thereby developing habits of punctuality, self-discipline, and responsibility. Families are urged to schedule vacations and student appointments for when school is not in session.
3. Once a student has reported to school grounds, he/she shall not leave school property prior to the end of the day dismissal without first obtaining permission from the Principal's office. Students who leave without permission will be considered truant. Retrieving items/work needed for class that day from home or vehicles will not be permitted, thereby developing habits of responsibility.
4. Parents are required to notify the school at 660-367-2111 by 8:42 a.m. of a student's absence each day they will be absent. Failure to notify the school may result in a case of truancy for the student. If notifications of absences have not been received, the school secretary will make a reasonable contact attempt to verify the absence. Parents wishing to pick up their child's homework at the end of the school day need to contact the secretary prior to 9:00 a.m. to ensure ample time for work to be collected.
5. When a student accumulates his/her fifth (5th) absence in any one class per semester, the elementary Principal's office will contact the parents by letter and meet with the student. Upon the (5th) absence in a class and for each additional absence in a class, the student will be placed on "restricted status". Students may be required to make up their absence by serving Monday School sessions after their 5th

absence. By serving Monday School, it will count for one day that a student misses over their (5) days per semester. For example, if a student misses (5) days then decides they want to go on the field trip, and they make the day up on a Monday, they are good to go for that trip. If they miss another day, they have to make up another Monday School in order to go on another field trip.

6. If a student wishes to make up a Monday School, they must provide the Principal in charge a written notice by Wednesday at noon prior to the Monday that they wish to serve. After the (5th) absence, the student only has three weeks to make up or serve a Monday School in order to become eligible for a field trip that semester.
7. Students who have exceeded five (5) absences in a semester, and are thus placed on “restricted status” will not be allowed to participate in any extracurricular activities, field trips or contests.
8. After (10) absences for the school year, school officials may file a report with the juvenile office for monitoring any student under the age of 17. All doctors’ excuses will be maintained in the school office to confirm absences. We will still need all Doctor’s notes turned in regardless of when you are gone and the amount of absences.
9. Students who go home ill, come to school late and/or miss during the school day for any reason not excused by the building principal will not be allowed to attend or participate in that evening’s extra-curricular activity, unless prior approval with administration. If a student is absent on a Friday, he/she cannot attend a school function until they have attended a full day of classes.
10. In order for a student to participate in a field trip or extra-curricular activity a student must be at school by the start of (2nd hour) which is 8:42 a.m.

School Day: Arrival and Dismissal

Students are not to be in the building before 7:20 a.m. Breakfast is available to all students at that time. Students will go down to the classrooms at arrival. Classes will officially begin at 7:50 a.m. and end at 3:36 p.m. A Pattonsburg employee will not allow students in the building before or after these times without proper supervision. If you plan on picking your child up at school, please contact the school to let us know or send a note with them. Please do not wait until the last minute to contact the school. Late calls may not allow staff time to let students and teachers know before they are released at the end of the day. Please be here by 3:30 to be prepared to pick your child up. Please walk to the sidewalk to meet your child so they are not crossing the parking lot by themselves.

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

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

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

Bus Safety: Missouri drivers must stop for school buses when the stop arm is extended. Drivers must stop your vehicle and remain stopped until the bus's flashing lights are turned off, the arm is withdrawn, and the bus starts moving again. Failure to do this is illegal and offenders will be reported to law enforcement.

Leaving During School Hours

Students are required to sign in and out of the school office upon a late arrival or early dismissal throughout the day. Students needing to leave during the school day must submit written or verbal permission from a parent/guardian to the office before their departure. Students who become ill throughout the day may not leave until confirmation from a parent/guardian has been received. Otherwise, the student will be made as comfortable as possible until someone has been notified. Students will only be released to a parent/guardian or someone designated by the parent/guardian. All parents are asked to provide a list of authorized persons (pg.39) that have been given permission to pick up their child. If a student is to leave school during class time, the student should bring a note from home and should meet their parents at the office.

Illness

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

Some symptoms may include: a temperature of 100.4 degrees or more, covid, a rash or open sore(s), nausea or vomiting, pinkeye, sore throat, signs of infestation with lice, etc. Exclusion from school is at a doctor's discretion. Students must be fever free for 24 hours before returning to school. If they leave early due to a fever on a Monday, they cannot be at school Tuesday.

Medication Guidelines

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

Accidents/Incidents

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

Head Lice/Nit Policy

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

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

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

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

Expectations

Building	Playground	Cafeteria	Classroom
<ol style="list-style-type: none"> Follow all directions from all staff members. No Cheating. No running in the halls. No loud talking in the halls. No chewing gum or eating candy unless given by a teacher and consumed in that class. Show respect to teachers, staff, students, and their property at all times. Arrive on time to school and special classes. No inappropriate language. No cutting in line. No inappropriate dress. Follow proper bathroom conduct. 	<ol style="list-style-type: none"> No playing with toys or games, such as tag, while on equipment. No jumping from the equipment. No pushing, shoving, climbing, or tripping. Stay only in designated play area. All students must ask teacher permission to leave the playground for any reason. 	<ol style="list-style-type: none"> No loud talking. No throwing food. No trading Food. No cutting in line. When dismissed from the table, line up in an orderly fashion. 	<p>The individual classroom teachers will decide classroom rules. These rules must be followed at all times to allow other students a productive learning environment.</p>

Broken Expectations

First Offense: Conference with principal and/or teacher.	Second Offense: Loss of one recess	Third Offense: Loss of two recesses and parents will be called.	Fourth Offense: One day of ISS	Fifth Offense: Two days of ISS	Sixth Offense: Automatic move to Behavior Management Plan.
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The Behavior Management Plan will be used when the action is a disciplinary action and not a broken expectation.

STUDENT DISCIPLINE

The discipline code set out in this regulation is intended to be illustrative, but not an exclusive listing of acts of misconduct and the consequences of each. Misconduct which is not specifically listed in this regulation may be deemed to warrant discipline up to and including expulsion following provision of all due process procedures. In addition, the disciplinary consequences listed for each offense may be increased or decreased by the Administration of the Board of Education due to mitigating or aggravating circumstances. The student discipline code is designed to help foster student responsibility and respect for the rights of others, provide a safe environment and to ensure the orderly operations of the school. No code can be expected to list every offense which may result in the use of disciplinary action. However, it is the purpose of this code to list certain offenses, which, if committed by a student, will result in the imposition of a specific penalty. **THE ADMINISTRATION ALWAYS RESERVES THE RIGHT TO ADMINISTER CONSEQUENCES FOR ACTIONS NOT SPECIFICALLY COVERED IN THIS CODE. FOR JUST CAUSE, ADMINISTRATORS MAY DEVIATE FROM THESE GUIDELINES IN THE BEST INTEREST OF THE STUDENT, THE GIVEN SITUATION AND/OR THE COMMON GOOD OF THE PATTONSBURG R-II SCHOOL DISTRICT.**

- A. The consequence of any offense will usually follow the code, but the principal retains the right to handle each offense's punishment differently if the principal feels the situation warrants a change.
- B. If a student has been involved in multiple offenses, the punishment may be different and of a more serious consequence.
- C. The rules and regulations of the student handbook are considered a part of the student discipline code.
- D. The discipline code will apply to any extra-curricular activity sponsored by or in the name of the Pattonsburg RII School.

Staff members include any and all employees of the PattonSburg R-II School District regardless of their position. This includes members of the Pattonsburg R-II School Board regardless of if the Board is in session or not.

Verbal abuse of staff, disrespect of , vandalism of staff property, harassment of, and/or any and all language directed determined as inappropriate in any school setting at any time and includes any verbal written words, spoken or written communicated in any manner and in any way.. This includes extracurricular activities and inappropriate language off school property regardless of if school is in session or not.

First offense-10 day OSS, possible suspension for the remainder of the school year. Possible referral to law enforcement

Second offense-suspension from school for the remainder of the school year with a 10 day minimum of OSS.

Induced is the possible expulsion from school and referral to law enforcement..

Third offense-expulsion from school.

Failure to follow directives of staff.

First offense-3 days OSS or 10 days ISS.

Second offense-10 days out of school suspension

Third offense- Out of school suspension for the remainder of the school year.

Assault of a staff member.

Expulsion from school. and referral to law enforcement

FORMS OF DISCIPLINE

DETENTION (Level 1)

Teachers may assign classroom detentions, before and/or after school, to students who have demonstrated inappropriate academic or social behaviors. Detention assignments take priority over all activities and will not exceed one hour in length. Students who fail to report to assigned classroom detentions will be placed on the Behavior Management Plan and receive a day of ISS. Any student who is sent from the classroom to the principal's office may be held in the office for the remainder of the class period. Depending on the reason for being sent to the office s/he will be given a zero for that day for that subject, and could be asked to make up the time spent in the office in detention; additional penalties may also be applied including afterschool detention.

MONDAY SCHOOL

Monday school may be assigned to students who violate school policy or who behave in an insubordinate or disrespectful manner toward school personnel. Monday school may be assigned for multiple Mondays, depending upon the seriousness and/or for repeat violations of school rules. Monday school may also be used to make up days of attendance only with prior administrative approval. No transportation is provided on Monday School. It is the parents' responsibility to arrange transportation to and from Monday School.

IN-SCHOOL SUSPENSION: (ISS) (Level II and III)

ISS may be assigned to students who violate school policy or who behave in an insubordinate manner toward school personnel. ISS may be assigned for one or more days depending on the severity of the incident and on the number of times a student has been assigned in the past. Students will be counted present for attendance and will be given credit for work/tests completed during ISS. Students assigned to ISS will have one break in the morning and one break in the afternoon. The monitor will determine the length of those breaks. Lunch will be eaten in the ISS area. Students in ISS cannot practice, attend, or participate in any school activities or events that night or during a longer suspension. Students required to serve multiple days of ISS which fall around a weekend, are not eligible for weekend activities. **NO ELECTRONIC DEVICES ARE ALLOWED IN ISS ROOMS**, unless cleared by principal. Failure to work or misbehavior in ISS will result in the student being suspended from school for the remainder of the assigned period of ISS.

OSS/EXPULSION (Level IV and V)

Depending on the severity of the situation, or, after serving several detentions, ISS, and/or Monday School, a student's behavior problems still persist, the student may be suspended out-of-school (OSS) for a period ranging from 1 to 10 days. In more flagrant misconduct cases, suspension may be for a longer period of time after an expulsion hearing with the board of education. No school work will be allowed to be made up unless state or Federal law requires. Students in OSS will be counted absent and will not be allowed to make up their work or participate in any school activities until the suspension is lifted. Students will receive zeros for any assignments they've missed.

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

BEHAVIOR MANAGEMENT PLAN

Pattonsburg R-II School District

LEVEL 1	LEVEL 2	LEVEL 3	LEVEL 4	LEVEL 5
1 HR DETENTION	1 DAY RESPONSIBILITY ROOM (ISS)	3 DAY RESPONSIBILITY ROOM (ISS)	2-5 DAYS OUT-OF-SCHOOL SUSPENSION	5-10 DAYS OUT-OF-SCHOOL SUSPENSION REFERRAL TO SUPERINTENDENT FOR FURTHER ACTION
3 TARDIES TO CLASS				
GENERAL MISCONDUCT	DISRESPECTFUL ACTION TO STUDENTS, STAFF, OR SCHOOL PROPERTY	POSSESSION OF TOBACCO PRODUCT	PHYSICAL ATTACK WITH THE INTENT TO DO BODILY HARM	ILLEGAL WEAPONS
INAPPROPRIATE HORSEPLAY		STUDENT TO STUDENT HARASSMENT	THEFT VANDALISM	PHYSICAL ABUSE/ATTACK OF STAFF MEMBER
UNPREPARED FOR CLASS: BOOKS, PEN, PAPER, PENCIL & COMPLETED ASSIGNMENT	CURSING AT STAFF OR STUDENT	3RD TIME OFFENDERS OF LEVEL 1	VERBAL ABUSE TO A STAFF MEMBER	ARSON
	4 OR MORE TARDIES TO CLASS			
INAPPROPRIATE DRESS OR CLOTHING	SKIP DETENTION	1-2 DAYS MONDAY SCHOOL REPEAT OFFENDERS OR FAILURE TO SERVE LEVELS 1-3	VERBAL ABUSE TO STUDENT OF A THREATENING NATURE	TAMPERING WITH FIRE EXTINGUISHER
PUBLIC DISPLAY OF AFFECTION	2ND TIME OFFENDERS OF LEVEL 1			
SKIPPING QP	LEAVING SCHOOL WITHOUT PERMISSION	2ND TIME-CHEATING (RECEIVE ZERO ON ASSIGNMENT)	HARASSMENT OF STAFF	OR OTHER AREAS LISTED IN HANDBOOK AS CRIMINAL ACTIONS
ISS INTERRUPTION				
2ND ELECTRONIC OFFENSE	3RD ELECTRONIC OFFENSE	4TH ELECTRONIC OFFENSE	3RD TIME-CHEATING	6TH ELECTRONIC OFFENSE
LEAVING CLASSROOM WITHOUT PERMISSION	1ST TIME-CHEATING (RECEIVE ZERO ON ASSIGNMENT)		5TH ELECTRONIC OFFENSE	POSSESSION/USE OF DRUGS/ALCOHOL

UPON THE NEXT VIOLATION IN LEVELS 1, 2 & 3 STUDENTS WILL PROGRESS TO NEXT LEVEL FOR DISCIPLINARY ACTION. UPON THE SECOND VIOLATION IN LEVELS 4 & 5 STUDENTS WILL PROGRESS TO THE NEXT LEVEL FOR DISCIPLINARY ACTION.

DETENTIONS: Detentions will be served 6:45 AM-7:45 AM or 3:40 PM-4:40 PM..

MONDAY SCHOOL: Monday school will be served on assigned Monday.

8:00 AM - 10:00 AM - Half Day Monday School

8:00 AM - 12:00 PM - Full Day Monday School NO admittance after 8 A.M.

Bus Rules

For questions regarding the bus, **please call the transportation director at 660-367-2111 then #5.** Please note that riding the bus is a privilege. Students must know that there are rules for riding a bus that are set forth by local board policy, State Department of Elementary and Secondary Education, and Missouri Law. These rules are for the safety of your children. **Please read all rules and have your children understand them.** The safety of students during transportation to and from school is a responsibility they and their parents share with the bus drivers and school officials. The Board of Education wants students to know what is expected of them when they wait for a ride and get off of the bus. Below are expectations and consequences for students while riding the school bus.

- The driver is in charge of the pupils and the safety of the bus. All students must obey the driver promptly. The bus driver has been instructed by the school authorities to see that these rules are enforced.
- The bus driver is authorized to assign seats and to send behavior problems to the principal.
- All students must keep their head, hands and feet inside the bus at all times.
- All students must be on time. The bus cannot wait for those who are tardy.
- Never stand in the roadway while waiting for the bus.
- Unnecessary conversations with the driver are prohibited.
- Outside of ordinary conversation, classroom conduct is expected at all times.
- The use of tobacco in the bus is prohibited. Food and/or drink are also prohibited, unless specified by the bus driver.
- Students are not allowed to extend their arms or hands out the window.
- Students may not have food or drinks on the bus.
- Students must not try to get on or off the bus or move about inside the bus while the bus is moving.
- When the bus is arriving at the school to load, students must enter the bus one at a time with no pushing or shoving.
- When leaving the bus, pupils must observe directions of the driver. Students shall leave the bus at all times by the front exit.
- Emergency exits are to be used only in case of an accident. This includes trips to other schools and to ballgames.
- Any damage to the bus should be reported to the driver immediately.
- If a student becomes a general discipline problem on the bus, he or she may be refused transportation by the Principal/Superintendent.
- Students who come to school on the bus should return home on the bus, unless they have a note from their parent or are involved in an approved activity after school.
- **Any student wishing to be picked up or dropped off in a place other than their residence route. (We will not go off the board approved routes. Be specific in any note that is sent to include the person's name, address and phone number where the child is to be dropped off - not just " grandma"- not everyone knows "grandma".) students will only be allowed one alternative stop to be dropped off to avoid having inconsistency with routes.**

Bullying

The District is committed to maintaining a learning and working environment free of any form of bullying or intimidation. Bullying is strictly prohibited on school grounds, or school time, at a school sponsored activity or in a school related context. Bullying is the intentional action by an individual or group of individuals to inflict intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; substantially interferes with the educational performance, opportunities, or benefits of any student without exception; or substantially disrupts the orderly operation of the school. Bullying may consist of physical actions, including gestures, or verbal statements, cyberbullying, electronic or written communication, and any threat of retaliation for reporting acts of bullying.

Cyberbully means bullying as defined above through the transmission of a communication including, but not limited to, a message, text, sound, or image by means of an electronic device including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, etc. The District may prohibit and discipline for cyberbullying that originates on any District campus or at a District activity if the electronic communication was made using the school's technological resources. Students who engage in significant acts of misconduct off campus which materially and adversely impact the education of District students will be subject to discipline.

Bullying, as defined in this policy, is strictly prohibited. Students are encouraged to report any incident of Bullying which they have witnessed or incurred, by contacting their building principal. District employees are required to report any insurance of bullying of which the employee has witnessed within two (2) school days of occurrence. Employees shall report the occurrence to the building principal, who is the person the District designated to receive reports of incidents of bullying. A principal who receives a report of an incident of bullying shall initiate an investigation into the allegations within two(2) school days of receipt of the report. The principal may assign other employees to assist in the investigation, or request that the superintendent assign an outside investigator. The investigation shall be completed within ten school days from the date of the written report of bullying unless good cause exists to extend the investigation. No employee or student who reports an act of bullying shall be subject to reprisal or retaliation for making such a report. Any person who engages in reprisal or retaliation against an employee or student who reports an act of bullying shall be subject to disciplinary action.

Students who are found to have violated this policy will be subject to consequences depending on factors such as: age of student(s), degree of harm, severity of behavior, number of incidents, etc. Possible consequences to a student for a violation of this policy include: loss of privileges, classroom detention, conference with teacher, parents contacted, conference with principal, in-school suspension, out of school suspension, expulsion and law enforcement contact.

Safe Schools Act

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

Attempts to cause or recklessly causes physical injury to another person;

With gross negligence, causes physical injury to another person by means of a deadly weapon;

Purposely places another person in apprehension of immediate physical injury;

Recklessly engages in conduct which created a grave risk of death, serious disfigurement or protracted impairment of the function of any part of the body of another person; or

Knowingly causes physical contact with another person knowing the other person will regard the contact as offensive or provocative.

Students shall be suspended for acts of physical aggression that fall under the guidelines of the Safe Schools Act Statute. Please read and discuss this information with your child(ren).

Care of School Property

Students are responsible for the proper care of books, supplies and furniture supplied by the school. Students who damage school property or equipment will be required to pay for the damage done or replace the item. Damage of a malicious nature will be considered and treated as a very serious offense, punishable at the the Principal's discretion. (Vandalism).

Library Checkout Policy

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

Lost and Found

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

Items from Home

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

that children leave anything valuable to them at home. Staff cannot be responsible for valuables which students bring to school. This also includes any items that may be brought on field trips.

Video Recording

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

Student Personal Appearance Code

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

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

Expectations for Extracurricular Activities

1. Students must be in school by the end of the first hour in order to attend or participate in an activity that evening. (If a child goes home sick, he/she may not participate in or attend the activity that evening.)
2. In the event that an activity is held on a Saturday, the student must be in attendance at least 3 hours the school day prior. (Students should not have gone home sick the day before.) Exceptions may be made only if the student's parents or guardian makes advance arrangements and the absence is for doctor's appointment, funeral, or other absence pre-approved by the principal.
3. Any student leaving the building without permission from an administrator or teacher will not be readmitted.
4. No student will be admitted if he/she is breaking any of the type 2 Discipline Expectations. (See page 21)
5. Any student causing a disturbance will be required to leave.

School Trips (extra-curricular or field trips)

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

School Insurance

All students active in school sports are required to have insurance. Any student who wishes to carry accident insurance through the school should request the forms through the office. Parents with dependent insurance are not obligated to participate in this insurance program.

Field trip Safety Procedures

The students may participate in a field trip as a very valuable learning opportunity for children. When a field trip is planned, the child's teacher will notify you. You will be asked to sign the field trip permission slip in order for your child to attend. Unfortunately, we cannot invite siblings whether of school age or not on field trips.

Parents are not permitted to ride the school bus to or from field trips or attend the field trip without an invitation from the school and meet the following criteria:

Any parent volunteering to attend field trips will be assigned a group of students to supervise and must have a current and clear background check, ON FILE, 7 days prior to the event. You may apply online at: <https://www.mshp.dps.missouri.gov/MSHPWeb/PatrolDivisions/CRID/documents/SHP-1582019.pdf>, or you may pick up a paper form at the main office. (Renewed on a yearly basis).

Field Trip Student Travel Procedures

Parents **do not** have the right to take their child to any field trip. They may "sign out" their child from a trip at dismissal and take their child with them. A sign out sheet with date, student name, and parent signature will be kept by the teacher. For attendance purposes, we have to take the child from our school site to the location of the trip. ***In extreme cases of specialized education or transport, a child may travel TO the field trip if approved by the principal.***

No child will be denied the opportunity to attend a field trip because of economic need.

Gym Floor

Students will only be allowed on the gym floor if they have P.E. shoes. No outside shoes are allowed on the gym floor.

Recess

In order to protect the health of the students during cold and/or wet weather, please see to it that your child is dressed appropriately. All weather boots will be worn when it is cold and/or wet outside. Cowboy boots, hiking boots, and fashion boots are not considered all weather. All students should wear coats, caps, and gloves. All

students are expected to go outside unless they are recovering from a previous illness. A note from a parent is required if your child is not to be outside during recess. Please do not ask that your child remain inside just because he/she does not want to go outdoors. We will not go out when the temperature and/or wind chill is below 20 degrees. Kindergarten through fifth grades will have one recess daily.

Parties

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

Student Birthdays

Classroom teachers typically have a ritual unique to the classroom. Unfortunately, we do not allow birthday parties due to the amount of academic time that would be lost to celebrate each child. Parents, who wish, may send class treats to be shared during the last fifteen minutes of the day. Only prepackaged food items are allowed. No homemade treats are allowed.

Children with summer birthdays may ask the classroom teacher for an alternate date for their child to celebrate. **Please do not bring party invitations to school with respect to all students in each classroom**

Gum and Candy

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

Meal Service

Breakfast is available to all students at 7:25 a.m. each morning. Meals are served cafeteria style. When the meals are finished, each student is required to return their plate and utensils to the designated window. Cafeteria supervisors expect students to display good table manners. Lessons may be learned in the cafeteria as well as the classroom.

Lunch is available at school. Students are required to remain at school during their scheduled lunch period. The lunch period is 20 minutes long. All lunches must be eaten in the cafeteria whether it is a school lunch or a sack lunch. There is no soda allowed for grades K-5. If your child brings a lunch from home, please send a lunch that does not need to be heated. Microwaves are for staff use only. The students' lunch time is also the teachers' lunch time.

Meal Fees:

	Elementary	High School	Adult
Breakfast	\$1.80	\$1.90	\$3.10
Breakfast (Reduced)	\$.60	\$.60	
Lunch	\$2.80	\$3.05	\$3.90
Lunch (Reduced)	\$.70	\$.70	

Reduced Meals Program

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

This District has adopted a no charge policy. Thank you.

School Closings

Should school be closed due to inclement weather or other reasons, Eagle Radio, KAAN, KTTN and KQTV 5 will make announcements. Please listen to the stations for announcements. Alerts will also be sent out on textcast and announcements will be placed on the Pattonsburg R-II School District Facebook Page. We will not be contacting individual parents to inform of early dismissal.

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

Emergency Procedures

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

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

Network and Computing Systems Policy

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

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

General Rules and Responsibilities

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

1. Applying for a user ID under false pretenses is prohibited.
2. Using another person's user ID and/or password is prohibited.
3. Sharing one's user ID and/or password with any other person is prohibited. A user will be responsible for actions taken by any person using the ID or password assigned to the user.
4. Deleting, examining, copying, or modifying files and/or data belonging to other users without their prior consent are prohibited.
5. Use of commercial email (hotmail, yahoo, etc.) by students is prohibited. Students may only access their email accounts before and after school.

6. At no time is chatting or the use of any messaging service (i.e. MSN Messenger) permitted with the use of district technology.
7. Changing the computer configuration and any school computer (including desktop appearance, screensavers, printer setup, hiding the taskbar, etc.) by students is prohibited.
8. Mass consumption of technology resources that inhibits use by others is prohibited.
9. Unless authorized by the district, non-educational Internet usage is prohibited.
10. Use of district technology for soliciting, advertising, fund-raising, commercial purposes, or for financial gain is prohibited, unless authorized by the district.
11. Accessing fee services without permission from an administrator is prohibited. A user who accesses such services without permission is solely responsible for all charges incurred.
12. Users are required to obey all laws, including criminal, copyright, privacy, defamation and obscenity laws. The school district will render all reasonable assistance to local, state, or federal officials for the investigation and prosecution of persons using district technology in violation of any law.
13. Accessing, viewing, or disseminating information using district resources, including email or Internet access, that is pornographic, obscene, child pornography, harmful to minors, obscene to minors, libelous, pervasively indecent or vulgar, or advertising any product or service not permitted to minors is prohibited.
14. Accessing, viewing or disseminating information on any product or service not permitted to minors is prohibited unless under the direction and supervision of district staff for curriculum-related purposes.
15. Accessing, viewing or disseminating information using school or district resources, including Internet access, that constitutes insulting or fighting words, the very expression of which injures or harasses other people (e.g., threats of violence, defamation of character or of a person's race, religion or ethnic origin), presents a clear and present likelihood that, because of their content or their manner of distribution, they will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, or will cause the commission of unlawful acts or the violation of lawful school regulations is prohibited.
16. Any use that has the purpose or effect of discriminating or harassing any person or persons on the basis of race, color, religion, sex, national origin ancestry, disability, age, pregnancy, or use of leave protected by the Family Medical Leave Act or the violation of any person's rights under applicable laws is prohibited.
17. Any unauthorized, deliberate or negligent action that damages or disrupts technology, alters its normal performance, or causes it to malfunction is prohibited, regardless of the location or the duration of the disruption.
18. Copying software for home use is prohibited unless permitted by the district's license, and approved by the district.
19. At no time will district technology or software be removed from the district premises, unless authorized by the district.
20. All users will use the district's property as it was intended. Technology or technology hardware will not be lifted, moved or relocated without permission from an administrator. To check out equipment, there must be a signed permission form on file.

21. All damages incurred due to the misuse of the district's technology will be charged to the user. The district will hold all users accountable for the damage incurred and will seek both criminal and civil remedies, as necessary.

Technology Security and Unauthorized Access

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

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

Online Safety

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

Suspected Child Abuse or Neglect

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

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

Separated or Divorced Parents

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

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

Visitors

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

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

Special Services

Counseling

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

Speech Therapy

Speech therapy is contracted by a licensed speech and language pathologist who oversees the speech instruction that is delivered by a speech and language pathologist assistant. Contact the principal if you feel your child needs assistance with pronouncing specific sounds or suffers from a hearing deficiency.

Special Education

All public schools are required to provide a free and appropriate public education to all students with disabilities. This requirement includes those attending private/parochial schools, beginning on the child's third birthday through age twenty-one, regardless of the child's disability. Disabilities include: learning disabilities, mental disabilities, behavior disorders/emotional disturbance, speech disorders, language disorders, visually impaired, multi-disabled, deaf/blind, autism, physical disabilities, early childhood special education, other health impairments and traumatic brain injury.

All public schools are required to provide parents the right to inspect and review personal identifiable information collected and used or maintained by the district relating to their children.

Parents have the right to request amendment of these records if they feel the information is inaccurate, misleading, or violates the privacy or other rights of their children. Parents have the right to file complaints with the U.S. Department of Education or the State Department of Education concerning alleged failures by the district to meet the requirements of the Family Educational Rights and Privacy Act (FERPA).

Public schools in the State of Missouri are required to conduct an annual census of all children with disabilities or suspected disabilities from birth through age twenty who reside in the district or whose parent/legal guardian resides in the district. This census is compiled as of May 1 each year. This information is treated as confidential and submitted to the Missouri Department of Elementary and Secondary Education. Information to be collected includes: name and age of child, parent/legal guardian and address, birth date and child's disability. Should the district fail to submit an annual census, the State Board of Education may withhold state aid until the census is submitted. If you have a child with a disability who is not attending public school, please contact your school district.

Parents Right -to-Know

At the beginning of each school year, an LEA (Local Education Authority) must notify parents/guardians of each student who attends a school receiving Title I funds informing them they may request information regarding the professional qualifications of their child's classroom teachers. Our district is required to inform you of information that you, according to the Every Student Succeeds Act of 2015 (Public Law 114-95), have the right to know.

The teachers' qualifications will include, at a minimum, the following:

1. Whether the teacher has met state certification and licensing criteria for the grade levels and subject areas in which the teacher is providing instruction;
2. Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived;
3. Whether the teacher is teaching in the field of discipline of the certification of the teacher; and,
4. Whether their child is provided services by paraprofessionals and, if so, their qualifications.

In addition to the above information parents may request, a school that receives Title I. A funds must provide to each individual parent:

5. Information on the level of achievement and academic growth of their student, if applicable and available, on each of the state academic assessments required under Title I.A; and,
6. Timely notice their child has been assigned, or has been taught, for four or more consecutive weeks by a teacher who has not met applicable state certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.

The notices and information provided to parents must be provided in a timely manner, in a format and language that is easily understood by all parents and include appropriate contact information as to where parents can request this information.

Complaint Resolution Procedures

Complaint or Concern

If a student or parent has a concern about a school policy or an employee, the following procedure must be followed in order to resolve the problem as quickly as possible.

1. Contact the person with whom you have a complaint to discuss both sides of the issue.
2. If the problem still exists, contact the building principal.
3. If the situation is still not resolved, contact the superintendent.
4. Finally, if unresolved, ask the superintendent to place the complaint on the following month's Board of Education agenda for further discussion.

Title I – Schoolwide Plan

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

Title I Parent Involvement Plan

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

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

Mission Statement for Parent Involvement

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

Goals of Parent Involvement

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

Our School's Promise to Parents and Children

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

Our School Asks Parents to:

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

School Parent and Family Engagement Policy

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

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

Missouri Department of Elementary and Secondary Education

Every Student Succeeds Act of 2015 (ESSA)

COMPLAINT PROCEDURES

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

Missouri Department of Elementary and Secondary Education Complaint Procedures for ESSA Programs

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1.What is a complaint?

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

2.Who may file a complaint?

Any individual or organization may file a complaint.

3.How can a complaint be filed?

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

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

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

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

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

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

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

- 1.A statement that a requirement that applies to an ESSA program has been violated by the LEA or the Department, and

2.The facts on which the statement is based and the specific requirement allegedly violated.

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

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

The following activities will occur in the investigation:

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

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

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

9.How will appeals to the Department be investigated?

The Department will initiate an investigation within ten days, which will be concluded within thirty days from

the day of the appeal. This investigation may be continued beyond the thirty day limit at the discretion of the Department. At the conclusion of the investigation, the Department Will Communicate the decision and reasons

for the decision to the complainant and the LEA.Recommendations and details of the decision are to be implemented within fifteen days of the decision being delivered to the LEA.

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

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

Cell Phone Policy Agreement

Pattonsburg R-II has become a no non-school issued electronic device school. This means no cell phones, smart watches, air/earbuds, and the like during the school day from 7:50 - 3:36, effective July 18, 2022. Cell phones, smart watches, earbuds are no longer allowed during the school day which means from 7:50 - 3:36. The purpose of this change is to remove distractions in order for students to focus on acquiring foundational learning skills they need, including reading, writing, and math to develop strong critical thinking skills. If we see or hear the phone it will be confiscated. Phones will not be used for pictures, calculators, phones, etc.

Violations of the cell phone policy will be dealt with in the following manner:

First offense: Phones, smart watches, ear buds and air buds or any non-school issued electronic devices will be confiscated for the remainder of the day and given to administration and the parent or guardian must pick the phone up at school. The electronic device will not be returned to the child. If a parent/guardian cannot get to school to pick the electronic device up, the district will hold the electronic device until the parent/guardian can pick up the electronic device.

Second Offense: Phones, smart watches, ear buds and air buds or any non-school issued electronic devices will be confiscated and kept locked in the school file cabinet for two days (forty-eight hours from being confiscated and given back at the end of the day that the 48 hours occurs excluding weekends). If this occurs or the phone or electronic device is taken on Friday, we will give the phone or electronic device back on Friday at the end of the day and confiscate it again on the next school day until the 48 hours has been served and give it back to the student at the end of the day once the 48 hours have been served. Should a person not choose to do this mode of discipline, the student can opt for one day of Monday School. If a child misses Monday School they will receive two days of OSS, which school work is not allowed to be made up. Parents will be called when the device is confiscated.

Third Offense: Phones, smart watches, ear buds and air buds or any non-school issued electronic devices will be confiscated and kept locked in the school file cabinet for four days (ninety-six hours from being confiscated and given back at the end of the day that the 96 hours occurs excluding weekends). If this occurs or the phone or electronic device is taken on Friday, we will give the phone or electronic device back on Friday at the end of the day and confiscate it again on the next school day until the 96 hours has been served and give it back to the student at the end of the day once the 96 hours have been served. Should a person not choose to do this mode of discipline, the student can opt for four days of OSS in which work is not allowed to be made up. Parents will be called when the device is confiscated.

Additional Offenses: Will result in further consequences deemed by the administration. Parents will be called when the device is confiscated.

The office phones are for school business only and may not be used by students except in an emergency. If a parent needs to contact their child, please call the front office and we will relay the message and/or have the student return your call. If a student contacts a parent about being sick at school or leaving school in general and has not spoken to the school nurse, or administrator it will go with the offenses listed above.

Pattonsburg R-II School District Technology Device Protection Agreement

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

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

The loss of a Chromebook, charger, and /or case is not covered under the usage fee. Students are responsible for the total cost of a lost device and/or accessories. If a chromebook is lost or damaged due to theft, vandalism or other criminal acts, a police report must be filed by the student/parent. In the event of damage or loss due to fire, a fire report must be obtained. In either case, a copy of the final report must be submitted to the Pattonsburg R-II District Office to determine financial responsibility.

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

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

Pattonsburg R-II Student Pledge for Device Usage

1. I will take good care of my device and know I will be issued the same tablet next year.
2. I will not leave my device unattended.
3. I will not loan my device to other individuals.
4. I will have my battery charged at the start of each school day.
5. I will keep food/beverage items away from my device, as they may cause damage to the device.
6. I will not disassemble any part of my device or attempt to make repairs.
7. I will protect my device by using the protective cover.
8. I will use the device in an appropriate way as outlined by the Pattonsburg R-II Technology User Agreement.
9. I will know where my device is at all times.

10. I will not place decorations (stickers, markers, engraving, etc.) on my device.

11. I understand my device and accounts are property of the Pattonsburg R-II School District and are subject to inspection at any time without notice and the device will remain the property of the Pattonsburg R-II School District.

12. I will report immediately to the technology coordinator in the event of damage, theft, vandalism or other acts of negligence.

13. I will be responsible for all damage or loss caused by neglect or abuse.

14. I agree to pay for replacement of my device and/or other accessories provided in the event the items are lost or stolen.

15. I agree to return the device and accessories at the conclusion of the current school year, or upon transferring out of the district, in proper working condition.

16. I will not reveal my own or anyone else's personal address, phone number or passwords using the school provided device.

17. I agree to abide by all copyright and license agreements.

18. I agree that no financial transactions of any kind will be allowed using the school devices and/or used accounts. I understand access to the Internet will be allowed, as well as the possibility of student's work and photos being published on the internet.

I have read and understand the conditions of the student technology device usage policy and agree to the student pledge for device usage.

Pattonsburg R-II Elementary School

Dear Parents:

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

We suggest that each parent or guardian discuss the rules and regulations in this handbook with their children. Students' will be required to follow all school policies and procedures, regardless of whether the parent/guardian and student sign the agreement.

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

Please return the following pages, Parent and Student Agreement, Emergency Contact/Directory Information, and the Student Health Information Sheet. Keep the remaining pages of the student handbook as a reference.

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

Sincerely,

Lisa Yost
Lead Elementary Teacher

Parent and Student Agreement

I have read and I acknowledge the following policies and will turn in by August 22nd, 2025 for my Pattonsburg R-II Student. Please initialize each policy that is listed below.

Parent/Guardian's Name _____ Date _____

Student's Name _____ Date _____

Parent Initials

Student Initials

Student Handbook _____

Technology Agreement _____

Cell phone/Electronic Device Policy _____

Bus Rules _____

School Safety Act _____

Emergency Contact/Directory Information

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

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

Print Person's Name	Relationship	Phone #	Phone #

I do ___ do not ___ want my student's directory information given out to any group. These exceptions apply
(check applicable exceptions) ___ Military ___ Colleges/Universities.

I give my permission for my child's photo and name to be used in the following:

- ___ Newsletter
- ___ Yearbook
- ___ Newspaper
- ___ Facebook Page
- ___ School Website
- ___ None of the above

Parent/Guardian Printed Name _____

Parent/Guardian Signature _____

Date: _____

Pattonsburg R-II School District Student Health Form 2025/26

Your child's learning depends on good health. To assist in providing health services at school, please complete and return this form to the school nurse.

Student's Name: _____ Grade: _____
 Student's Date of Birth: ____/____/____ Age: _____ Gender: male female
 Student's Address: _____ City: _____ State: _____ Zip: _____
 Name of Mother/Guardian: _____ Phone #: _____
 Employer: _____ Phone #: _____
 Name of Father/Guardian: _____ Phone #: _____
 Employer: _____ Phone #: _____
 Whom does the student live with: _____
 Relationship if not mother/father: _____
 Is any language other than English spoken in the home? _____
 Relatives/Friends to contact if unable to reach parents:

Name	Phone	Relationship to Student

	Name	Phone	Date of Last Visit
Physician/Pediatrician			
Specialist			
Dentist			
Case Worker			

Please indicate if any conditions below are **LIFE THREATENING**

Condition	√	Comment	Condition	√	Comment
ADD/ADHD			Headache/Migraines		
Allergies (food, drug, latex)			Head Injury/Concussion		
Allergies (bee/insect sting)			Hearing Problems/Deafness		
Allergies (seasonal)			Heart Problems		
Anxiety			Lead Poisoning		
Asthma			Muscle Problems		
Behavior Problems			Nosebleeds		
Bladder Problems			Phobias		
Bleeding Disorder			Seizures/Epilepsy		
Blood Pressure Problems			Sickle Disease		
Bone Disorder			Skin Disorder		
Bowel Problems			Speech Problems		
Cerebral Palsy			Spinal Injury		
Cystic Fibrosis			Surgery		
Depression			Vision Problems/Glasses		
Dental Problems			Other:		
Developmental Problems					
Diabetes					
Eating Disorder					

Please describe any other important health related information about your child (for example: feeding tube, hospitalizations, hearing aids, tubes in ears, etc.)

Does your child have any conditions that prevent participation in school activities? NO YES
If yes, please explain: _____
Immunizations up to date: NO YES

Please list any prescriptions, over the counter or herbal, that your child takes on a DAILY basis. Please include dose and frequency.

Medication	Dose	How Often	For
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It is the policy of the Pattonsburg School District to administer “over the counter” medications to students who have a signed release from a parent/guardian on file, without it, a call for verbal permission from the parent/guardian will be made each time the student is in need of a medication. The following medications (or generic equivalent), will be given under a licensed nurse’s supervision and administered per recommended guidelines. ***PLEASE NOTE: In the absence of the school nurse, medications will NOT be given without “Parent Authorization for Medication Administration” form on file AND the OTC medication needed. If you know in advance your child will need an OTC medication throughout the school year, you may send the attached form as well as the medication in the original container.**

Please check the mark to indicate which medications your child may receive at school. To be given, each medication must be CLEARLY marked and the bottom must be signed by parent/guardian or medications will NOT be given to the student.

Elementary Students (ages 5-12)

- ☐ Ibuprofen chewable 100 mg tablet, dose per package instructions, by mouth, every 6-8 hours for pain or fever.
- ☐ Acetaminophen (Tylenol) chewable 160 mg tablet, dosage per package instructions, by mouth, every 4-6 hours for pain or fever
- ☐ Tums/Antacid by mouth as directed for upset stomach
- ☐ Halls cough drops given by mouth as directed for sore throat or cough
- ☐ Benadryl 12.5 mg tablet by mouth as directed for histamine/allergic reactions
- ☐ Hydrocortisone 1% topical crème, applied to skin for itching, rash, bug bites

Middle School/High School Students (12 and up)

- ☐ Ibuprofen 200 mg tablet, 1 or 2 given by mouth every 4-6 hours for pain or fever
- ☐ Acetaminophen (Tylenol) 325 mg tablet, 1 or 2 given by mouth every 4-6 hours for pain or fever
- ☐ Tums/Antacid by mouth as directed for upset stomach
- ☐ Halls cough drops given by mouth as directed for sore throat or cough
- ☐ Benadryl 25 mg tablet by mouth as directed for histamine/allergic reaction
- ☐ Hydrocortisone 1% topical crème, applied to skin for itching, rash, bug bites

If a student is found to have a temperature of **100.4** degrees F or greater, the parent/guardian will be notified to pick up their student from school.

- ☐ Student’s *normal* body temperature runs higher than 98.6 F ☐ Student’s *normal* body temperature runs lower than 98.6 F

****If your child requires a prescription medication to be given at school, please obtain the appropriate form from school, with physician’s signature or order. If the medication form is not completed, the medication will not be given.***

- ☐ I have questions or concerns that I would like to speak to the nurse about.

Permission for Emergency Medical Care of Minors

I understand that every effort will be made to notify parents/guardians in the case of student illness or injury that requires medical attention. If I cannot be reached, or in the case of a critical emergency requiring immediate medical care, I authorize the Pattonsburg R-II School District to consent for emergency treatment for my child.

Student Name

Parent/Guardian Signature

Date