

The background of the cover is a photograph of a classroom. In the foreground, there is a large, colorful analog clock with numbers 1 through 5 visible. To the right of the clock, there are several blue and green containers filled with colorful pencils and red-handled scissors. In the background, a globe is partially visible on the left, and various educational posters are pinned to the wall, including one that says "count on" and another that says "take over".

**2017-2018**

**Behavior Guide**

**Grades K-8**



## 2017-2018 K-8 Behavior Guide

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

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

**Pattonville School District Board of Education Policies will be cited throughout the behavior guide, wherever applicable, by the following notation: (J—).**

**Telephone numbers of the Pattonville Elementary Schools and District offices are listed on the inside back cover.**

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

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

### PROHIBITED DISCRIMINATION/HARASSMENT NOTICE

(For complete policy AC, see end of booklet)

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



## Superintendent of Schools

11097 St. Charles Rock Road  
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Michael A. Fulton, Ed.D., Superintendent of Schools

August 2017

Dear Pattonville Parents, Guardians and Students:

In Pattonville, we are committed to the mission "That All Will Learn." This behavior guide is designed to help students, parents, and staff work in partnership to realize that mission. The behavior guide is also intended to support our district focus on helping all students be proficient learners and responsible citizens.

The policies/procedures and administrative guidelines contained in the behavior guide are approved by the Board of Education. All staff members are requested to be diligent in following these policies/procedures/guidelines with students.

**We ask that you please review this behavior guide with your child.** Make sure he/she understands his/her personal responsibility, the seriousness of the policies/procedures/guidelines, the severity of the consequences and the impact they would have on his/her educational future. We suggest you review this behavior guide not only at the beginning of the school year, but periodically during both semesters. We need your support, participation and commitment.

Thank you for your help and involvement. Working together, we can provide a safe learning environment for every child.

Sincerely,

Jeanne M. Schottmueller, President  
Board of Education

Michael A. Fulton, Ed.D.  
Superintendent of Schools

### Board of Education Members

Jeanne M. Schottmueller, President  
Andrea D. Glenn, Vice-President  
Ralph K. Stahlhut, Secretary  
Mary Kay Campbell, Treasurer  
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Brian J. Gray, Director  
Mindy M. Ridings, Director

## K-8 BEHAVIOR GUIDE 2017-2018 SCHOOL YEAR PHILOSOPHY

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

**A child's regular and punctual attendance at school is a critical factor in his/her academic success.** Student achievement, performance, advancement and self-esteem are of the utmost importance and may be positively influenced by exemplary attendance. Our middle school attendance policy (JEDA-RM) exists to enhance Pattonville's commitment to the mission "that all will learn".

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

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

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

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

Parents will receive written notification on all disciplinary actions and will be notified by telephone when possible. Conferences, loss of privileges to participate in and/or attend activities, detentions, in-school suspensions, and out-of-school suspensions are effective means to deter inappropriate student behavior. These actions are often necessary in order to maintain a safe and orderly environment in school. The school district reserves the right to contact the police and file a report whenever it is deemed appropriate.

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

## STUDENTS' RIGHTS (JF)

It is impossible to list all the rights of students. Therefore, the following rights shall not be construed to deny or limit others retained by students at school in their capacity as students or citizens.

- 1) Students have the right to meaningful educational opportunities and the maintenance of a quality curriculum.
- 2) Students have the right to expect that the school will be a safe and orderly environment for learning.
- 3) Students have the right, at all reasonable times, to consult with teachers, counselors, administrators, and anyone else on the school staff.
- 4) Students have the right to the election of their peers in student government.
- 5) Students have the right to inspect their educational records and the right to have these records kept confidential within the guidelines of the Federal Education Rights and Privacy Act (FERPA) and the 1996 Missouri Safe School Act (HB 1301/1298).
- 6) Students have the right to participate in school activities if they desire without unlawful discrimination, provided they meet the reasonable qualifications of the activity or organization.
- 7) Students have the right to submit grievances to school authorities and the right to a response to such grievances.
- 8) Students have the right not to be penalized by the school authorities for the beliefs they hold, provided they do not violate the rights of others.
- 9) Students have the right to receive respect from teachers, administrators, other personnel, and other students.
- 10) Students have the right to due process including the opportunity to describe an incident from their own perception.

## **STUDENTS' RESPONSIBILITIES (JF)**

Students have the responsibility to respect and honor the rights of all persons involved in the educational community, to exercise the highest degree of self-discipline in observing and adhering to state and local laws, to the Student Behavior Guide, and to district and school policies and procedures. Responsibility is inherent in the exercise of every right. It is impossible to list all student responsibilities, but it is emphasized that the lack of responsibility creates infringement on the rights of others.

## **STUDENTS' RESPONSIBILITIES (JF)**

- 1) Students are responsible for their actions; therefore, they must accept consequences of their inappropriate behavior.
- 2) Students have the responsibility to abide by the laws of the United States of America and the State of Missouri and the policies of the Board of Education.
- 3) Students have the responsibility to abide by all the administrative procedures set up by the school.
- 4) Students have the responsibility to abide by the rules the teacher sets up within the individual classroom.
- 5) Students have the responsibility of conducting themselves in such a way as to benefit the class and the school.
- 6) Students have the responsibility to be courteous and respectful to their teachers and others in authority.
- 7) Students have the responsibility of doing all the class assignments to the best of their abilities.
- 8) Students have the responsibility to bring to school only those items necessary for class work.
- 9) Students have the responsibility to protect their personal property and Respect the property of others.
- 10) Students have the responsibility to seek assistance from staff members when problems arise.
- 11) Students have the responsibility to maintain a positive attitude toward their work and other responsibilities.
- 12) Students have the responsibility to take advantage of opportunities for personal growth.
- 13) Students have the responsibility to maintain open lines of communication with parents, teachers, other students, and the educational support staff.

- 14) Students have the responsibility to contribute to the development of a warm, positive school climate.
- 15) Students have the responsibility to notify school officials of any potentially dangerous items (e.g. - weapons and/or drugs) or potentially dangerous situations (e.g. -planned fights and/or assaults, or threat or rumors that may affect students' safety) Students who report such information should feel free of all retaliation. Retaliation against anyone making the report will receive the most serious consequences.

### **PARENTS' RIGHTS**

- 1) Parents have the right to expect that a quality education will be provided to their children.
- 2) Parents have the right to expect that their children will be taught properly and appropriately in a safe school environment.
- 3) Parents have the right to receive information about the progress of their children. Non-custodial parents have the right to request and receive student records.

### **PARENTS' RESPONSIBILITIES (JG)**

- 1) Parents have the responsibility to maintain open lines of communication with their children, teachers, and the educational support staff and to be available to assist as needed.
- 2) Parents have the responsibility to assist their children in developing skills of self-direction.
- 3) Parents have the responsibility to support the efforts of classroom teachers and the educational support staff in maintaining appropriate student behavior.
- 4) Parents have the responsibility to promote in their children a positive attitude toward work and responsibilities.
- 5) Parents have the responsibility to make sure that their children attend school regularly and must contact the school office each time a student is absent.
- 6) Parents have the responsibility to monitor and promote the academic progress of their children.
- 7) Parents have the responsibility to promote a home environment that encourages study, research and acquisition of knowledge and skills.
- 8) Parents have the responsibility to be familiar with the Behavior Guidelines of the school.

## **SCHOOL STAFF RIGHTS (JG)**

- 1) School staff have the right to teach and conduct school business in an atmosphere conducive to learning.
- 2) School staff have the right to expect cooperation from parents.
- 3) School staff have the right to expect that students will follow the rules and regulations of the school.
- 4) School staff have the right to expect that students will be in class on time on a regular basis and will have their homework done.

## **SCHOOL STAFF RESPONSIBILITIES (JG)**

- 1) School staff have the responsibility to recognize the needs and the level of maturity of individual students.
- 2) School staff have the responsibility to maintain a record of intervention strategies utilized with individual students.
- 3) School staff have the responsibility to establish and coordinate a team behavior management plan that is positive, consistent, and effective.
- 4) School staff have the responsibility to solicit parental support.
- 5) School staff have the responsibility to develop consequences for acceptable and unacceptable behavior.
- 6) School staff have the responsibility to assist the individual student in developing skills of self-direction.
- 7) School staff have the responsibility to regularly communicate classroom policies to students and parents.
- 8) School staff have the responsibility to practice fair, effective behavior management techniques.
- 9) School staff have the responsibility to maintain open lines of communication with students, other teachers, parents, and the educational support staff.
- 10) School staff have the responsibility to promote and establish an orderly climate for student learning.
- 11) School staff have the responsibility to develop a relationship with students and parents based on mutual respect.
- 12) School professional staff have the responsibility to report any suspected child abuse or neglect to the Division of Family Services. School staff are “mandated reporters” under Missouri Laws pertaining to child abuse or neglect.

## **ADMINISTRATORS' RESPONSIBILITIES**

- 1) Administrators have the responsibility to assist staff members in the practice of effective behavior management techniques.
- 2) Administrators have the responsibility to plan and promote practices that will maintain an orderly environment.
- 3) Administrators have the responsibility to support the efforts of the classroom teacher in maintaining appropriate student behavior.
- 4) Administrators have the responsibility to plan for adequate supervision of students.
- 5) Administrators have the responsibility to communicate to appropriate staff the consequences of reported student inappropriate behavior.
- 6) Administrators have the responsibility to be visible throughout the school day.
- 7) Administrators have the responsibility to maintain accurate records of disciplinary actions.
- 8) Administrators have the responsibility to solicit parental support in order to achieve behavior management objectives.
- 9) Administrators have the responsibility to maintain open lines of communication with teachers, students, and parents.
- 10) Administrators have the responsibility to communicate and explain the school rules and consequences for inappropriate behavior.
- 11) Administrators have the responsibility to coordinate the services of additional school personnel as needs arise.
- 12) Administrators have the responsibility to plan adequately to insure the success of discipline conferences.

## **PROCEDURAL GUIDELINES AND DUE PROCESS (JFA)**

- 1) Parental involvement is critical in correcting inappropriate student behavior; and, therefore, is solicited.
- 2) If a teacher or a principal assigns a student to a detention, the parents should be informed by telephone, letter, or note prior to the date the student is expected to serve the detention. Only in an emergency situation will a principal detain a student without parental notification.
- 3) A student shall be given oral or written notice of any charges against him/her.
- 4) If a student denies the charges, he/she shall be given an oral or written explanation of the facts which form the basis of the proposed disciplinary action (detention, suspension, or recommendation to the Superintendent for review)

- 5) The student shall be given the opportunity to present his/her version of the incident.
- 6) When a student is suspended, an administrator will contact the parent by telephone, followed by written confirmation. If a parent cannot be reached, written notification is sent home with the student. The principal will continue efforts to contact a parent to discuss the suspension.
- 7) The Superintendent will schedule a hearing for all recommendations for consideration of additional suspension days up to 180 school days or for recommendations to consider expulsion. The purpose of this due process hearing is to verify the facts and provide the student and parents/guardians with an opportunity to present additional data or extenuating circumstances. The Superintendent or his designee will determine if additional days of suspension are warranted and under what conditions a student may return to school.
- 8) In the event of an appeal of a suspension for more than ten days, the suspension shall be stayed until the Board of Education renders its decision. If in the judgment of the Superintendent the student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process, the student may be immediately removed and the hearing shall follow as soon as is practical.
- 9) Additional due process measures shall be taken as required by law with respect to students with disabilities.
- 10) Parents/guardians shall be required to participate in a conference with teachers and/or administrator or administrator's designee prior to a student's return to school following a suspension for greater than ten (10) days or at the principal's discretion after suspensions for ten (10) days or less.
- 11) Student discipline records are a part of a student's file and will be shared with the receiving school when a student transfers within the guidelines of the 1996 Missouri Safe Schools Act (HB 1301-1298).
- 12) A student who has been suspended or expelled from one district may have that suspension and/or expulsion upheld by another district upon transferring.
- 13) Parents are encouraged to initiate telephone calls/conferences with staff members when they have concerns about their child's behavior in school.
- 14) A student may be removed from school immediately upon a finding by the principal, superintendent or school board that the student poses a threat of harm to such student or others.

#### **DEFINITIONS:**

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

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

**ATTENDANCE: (JEDA-RE)** Regular attendance and punctual arrival are integral factors in school success. Parents/guardians must contact the school whenever a student is going to be absent. A message should be left on voice mail if the report is made outside of regular school hours. Inconsistent attendance or absences which constitute a pattern of behavior are concerns to school staff. While it is recognized that some absence from school may be necessary, excessive absenteeism will affect student achievement, performance, advancement, and self-esteem. Typically any absences above ten percent (10%) of the semester (10 days per semester) is considered excessive. More than five later arrivals (tardies) to school and early dismissals from school are considered excessive. Excessive absenteeism, late arrivals, and early dismissals may result in the requirement of third party documentation (doctor, etc.) to determine an absence or tardy as excused.

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

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

**ATTENDANCE AT AFTERSCHOOL ACTIVITIES AND EVENTS:**

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

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

**DRESS CODE/INAPPROPRIATE CLOTHING:** Student's dress and appearance are required to be of such character as to not disrupt nor distract from the instructional procedures and/or safety of the school. Clothing must be clean and safe. Shoes must be worn at all times. Parents of students violating this policy will be contacted and depending on the seriousness and/or prior history, other consequences (including suspension) may be assigned.

The following items should be kept in the student's locker or cubby during the school day. Failure to do so will result in the item being confiscated.

- Apparel worn on head (sock hats, bandanas and athletic sweat bands, hats, caps, wearing hoods on head, hair rollers, hairnets, picks, combs, and plastic hair covering)
- Sunglasses and dark glasses unless prescription
- Chains used with wallets, keys, etc., or as a belt or decoration
- Battery operated light up shoes need to be turned off during school hours

Students could be given other clothing, sent home or asked to change for the following:

- Clothing that is revealing, see-through or suggestive (i.e. cleavage showing, bare backs, single strap, strapless tops, short skirts, any clothing that reveals undergarments and torn or ripped clothing).
- Clothing with vulgar, profane, or suggestive messages or pictures of illegal substances, alcoholic beverages, or tobacco products.
- Clothing, coloring, insignia, or other symbol or combinations of symbols indicating membership in, affiliation with, or support for any gang or similar organization associated with violence, drugs, intimidation, or other criminal activity (on school grounds or at school-sponsored activities).
- Pants which are sagging below the waist level
- Shoes on wheels are prohibited.

**STUDENT SEARCHES:** School officials have the authority to search students and students' property (including purses, backpacks, gym bags, etc.), provided that the search is justified at its inception and reasonable under all the circumstances. School officials will exercise discretion to perform searches as they deem necessary to maintain the safety and welfare of students and staff, to prevent violations of discipline policies, or to prevent interference with the educational process. Strip searches will NOT be conducted under any circumstances by school officials. Lockers and desks assigned to student remain the property of the Pattonville School District and may be searched by school officials with or without notice.

School officials will also call in law enforcement officials (including School Resource Officers) when they deem it necessary or appropriate or otherwise required by law. Those law enforcement officials may also conduct searches and take other appropriate action pursuant to their authority as law enforcement officials.

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

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

**IN-SCHOOL SUSPENSION:** The student is deprived the privilege of attending regular classes, participating in or attending any extracurricular activities, or school sponsored functions whether on campus or at another facility for the determined number of days but the student is expected to attend school, report to the in-school suspension room, complete assignments, and behave appropriately. (JGD) In case of inclement weather or emergency school closings, the days assigned for a student's in-school suspension will be extended based on the number of days missed due to weather or emergency closure.

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

**C.I.C.: Classroom Intervention Center (ELEMENTARY)** is an alternative disciplinary consequence available to principals for students in grades 2-5. Placement in C.I.C. may be used by an elementary principal as an intermediate step before removal from the academic setting or as an alternative to out-of-school-suspension. Administrator judgment is used to determine the length of stay and the number of different assignments to C.I.C. an individual student may receive. The Classroom Intervention Center is housed at Pattonville Heights Middle School, and district transportation is provided. (JGD)

**OUT-OF-SCHOOL SUSPENSION:** The number of days assigned refers to school days. When suspended, the student is deprived of all the privileges of attending school, participating in classes, participating in or attending any extracurricular activities or school sponsored functions whether on campus or at another facility for a determined number of days up to and including 180 school days (JGD). In case of inclement weather or emergency school closings, the days assigned for a student's out-of-school suspension will be extended based on the number of days missed due to weather or emergency closure.

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

**ALTERNATIVE ACTIVITIES TO REDUCE LENGTH OF SUSPENSION TIME:** School authorities believe that positive use of time in a constructive manner such as volunteer work at a community center, hospital, etc., is an option which can be authorized by the administration to reduce the length of a suspension or detention. Six hours of voluntary service at an approved agency will equal one day of suspension or six hours of detention. This option may be considered by the grade level principal who can provide information upon request.

**MAKE-UP WORK (Non-suspension related):** - A student who has been out of class for any reason is required to complete make-up work for the learning experience. This involves taking unit tests and completing long-term projects.

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

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

- II. If a student is truant (unexcused absence), he/she will receive no credit for work missed and;
  - A. The student missing an examination or a quiz due to truancy will not be allowed to make up said examination or quiz.
  - B. If a long-term project (any assignment for which the student was given notice of a due date prior to the truancy) is due on the date of the truancy from class, the grade will be lowered one grade level.

### **MAKE UP WORK: (Suspension Related)**

#### **I. In-School-Suspension**

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

#### **II. Out-of-School Suspension**

- A. Work (assignments/tests, etc.) missed during an out-of-school suspension can be completed for full credit.
  1. Tests administered during suspension may be made up upon return to school.
  2. The responsibility to receive assignments, make-up work, and to take missed tests rests with the student.

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

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

**SELLING:** Selling any items at school without prior permission of the principal is prohibited.

**STUDENT IDENTIFICATION BADGES (MIDDLE SCHOOLS):**

The Pattonville School District is committed to providing a safe learning environment for all students and staff. To contribute to a safe school environment, the district is providing photograph identification badges for each middle school and high school student and all district staff. Each student must have the ID badge on his or her person at all times when in a school district building. In addition to supporting a safe school environment, the photograph identification badges will be used to purchase lunches in the cafeteria and check out books/materials in the library. Failure to have the photograph identification badge in the students' possession may result in disciplinary consequences.

## **DISCIPLINE GUIDELINES**

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

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

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

**VIOLENCE RISK ASSESSMENT:** The school reserves the right to require a violence risk assessment for a student who has threatened or has been involved in actions which are of a threatening or harmful nature. The violence risk assessment is provided at district expense and at a center selected by the district.

### **VIOLATION OF THE ELECTRONIC COMMUNICATION POLICY**

The Board of Education has adopted the Electronic Communications Policy (EHD). Parents receive copies of the policy and are asked to complete the Student Access Form which designates the level of computer access parents permit for their student.

The policy sets standards of acceptable use for electronic communication technology. Violation of policy by students may result in loss of computer/internet/email/web publishing. Serious violations which result in fiscal loss to the school district; diminished computing capacity within the district; use of electronic equipment to access or transmit obscene, vulgar or inappropriate material; violation of copyright laws; use of electronic equipment to transmit threats or forms of harassment and other violations of a serious nature may result in in-school suspension, out-of-school suspension or expulsion.

**Level I: INAPPROPRIATE STUDENT BEHAVIOR REQUIRING THE TEACHER'S INTERVENTION.**

- 1) Tardiness to class
- 2) Possession/use of inappropriate items, e.g. toys,--including fidget spinners, slime, and hoverboards, hand held gaming devices, laser lights, pointers, etc. (Winter coats and book bags should be left in the student extenuating circumstances are approved by the teacher or administrator.)

1st offense: item(s) confiscated, returned at end of school day

Subsequent offenses: item(s) confiscated, parent pick-up required

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

- 3) Possession of Cell Phones

Displaying cell phones during normal school hours is prohibited unless they are being used for instructional purposes only, as deemed appropriate and necessary by staff. Phone must be off, on vibrate or silent. The district will not be responsible or liable for any damage, loss, or theft of cell phones.

1st Offense - Cell phone confiscated, returned at end of school day.

2nd Offense - Cell phone confiscated, parent pick-up required.

Subsequent Offenses – Considered insubordination, see page 21

**If above item(s) are used to disrupt the school environment in any way, additional behavioral interventions will be applied as determined to be appropriate by the administration.**

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

## **CONSEQUENCES OF INAPPROPRIATE STUDENT BEHAVIOR**

May include but are not limited to the following:

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

**The staff member may invoke the appropriate consequence(s) in any appropriate order or combination depending upon circumstances and previous behavior.**

If after exhausting all avenues and assigning appropriate consequences, a specific inappropriate behavior continues, the teacher may consult with the principal and or assistant principal. With the agreement of the teacher and the principal, the principal may now become involved in attempts to resolve the problem.

## **Level II: INAPPROPRIATE STUDENT BEHAVIOR REQUIRING ADMINISTRATIVE INTERVENTION**

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

### **USE OF CELL PHONE**

Cell phones that have features including text messaging, voice mail, camera, and video should not be used during the school day, unless they are being used for instructional purposes only as deemed appropriate and necessary by staff.

Students and staff have a right to privacy. It is never permissible for individuals to take photos or video of others without their permission. Students are prohibited from using devices in dressing rooms, locker rooms, or restrooms. A cameras’ recording devices may not be used at any time at school or on school busses. More serious infractions related to cell phones would include:

- Distributing or receiving confidential information such as test questions/answers (academic dishonesty)
- Utilizing cell phones to make, distribute or receive inappropriate, obscene, profane, lewd, or vulgar pictures or video
- Using cell phones to hurt, harass, attack or harm other people or their work

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

**1. Defacing or destroying school property or the property of others.**

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

**2. Disruption of the School Environment (ELEMENTARY SCHOOLS):** Student behavior that leads to the interruption of the school day or a school activity. Such behavior includes, but is not limited to: verbal confrontations, encouraging a fight, refusing to move or disperse when directed, attending/watching, or recording a fight.

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

**Disruption of the School Environment (MIDDLE SCHOOLS):** Student behavior that leads to the interruption of the school day or a school activity. Such behavior includes, but is not limited to: verbal confrontations, encouraging a fight, refusing to move or disperse when directed, attending/watching or recording a fight..

1st offense: From detention up to 10 days out-of-school suspension

2nd offense and all others: Up to 10 day out-of-school suspension with possible referral to the Superintendent for a hearing to determine additional days of suspension up to 180 days.

**3. Excessive Tardies to School/Class:** Being punctual to school and to class is a key to academic success. See Page 10 under Attendance to define excessive tardies.

Per semester:

Up to 3 tardies – warning

4 tardies - 1 hour detention

More than 5 tardies: Reference Board Policy JEDA-RM

**4. Failure to stay for an assigned after-school detention following parental notification and acknowledgement of assigned detention(s).(MIDDLE SCHOOLS)**

1st offense: unserved 1-hour detention will result in a 2-hour detention

unserved 2-hour detention will result in a 4-hour detention

unserved 4-hour detention will result in 3 days ISS

Subsequent offenses: up to 5 days ISS and/or OSS

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

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

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

1st offense: 2-hour to 4-hour detention

Subsequent offenses: 4- hour detention up to 5 days ISS

## 7. **Inappropriate Behavior**

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

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

## 8. **Inappropriate Language (ELEMENTARY SCHOOLS): Use of any oral or written profane or abusive language or gestures toward others.**

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

**Inappropriate Language (MIDDLE SCHOOLS): Use of any oral or written profane or abusive language or gestures toward others.**

1st offense: up to 3 days ISS

Subsequent offenses: up to 5 days ISS and/or out-of-school suspension

## 9. **Inappropriate Objects**

During school hours students are not allowed to use radios, headphones/ear buds, CD players, ipods or toys, in any area which includes hallways and stairwells in the vicinity of classrooms and/or the library. Students may not bring pornographic or sexually explicit materials or other inappropriate items to school. Students are discouraged from bringing valuable items to school. Lighters, matches, or fire starting materials are also prohibited. THE SCHOOL IS NOT RESPONSIBLE FOR LOST OR STOLEN ITEMS.

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

## 10. **Inappropriate physical contact (ELEMENTARY SCHOOLS) (such as scuffling/horseplay, shoving, pushing or jostling) that could lead to a fight**

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

**Inappropriate physical contact (MIDDLE SCHOOLS) (such as scuffling/horseplay, shoving, pushing or jostling) that could lead to a fight.**

1st offense: up to 3 days ISS

Subsequent offenses: up to 5 days ISS and/or OSS.

## 11. **Threatening Behaviors:** Threatening behavior is defined as any activity, in which another person, persons, or property may or will be harmed. A threat could be any gesture, written or verbal expression, or physical act that a reasonable person should know will harm others, damage a persons property, place others in reasonable fear of harm in such a way as to disrupt or interfere with the school's educational mission or the education of students. Such threats will be taken seriously and cannot be tolerated.

1st offense and ALL others: Depending upon the nature of the violations and the number of referrals the student has received and the grade of the student, the administrator may use a wide range of dispositions from conference with the student, parent conference, detention, in-school suspension, or out-of-school suspension up to 180 days depending upon the severity of the situation.

- 12. Insubordination/Defiance of Authority (ELEMENTARY SCHOOLS):** Failure to comply with reasonable requests from a staff member, refusing to identify oneself upon request or giving false identification.

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

**Insubordination/Defiance of Authority (MIDDLE SCHOOLS):** Failure to comply with reasonable requests from a staff member, refusing to identify oneself upon request or giving false identification.

1st offense: up to 3 days ISS

Subsequent offenses: up to 5 days ISS and/or OSS

- 13. Misuse of computer and/or Internet privileges (Refer to Pattonville Board Policy EHD).**

- Damaging computer equipment, peripheral devices, or the system network
- Changing computer settings or configurations for any reason
- Sharing your personal password with others
- Using an account of another user
- Accessing another student's work, folders, or files
- Gaining unauthorized access to any network device such as servers, individual computers, etc.
- Installing software in violation of copyright laws
- Downloading or distributing files, games, programs, music, or other electronic media in violation of copyright laws
- Using the computer/Internet to hurt, harass, attack or harm other people or their work
- Using the Internet for any illegal or threatening activity or to download instructions on how to perform such acts (i.e. pornography, drug dealing, purchase of alcohol, weapons, gang activities, hacking, etc.)
- Violating copyright laws or plagiarizing on-line documents
- Using, viewing, sending, displaying or downloading obscene, profane, lewd, vulgar, rude, disrespectful, threatening, or inflammatory language, messages, graphics, or pictures
- Degrading network performance by downloading large files
- Revealing personal addresses, phone numbers or other personal data via the Internet
- Using school Internet access for personal profit in any way
- Creating personal or unauthorized web pages on district computers
- Using school Internet access to engage in chat room or instant messenger activities
- Using the school network to distribute or receive confidential information such as test questions/ answers (academic dishonesty)
- Posting defamatory comments to on-line communities
- Posting electronic chain letters, virus hoaxes, or other useless information
- Posting e-mail containing libelous, defamatory, offensive, racist, or obscene remarks
- Posting e-mail containing inappropriate humor
- Posting e-mails asking for copyright infringement (i.e. CD, DVD, etc.) that you may copy
- Re-posting communications without the original author's prior consent
- Violating the posting rules of on-line conference folders

1st offense and subsequent offenses: Depending upon the nature of the offense, intervention will be applied, as determined, to be appropriate by the administration. Loss of computer and/or Internet privileges may result.

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

1st offense: Up to 5 days OSS

Subsequent offenses: Up to 10 days OSS with a possible recommendation to the Superintendent for a hearing to consider up to 180 days of out-of-school suspension.

- 15. Physical Contact with Staff- (ELEMENTARY)**

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

FIRST OFFENSE AND ALL OTHERS Depending upon the nature of the offense, behavioral interventions will be applied as determined to be appropriate by the administration.

**Physical Contact with Staff- (MIDDLE)**

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

FIRST OFFENSE AND ALL OTHERS (any time during a student's enrollment at the middle school): 10 day out-of-school-suspension with a referral to the Superintendent for a hearing to determine additional days of suspension up to 180 days and/or recommendation to the Board of Education for EXPULSION. Police may be called and a report filed. Students engaged in violent or threatening behavior will be required to participate in follow-up activities, such as Aggression Replacement Therapy, or some other approved counseling intervention.

- 16. Racial Harassment**

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

1st offense: Up to 5 days out of school suspension

2nd offense: Up to 10 days out of school suspension with a possible referral to Superintendent for a hearing to determine additional days of suspension up to 180 days.

- 17. Receipt or Distribution of Merchandise:** Students may not distribute or receive copies of copyrighted or otherwise illegal items such as CDs, DVDs, on school property. Students are not allowed to sell any items for personal profit on school property. Sale of legitimate fundraising items to support non-profit groups must not interfere with the learning environment or compete with school fundraisers.

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

- 18. Reckless Behavior:** Physical contact due to horseplay that leads to injury of another person

1st offense: Up to 5 days out-of-school suspension

2nd offense: Up to 10 days out-of-school suspension with a possible referral to Superintendent for a hearing to determine additional days of suspension up to 180 days.

**19. Removal from In-School Suspension (MIDDLE SCHOOL):** Any student who is removed from in-school suspension for inappropriate behavior may minimally serve the remainder of the ISS days assigned as an out of school suspension with no opportunity for make-up work.

**20. Repeated Violations of Level I inappropriate behaviors:**

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

- Parent/Student/Administrator Conferences
- 2-Hour Detention (MIDDLE SCHOOL)
- 4-Hour Saturday Detention (MIDDLE SCHOOL)
- In-School Suspension (ISS)
- Out-of-School Suspension (OSS)

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

Sexual harassment shall be defined as unwelcome sexual advances, request for sexual favors, and other verbal, physical, or other conduct of a sexual nature when such conduct has the purpose or effect of interfering with an individual's work/school performance or creating an intimidating, hostile, or offensive school environment. Such harassment may include but is not limited to the following:

Unwanted sexual behavior, such as touching, oral comments, sexual name calling, spreading sexual rumors, jokes, pictures, leers, overly personal conversation, cornering or blocking student's movement, pantsing, and pulling at clothes. Harassment relative to sexual orientation is also prohibited and covered by this policy.

Individuals who experience sexual harassment from students or staff members should make clear that such behavior is unwelcome and offensive to them and should report such conduct to an administrator or any staff member. Administrators will fully investigate the concern and will conduct the investigation with full recognition of the rights of all parties involved and will maintain confidentiality of the report and details of such an investigation to the fullest extent possible. There will be no retaliation against or adverse treatment of any student who uses this procedure to resolve a concern.

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

**For ALL Forms of Harassment First Offense and All Others**

Depending upon the nature of the violations and the number of referrals the student has received, the administrator may use a wide range of dispositions from conference with the student, parent conference, detention, in-school suspension, or out-of-school suspension up to 180 days.

**22. Smoking Tobacco/Chewing Tobacco/Smoking Devices (Possession or Use):**

Possession or use of tobacco/smoking devices in any form, including electronic cigarettes, at any time or place on school grounds, school transportation, school-sponsored activities is prohibited. Tobacco use is recognized as a health hazard to the user and secondhand smoke recognized as a health hazard to others. Lighters, matches, or fire starting materials are also prohibited. For all offenses, within 10 days, the student will be required to participate in an intake assessment conducted at an approved resource agency. This agency will provide the school with a written report. In addition, failure to comply will lead to:

**First Offense – Possession Use**

Up to 3 days in-school suspension

**Second Offense – Possession Use**

5-10 days in-school suspension

**Third Offense and All Others – Possession/Use**

5-10 days of out-of-school suspension.

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

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

**24. Truancy-Skipping/Unauthorized Areas:** The unauthorized absence from a class without consent of the proper school authority or the absence from school without parental acknowledgement or school authority. Students who are truant from class will not receive credit for daily make-up work, quizzes, or examinations. If a long-term project is due the date of truancy from class, the grade will be lowered one letter grade.

Students in unauthorized areas or skipping school before, during, and after the school day will be considered truant. Once students arrive on campus, they are not allowed to leave without permission from an administrator-even if school has not officially started (e.g. before school).

1st offense: 2-hour to up to 5 days ISS

Subsequent offenses: Up to 5 days ISS, with possible referral to police and/or juvenile authorities

## HAZING AND BULLYING

(For complete policy, see Board Policy JFCF)

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

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

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

25. **Bullying (Policy JFCF):** intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; that substantially interferes with the educational performance, opportunities or benefits of any student without exception; or that substantially disrupts the orderly operation of the school. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft, or property damage; oral, written, or electronic communication, including name calling, verbal insults or attacks, spreading rumors, teasing, taunting, inappropriate sexual comments, inappropriate comments about a student's personal characteristics (including but not limited to: appearance, race, gender, religion, ethnicity, sexual orientation, or disability), put-downs, extortion, or threats; or threats of reprisal or retaliation for reporting such acts.

1st offense: Up to 5 days ISS

Subsequent offenses: up to 10 days ISS and/or OSS—with possible recommendation for 180 days suspension.

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

1st offense: Up to 5 days ISS.

Subsequent offenses: up to 10 days ISS and/or OSS—with possible recommendation for 180 days suspension.

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

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

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

1st offense: 3 to 5 days ISS

Subsequent offenses: up to 10 days ISS and/or OSS – with possible recommendation for 180 day suspension.

**Harassment**  
**(Reference: District Policy AC)**

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

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

1. The harassing conduct is so severe, persistent or pervasive that it creates an intimidating, threatening, or abusive educational environment; and
2. The harassing conduct either has the purpose or effect of substantially or unreasonably interfering with the student's educational performance or such conduct otherwise substantially and adversely affects an individual’s educational opportunities.

Harassment on the basis of a Protected Category takes numerous forms.

Examples include, but are not limited to, the following:

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

**Racial Harassment**

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

**Sexual Harassment**

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

Sexual harassment shall be defined as unwelcome sexual advances, request for sexual favors, and other verbal, physical, or other conduct of a sexual nature when such conduct has the purpose or effect of interfering with an individual's work/school performance or creating an intimidating, hostile, or offensive school environment. Such harassment may include but is not limited to the following:

Unwanted sexual behavior, such as touching, oral comments, sexual name-calling, spreading sexual rumors, jokes, pictures, leers, overly personal conversation, cornering or blocking students' movement, pantsing, and pulling at clothes. Harassment relative to sexual orientation is also prohibited and covered by this policy.

Individuals who experience sexual harassment from students or staff members should make clear that such behavior is unwelcome and offensive to them and should report such conduct to an administrator or any staff member. Administrators will fully investigate the concern and will conduct the investigation with full recognition of the rights of all parties involved and will maintain confidentiality of the report and details of such an investigation to the fullest extent possible. There will be no retaliation against or adverse treatment of any student who uses this procedure to resolve a concern.

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

**For ALL Forms of Harassment First Offense and All Others**

Depending upon the nature of the violations and the number of referrals the student has received, the administrator may use a wide range of dispositions from conference with the student, parent conference, detention, in-school suspension, or out-of-school suspension up to 180 days.

### Level III: SERIOUS OFFENSES

UNLESS OTHERWISE SPECIFIED BY THE PRINCIPAL, SUSPENSION MEANS “OUT OF SCHOOL SUSPENSION”. IN ALL INSTANCES, “DAYS” MEANS DAYS SCHOOL IS IN SESSION.

TO ASSIST IN DETERMINING APPROPRIATE CONSEQUENCES, THE DISTRICT MAY REQUIRE AN ASSESSMENT BY A MENTAL HEALTH PROFESSIONAL, AT DISTRICT EXPENSE, TO ASSESS THE LEVEL OF RISK POSED BY A PARTICULAR STUDENT.

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

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

1. **ASSAULT TO A STUDENT:** The causing or attempt to do bodily harm, or any application of force, such as hitting, striking or pushing or attacking of an individual will not be tolerated.  
**First Offense and all others**—up to 10 days out-of-school suspension with possible recommendation for suspension of up to 180 days with possible recommendation for expulsion.  
**Police may be notified and a report filed.**
2. **ASSAULT TO A STAFF MEMBER (ELEMENTARY):** The causing or the attempt to do bodily harm to a staff member or other adult present at school or at a school-related activity; any application of force, such as hitting, striking or pushing or attacking of a staff member will not be tolerated.

**FIRST OFFENSE AND ALL OTHERS:** up to 10 day out-of-school suspension with referral to Superintendent up to and including 180 days and possible referral to the Board of Education for EXPULSION. **Police may be called and a report filed.**

**ASSAULT TO A STAFF MEMBER OR OTHER ADULT (MIDDLE SCHOOL):** The causing or the attempt to do bodily harm to a staff member or other adult present at school or at a school-related activity; any application of force, such as hitting, striking or pushing or attacking of a staff member will not be tolerated.

**FIRST OFFENSE AND ALL OTHERS:** 10 day out-of-school suspension with referral to Superintendent up to and including 180 days and possible referral to the Board of Education for EXPULSION.  
**Police may be called and a report filed.**

3. **FIGHTING (ELEMENTARY SCHOOLS):** Combat in which both parties have contributed to the situation by verbal or physical actions.

First Offense-may be suspended up to 3 days out of school suspension.

Second Offense and all others-may be suspended up to ten (10) days out of school suspension.

**FIGHTING (MIDDLE SCHOOLS):** Combat in which both parties have contributed to the situation by verbal or physical action.

**First Offense**— (5) days out-of-school suspension

**Second Offense and all others**-ten (10) days of out-of-school suspension and possible recommendation for a Superintendent level hearing.

**Police may be notified and a report filed.**

4. **FIREWORKS - POSSESSION OF FIREWORKS, FIRE SETTING PARAPHERNALIA (INCLUDING LIGHTERS), OR OTHER ITEMS THAT COULD BE CONSIDERED DANGEROUS ON SCHOOL PROPERTY OR UNDER CERTAIN CONDITIONS**

**First Offense and all others**—Up to 10 days out-of-school suspension and possible recommendation for suspension up to 180 days or expulsion dependent upon the potential harm of the item possessed and the threat that its possession posed.

5. **FIREWORKS - USE OF FIREWORKS, FIRE SETTING PARAPHERNALIA, OR OTHER ITEMS THAT COULD BE CONSIDERED DANGEROUS ON SCHOOL PROPERTY OR UNDER CERTAIN CONDITIONS.**

**First Offense and all others**—up to 10 day out-of-school suspension and possible recommendation for out-of-school suspension for up to 180 days or expulsion dependent upon the potential harm of the item used. **Police may be notified if warranted.**

6. **GANG TYPE ACTIVITY:** Students are prohibited from promoting or participating in any gang related activity. Students are prohibited from displaying or wearing any secret organization or gang logos, from writing or distributing any gang related symbols or literature, and communicating in any kind of gang sign language. For purposes of this Behavior Guide “gang” is defined as an association or group of two or more individuals, whether formal or informal, having as one of its primary activities the commission of one or more criminal acts, including violence, drug use or distribution, and acts of intimidation.

**FIRST OFFENSE AND ALL OTHERS**

Depending upon the nature of the violations and the number of referrals a student has received, the administrator may use a wide range of dispositions from conference with the student, parent conference, detention, in-school suspension to out-of-school suspension. Parents will be contacted and conferences arranged for gang-type activity.

7. **REPEATED BEHAVIORAL REFERRALS TO THE OFFICE:**

**FIRST OFFENSE AND ALL OTHERS:** Repeated Level II behavior referrals to the office may result in the infractions being treated as a Level III violation which may result in up to ten (10) days of out-of-school suspension with a possible recommendation for a hearing with the Superintendent to determine further consequences.

8. **SETTING OFF FALSE FIRE/DISASTER ALARMS:** This applies to alarms made verbally, physically, in writing, or by any other method including 911 telephone calls.

FIRST OFFENSE AND ALL OTHERS: Up to five to ten days out-of-school suspension with possible recommendation for suspension up to 180 days or EXPULSION. Police will be notified and a report filed. Fire departments will be notified when appropriate.

9. **SEXUAL MISCONDUCT:** Possessing or transferring pornographic or sexually explicit materials; actual or simulated conduct for the purpose of sexual stimulation, including but not limited to indecent exposure, mooning; or the engagement in any sexual act on school property, during school functions, or at school sponsored activities is prohibited.

FIRST OFFENSE AND ALL OTHERS: Five to ten day out-of-school suspension with possible recommendation for suspension up to 180 days or EXPULSION.

10. **THREATS TO BRING WEAPONS OR HARM TO INDIVIDUALS OR TO SCHOOL PROPERTY:** Such threats will be taken seriously and cannot be tolerated.

**FIRST OFFENSE AND ALL OTHERS (ELEMENTARY SCHOOLS)**

Depending upon the nature of the violations and the number of referrals the student has received, the grade of the student, the administrator may use a wide range of dispositions from conference with the student, parent conference, detention, in-school suspension, out-of-school suspension or EXPULSION. Police may be notified and a report filed. Fire departments will be notified when appropriate.

**FIRST OFFENSE AND ALL OTHERS (MIDDLE SCHOOLS):**

Five to ten days out-of-school suspension with possible recommendation for suspension up to 180 days or EXPULSION. **Police may be notified and a report filed.** Fire departments will be notified when appropriate.

11. **WEAPON: Possession And/Or Use:** A student shall not possess, handle, use, or transmit a razor, knife, ice pick, gun (firearm), pellet-type gun, ammunition, imitation gun, imitation weapon, mace, tear gas container, or other weapon. A weapon is defined as any object which could be used or displayed with the intent to harm or intimidate persons or damage property.

A student possessing a firearm in a school building, on school property, on a school bus or at a school function will be permanently expelled from the school district, or suspended for a minimum of one school year, unless the superintendent or the Board determines, in the exercise of the Superintendent's or Board's discretion, that such a permanent expulsion or one-year Suspension is not appropriate in the particular case. For the purpose of this paragraph, a firearm shall be defined as any weapon which can expel a projectile by means of an explosive.

**IT IS ESSENTIAL THAT EVERY STUDENT AND EVERY PARENT UNDERSTANDS THAT ANYONE WHO VIOLATES THE WEAPON POLICY SHOULD EXPECT THE SEVEREST CONSEQUENCE.**

**In most instances, students who unintentionally bring an object that could be considered a weapon (like those mentioned above) may leave the item with an administrator immediately upon entering the building with no penalty incurred.**

**FIRST OFFENSE AND ALL OTHERS:**

Up to 10 days out-of-school suspension and/or possible recommendation to the Superintendent to extend the suspension to 180 days and/or recommendation to the Board of Education for Expulsion. Police may be called and a report filed.

**DISPLAYING, HANDLING, BRANDISHING USE OR ATTEMPTED USE:**

**FIRST OFFENSE AND ALL OTHERS:** Up to 10 days out-of-school suspension and/or recommendation to the Superintendent to extend the suspension up to 180 days and/or recommendations to the Board of Education for EXPULSION. **Police will be called in all cases when a weapon is used or attempted to be used and a report will be filed.**

When a legitimate item (such as a tennis racket or scissors) is used or displayed as a potential weapon against another person, the weapon policy will be enforced. (JFCJ)

**ALCOHOLIC BEVERAGES, DRUGS, NARCOTICS AND DRUG PARAPHERNALIA:**

Pattonville Schools have several programs in place to educate students on the harmful effects of alcoholic beverages, drugs, and narcotics. A “CARE Team” of trained professionals works with students in trying to prevent problems in this area. Several groups are available through the Guidance Department to assist students having trouble with substance abuse. The use or possession of illicit drugs, inappropriate use or possession of prescription or over-the-counter medications, distribution of drugs of any kind, and the unlawful possession, use or distribution of alcohol is wrong and harmful. It is a very serious infraction to bring, buy, possess, use, transmit, or be under the influence of any drugs, narcotics, or alcoholic beverages at school or at a school activity. This also applies to counterfeit or “look alike” substances transmitted as drugs and all drug paraphernalia. It should be noted that Missouri statute makes it illegal to sell or distribute drugs within 1,000 feet of a school campus.

**Because of the severity of this issue and in order to be in compliance with the regulations of the Department of Elementary and Secondary Education, a complete copy of Pattonville School District Policy JFCH Student Alcohol Drug Abuse has been included.**

**IT IS ESSENTIAL THAT EVERY STUDENT AND EVERY PARENT UNDERSTANDS THAT ANY ONE WHO VIOLATES THE DRUG POLICY SHOULD EXPECT THE SEVEREST CONSEQUENCES**

**POSSESSION OF ALCOHOL, DRUGS, AND RELATED PARAPHERNALIA**

**FIRST OFFENSE** – up to 10 day out-of-school suspension with a possible referral to the Superintendent for additional days of suspension up to 180 days. Police may be called and a report filed.

**SECOND OFFENSE AND ALL OTHERS** – (Anytime during a student’s enrollment at the middle school) 10 day out-of-school suspension with a referral to the Superintendent for additional days of suspension up to 180 days, and/or a recommendation to the Board of Education for EXPULSION. Police will be notified. Prior to the student’s district-level hearing, the student will be required to participate in an intake assessment conducted at an approved resource agency. Prior to the student’s expulsion hearing, the student must submit to a drug test. The results of the assessment and the drug test shall be presented at the appropriate hearing.

## USE AND/OR UNDER THE INFLUENCE OF ALCOHOL OR DRUGS, AND POSSESSION OF UNUSED DRUG RELATED PARAPHERNALIA

**FIRST OFFENSE** – 10 days out-of-school suspension with a referral to the Superintendent for an additional 20 days of suspension. The suspension will be limited to 10 days (referral to the Superintendent will be withdrawn) if the student has an intake assessment conducted at an approved resource agency and provides the school with a written report from that agency. Police will be notified.

**SECOND OFFENSE AND ALL OTHERS** - (Anytime during a student's enrollment at the middle school) 10 day out of school suspension with a referral to the Superintendent for additional days of suspension up to 180 days, and a recommendation to the Board of Education for EXPULSION. Police will be notified.

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

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

**FIRST OFFENSE AND ALL OTHERS:** up to 10 day out-of-school suspension and possible referral to the Superintendent for additional days of suspension up to 180 days, and/or a recommendation for EXPULSION. Police may be called and a report may be filed.

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

Any student that barter, exchanges, gifts, or offers drugs, alcohol, or other items prohibited per BOE policy to one or more other students, (regardless of amount) at any time while on the school grounds, while going to or coming from school, during school hours (whether on or off campus), or while going to, attending, or coming from school activities.

**FIRST OFFENSE AND ALL OTHERS** (any time during a student's enrollment): 10 day out-of-school suspension, referral to the Superintendent for additional days of suspension up to 180 days, and a recommendation for EXPULSION. Police will be notified. **Missouri statute makes it a felony offense to sell or distribute drugs within 1,000 feet of a school campus.**

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

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

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

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

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

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

## **SCHOOL NURSES, CLINIC, AND MEDICATION (JHCD, JHCD-R)**

Each Pattonville school has a full-time nurse available to assist students with health related problems during regular school hours. A student who becomes ill is to obtain a pass from the teacher and report to the nurse's office.

If a nurse is unavailable, the student should seek assistance in the main office from the receptionist, a secretary, or from a principal. It is very important that students have current home and work phone numbers for their parents/legal guardian on file in the clinic and grade level principal's office so that immediate medical attention can be obtained if necessary.

### **ADMINISTERING MEDICINES TO STUDENTS**

Giving of medicine to children during school hours shall be discouraged and restricted to necessary medication that cannot be given on an alternative schedule. When prescription medicine is to be administered by school officials, the medicine must be accompanied by a label affixed by a pharmacy and/or medical provider

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

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

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

### **OVER THE COUNTER MEDICINE**

It shall be our practice that "over-the-counter" medications will be dispensed by school personnel only with written authorization from medical provider and parent.

Non-prescription medicines must be in their original container. ALL medication must be accompanied by written instructions signed by parent(s)/guardian(s) and medical provider and will include: 1) Child's name, 2) Name of medication, 3) Time to be administered, 4) Dosage

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

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

### **METERED-DOSE INHALERS**

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

## STUDENT ELECTRONIC COMMUNICATION POLICY

### I. General Information

The purpose of providing electronic communication systems, i.e. Internet, e-mail, and web publishing, is to advance and promote a world-class public education for the students of Pattonville School District. It is intended to assist in the collaboration and exchange of information between our students, faculty, and the world.

### II. Electronic Communication Guidelines and Restrictions

The use of Pattonville's electronic communication systems is a privilege that may be revoked at any time for abusive conduct. Students will be held accountable for their actions. The following checklist details specific guidelines and restrictions; however, moral and ethical judgment should prevail when using all district resources.

By reading and signing this document, I agree not to:

#### Internet, Network, and Computer Usage

- damage computer equipment, peripheral devices, or the system network in any way
- change network settings to circumvent security, filtering, etc.
- change the settings or configuration of any computer or network equipment
- gain unauthorized access to any network device such as servers, individual computers, etc.
- hinder network performance by downloading large files
- share my password with others
- reveal personal addresses, phone numbers or other personal data via the internet
- use the account of another student
- access another student's work, folders or files
- violate copyright laws or plagiarize online documents
- install software in violation of copyright laws
- download, distribute or share files, games, programs, music, videos, or other electronic media in violation of copyright laws
- use a computer or the Internet to cyber-bully, i.e. hurt, harass, attack or harm other people or their work
- use the Internet for any illegal or threatening activity or to download instructions on how to perform such acts (i.e. pornography, drug dealing, purchase of alcohol, weapons, explosives, gang activities, hacking, etc.)
- view, send, display or download obscene, profane, lewd, vulgar, rude, disrespectful, threatening, or inflammatory language, messages, graphics, or pictures
- use profane, abusive, or impolite language
- use profane, abusive, or impolite emoticons
- use school internet access for personal profit in any way
- create personal or unauthorized web pages on district computers

- use school Internet access to engage in non-instructional chat rooms or instant messenger activities
- use the school network to distribute or receive confidential information such as test questions/answers
- use the school's network to post defamatory comments to online communities

#### E-Mail Usage

- post electronic chain letters, virus hoaxes or other unsolicited information
- post e-mail containing libelous, defamatory, offensive, racist or obscene remarks
- post e-mail containing inappropriate humor
- post e-mail containing political, religious or gambling information, mass-mailing advertisement, or critical/ negative remarks regarding third parties
- post e-mail asking for copyright infringement i.e. requesting a CD, DVD, etc. that you may copy
- re-post communications without the original author's prior consent
- violate the posting rules of on-line conference folders
- send bulk or mass e-mail (SPAM)
- send large attachments (greater than 3 MB)

#### Digital Media Device Usage (Phone\*/PDA/Cameras/MP3 players)

- utilize digital media device to distribute or receive confidential information such as test questions/answers
- utilize digital media device to make, distribute, post, or receive inappropriate, obscene, profane, lewd, vulgar pictures or video, or to invade anyone's privacy
- utilize digital media device to record, distribute, and post pictures or video of district personnel, premises or events without specific school district consent
- utilize digital media device to cyber-bully, i.e. hurt, harass, attack or harm other people or their work

\*Refer to district behavior guide to determine if cell phones are allowed in your building

To reiterate, all electronic communications, Internet, e-mail, phones, and other forms of electronic communication should be used for academic purposes.

Any student who brings his/her personal computer to connect to our network must register this device in the Principal's office.

#### Privacy

A student does not have a legal expectation of privacy in the student's electronic communications or other activities involving the district's electronic resources. The district may examine all information stored on district electronic resources at any time. The district monitors student technology usage. Electronic communications, all data stored on the district's technology resources, and downloaded material, including files deleted from a student's account, may be intercepted, accessed or searched by district administrators or designees at any time. All district technology resources are school property.

Violations of Electronic Communication Policies and Procedures

Use of the district's electronic resources is a privilege, not a right. A student's privileges may be suspended pending an investigation concerning use of the district's electronic resources. Any violations of district policy, regulations or procedures regarding the use of district technology may result in temporary, long-term or permanent suspension of student privileges. Serious violations are subject to suspension, expulsion and legal action. Any attempted violation of district policy, regulations or procedures, regardless of the success or failure of the attempt, may result in the same discipline or suspension of privileges as that of an actual violation.

Content Filtering and Monitoring

The district will comply with The Child Internet Protection Act. The filter/blocking device will protect against access to visual depictions that are obscene, harmful to minors and child pornography, as required by law. Evasion or disabling or attempting to evade or disable, a filtering/blocking device installed by the district is prohibited.

Pattonville School District has taken precautions to eliminate access to inappropriate materials; however, no filtering device is foolproof. Therefore, students are required to notify the supervising adult if they encounter materials or activities which violate these guidelines.

Safety Considerations

For safety considerations, students should maintain their anonymity when utilizing all forms of electronic communication. Employees will adhere to the following safety guidelines when working with students:

1. Students' photographs which appear on district or school web pages "may" be identified by their full name provided that a Media Exclusion Form is not on file for that student.
2. Students' projects which appear on district or school web pages "may" be identified by their full name provided that a Media Exclusion Form is not on file for that student.
3. Students' photographs or projects which appear on classroom, team or department web sites will "not" be identified by their first and last name without prior approval by the school ITS (instructional technology specialist) or school-level webmaster."
4. Student's e-mail accounts will be structured to assure anonymity.
5. Student's e-mail accounts are expressly for educational purposes i.e. establishing contact with other students, government officials, etc. under the guidance of a teacher.
6. Student e-mail system does not allow access to chat rooms.
7. Kindergarten, 1<sup>st</sup> and 2<sup>nd</sup> grade students will utilize e-mail through a teacher or group account to correspond with other students and appropriate adults.

**ELECTRONIC COMMUNICATION FORM FOR STUDENT ACCESS**

(Please **print** the following information in ink)

Student Name \_\_\_\_\_  
 Parent/Guardian Name \_\_\_\_\_  
 School \_\_\_\_\_  
 Grade Level \_\_\_\_\_

We have read the Electronic Communication Policy EHD. We understand that all electronic communications are designed for student educational purposes. Pattonville School District has taken precautions to eliminate inappropriate material. However, I also recognize that it is impossible for the Pattonville School District to totally restrict access to all inappropriate materials.

My son/daughter may have: Access to the Internet for using online curriculum such as math software or teacher created web sites Access to the Internet for searching	Yes Yes	No No
An educational e-mail account used with Teacher instruction	Yes	No

My son/daughter may have: Access to the Internet for using online curriculum such as math software or teacher created web sites Access to the Internet for searching	Yes Yes	No No
An educational e-mail account used with Teacher instruction	Yes	No

Parent/Guardian please sign, indicating you have read the policy and are approving/disapproving as indicated by the checks above.

Parent/Guardian  
 Signature \_\_\_\_\_  
 Phone Number \_\_\_\_\_

Student Signature \_\_\_\_\_  
 Date \_\_\_\_\_

Please contact your building Principal or Director of Technology Services (213-8050), if you have any questions or concerns regarding allowing your son/daughter access to electronic communications.

Please copy and give to student and parent.

By reading and signing this document, I agree not to:

- damage computer equipment, peripheral devices, or the system network in any way
- change network settings to circumvent security, filtering, etc.
- change the settings or configuration of any computer or network equipment
- gain unauthorized access to any network device such as servers, individual computers, etc.
- hinder network performance by downloading large files
- share my password with others
- reveal personal addresses, phone numbers or other personal data via the internet
- use the account of another student
- access another student's work, folders or files
- violate copyright laws or plagiarize online documents
- install software in violation of copyright laws
- download/distribute/share files, games, programs, music, or other electronic media in violation of copyright laws
- use a computer or the Internet to cyber-bully, i.e. hurt, harass, attack or harm other people or their work
- use the Internet for any illegal or threatening activity or to download instructions on how to perform such acts (i.e. pornography, drug dealing, purchase of alcohol, weapons, explosives, gang activities, hacking, etc.)
- view, send, display or download obscene, profane, lewd, vulgar, rude, disrespectful, threatening, or inflammatory language, messages, graphics, or pictures
- use profane, abusive, or impolite language
- use profane, abusive, or impolite emoticons
- use school internet access for personal profit in any way
- create personal or unauthorized web pages on district computers
- use school Internet access to engage in non-instructional chat rooms or instant messenger activities
- use the school network to distribute or receive confidential information such as test questions/answers
- use the school's network to post defamatory comments to online communities
- post electronic chain letters, virus hoaxes or other unsolicited information
- post e-mail containing libelous, defamatory, offensive, racist or obscene remarks
- post e-mail containing inappropriate humor
- post e-mail containing political, religious, gambling, mass-mailing advertisement, or critical/ negative remarks regarding third parties
- post e-mail asking for copyright infringement i.e. requesting a CD, DVD, etc. that you may copy
- re-post communications without the original author's prior consent
- violate the posting rules of on-line conference folders
- send bulk or mass e-mail (SPAM)
- send large attachments (greater than 3 MB)

- utilize digital media device to distribute or receive confidential information such as test questions/answers
- utilize digital media device to make, distribute or receive inappropriate, obscene, profane, lewd, or vulgar pictures or video
- utilize digital media device to record, distribute, and post pictures or video of district personnel, premises or events without specific school district consent
- utilize digital media device to cyber-bully, i.e. hurt, harass, attack or harm other people or their work

Adopted: January 24, 1995

Revised: October 23, 2001

Revised: June 28, 2005

Revised: May 27, 2008

Revised: July 14, 2009

Revised: July 13, 2010

## STUDENT ALCOHOL/DRUG ABUSE (JFCH)

The Board recognizes its share of responsibility for the health, welfare, and safety of the students who attend the Pattonville R-III School District. Therefore, the use, sale, transfer, possession, or being under the influence of unauthorized prescription drugs, alcohol, narcotic substances, unauthorized inhalants, controlled substances, illegal drugs, counterfeit substances and imitation controlled substances is prohibited on any district property, in any district-owned vehicle or in any other district-approved vehicle used to transport students to and from school or district activities. This prohibition also applies to any district-sponsored or district-approved activity, event or function, such as a field trip or athletic event, where students are under the supervision of the school district. The use, sale, transfer or possession of drug-related paraphernalia is also prohibited.

For the purpose of this policy a controlled substance shall include any controlled substances, counterfeit substance, or imitation controlled substance as defined in the Narcotic Drug Act, Section 195.010, RSMo., and in schedules I, II, III, IV and V in section 202(c) of the Controlled Substances Act, 21 U.S.C. § 812(c).

Students may only be in possession of medication as detailed in Board policy JHCD. Searches of persons reasonably suspected to be in violation of this policy will be conducted in accordance with Board policy.

The school administration or teachers shall have the right to conduct searches, which are reasonable in scope, of persons reasonably suspected to be in violation of this policy during or after school hours, on school property, or at any school event, whether at the school or at some alternate location. Such searches shall be conducted in accordance with Board Policy JFG.

Any student who is found by the administration to be in violation of this policy shall be referred for prosecution and subject to disciplinary action up to and including suspension, expulsion or other discipline in accordance with the district's discipline policy. Strict compliance is mandatory. The school principal shall immediately report all incidents involving a controlled substance to the appropriate local law enforcement agency and the superintendent. All controlled substances shall be turned over to local law enforcement.

A copy of this policy shall be made available and/or provided to parents and students annually.

Students with disabilities who violate this policy will be disciplined in accordance with policy JGE.

Cross Refs:GBEBA, Drug-Free Workplace

IGAEA, Teaching about Drugs, Alcohol and Tobacco

Legal Refs: §§ 167.115, .117, .161, .171, 195.010, .017, 577.625, .628, 578.250 - .265, RSMo.

Individuals with Disabilities Education Act, 20 U.S.C §§ 1400 - 1487

34 C.F.R. § 300.520

Safe and Drug-Free Schools and Communities Act, 20 U.S.C. §§ 7101 - 7165

Controlled Substances Act, 21 U.S.C. § 812(c)

Adopted: August 28, 1984

Revised: July 14, 1993

Revised: February 24, 1998

Revised: June 27, 2006

Revised: April 23, 2013

## **PATTONVILLE SCHOOL DISTRICT TRANSPORTATION PROCEDURES**

The transportation of students is a vital part of the educational program of the Pattonville School District. Since a majority of students are transported daily, it is imperative that rules be implemented to insure the safety and welfare of each student. Thus, bus rules and discipline procedures have been established in accordance with District Behavior Guides and Discipline Policies. The Pattonville School District Transportation Department will abide by all federal, state, and local laws and regulations.

It is the policy of the Pattonville School Board that only authorized individuals, designated students and staff may be on the school bus. Unauthorized persons violate Board policy and are in violation of state law. Unauthorized persons will be reported to police who will investigate and file appropriate police reports.

### **REGULATIONS FOR STUDENT CONDUCT AND SAFETY IN RIDING THE BUS**

STUDENTS SHALL:

- 1) Recognize and obey all school rules while riding the bus (the Behavior Guide/Discipline Policy applies to all behaviors on the bus).
- 2) Board bus promptly and carefully.
- 3) Respect the driver and other students at all times.
- 4) Remain seated for the entire bus ride.
- 5) Use windows for viewing and never place body parts or objects out of window.
- 6) Use polite, quiet voices when talking on the bus.
- 7) Report problems to the driver.

*(To promote safety for all passengers, video cameras are used on buses to monitor activities.)*

### **SUSPENSION OF BUS PRIVILEGES**

Bus drivers have the responsibility to maintain a safe and orderly environment on the school bus. The drivers have the right to warn students, conference with students, and assign specific seats. Violations which are deemed hazardous while riding the school bus will be written on the bus misconduct form by the driver. These acts of misconduct are offenses that could warrant a **BUS SUSPENSION (SUSPENSION OF THE PRIVILEGE TO RIDE THE BUS FOR A SPECIFIC PERIOD OF TIME)**. Violations will be handled by the building principal or his/her designee. Parents having questions or concerns should contact their building principal.

## EXAMPLES OF ACTS OF MISCONDUCT:

- 1) Violations of the district behavior guide/discipline policy
- 2) Out of seat, standing up, and moving around on the bus.
- 3) Heads and/or hands extended out of windows.
- 4) Throwing objects within, out of, or at the bus.
- 5) Opening or pulling at doors, tampering with bus equipment, or tampering with steering wheel.
- 6) Fighting on bus or at the bus stop.
- 7) Disrespect and/or disobedience directed toward the driver.

## CONSEQUENCES OF MAJOR BUS INFRACTIONS

Professional judgment will be used by principals to determine the dispositions of specific problems. Most types of bus discipline problems are listed above. However, it is impossible to list every problem which might interfere with the smooth and safe operation of the transportation program. Principals have the responsibility and authority to deal with all problems even though the specific problems might not be listed in this guide. **IN SERIOUS DISCIPLINARY CASES, A STUDENT MAY BE SUSPENDED FROM THE BUS IMMEDIATELY FOLLOWING A REFERRAL.** A student may also be subject to other appropriate disciplinary action and consequences when he/she violates the behavior guide while riding the school bus.

## RIDING A DIFFERENT BUS/ACTIVITY BUS

- 1) Students must have a note from their parent/guardian if they are to ride a different bus or get off at a different stop. Such notes will be subject to approval from a building administrator.
- 2) If a student wants to ride the bus home with another student, both students' parents must write a note giving their permission. This request must also be approved by a building administrator no later than 2:00 on the day of the event.
- 3) These requests should be few and far between.

*This program is designed to insure the safe transportation of all students. Please help us as we strive to create the safest transportation possible.*

## **BULLYING**

### **General**

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

### **Definitions**

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

*Cyberbullying* - A form of bullying as defined above committed by transmission of a communication including, but not limited to, a message, text, sound or image by means of an electronic device including, but not limited to, a telephone, wireless telephone or other wireless communication device, computer or pager. The district has jurisdiction over cyberbullying that uses the district's technology resources or that originates on district property, at a district activity or on district transportation. Even when cyberbullying does not involve district property, activities or technology resources, the district may impose consequences and discipline for those who engage in cyberbullying if there is a sufficient *nexus* (connection) to the educational environment, the behavior materially and substantially disrupts the educational environment, the communication involves a threat as defined by law, or the district is otherwise allowed by law to address the behavior.

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

### **Designated Officials**

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

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

### **Reporting Bullying**

School employees and substitutes are expected to intervene to prevent and/or address acts of student bullying. In addition, they are to report the incident to the building principal and/or designee for further investigation and

action. Any school employee or substitute who witnesses or has firsthand knowledge of bullying of a student must report the incident to the building principal and/or designee as soon as possible, but no later than two school days after the incident.

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

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

## **Investigation**

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

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

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

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

## **Consequences**

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

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

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

## **Policy Publication**

The district shall annually notify students, parents/guardians, district employees, substitutes, and volunteers about

this policy and the district's prohibition against bullying. A copy of this policy shall be included in the student behavior guide and posted on the district's website.

### **Training and Education**

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

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

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

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

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

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

### **Additional School Programs and Resources**

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

Adopted: November 22, 2016

Cross Refs: AC, Prohibited Discrimination/Harassment  
IGD, District-Sponsored Extracurricular Activities and Groups

Legal Refs: " 160.261, .775, 565.090, RSMo.

## **HAZING**

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

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

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

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

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

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

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

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

Adopted: November 22, 2016

Cross Refs: AC, Prohibited Discrimination/Harassment  
IGD, District-Sponsored Extracurricular Activities and Groups

Legal Refs: " 160.261, .775, 565.090, RSMo.

**PROHIBITED DISCRIMINATION/HARASSMENT**

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

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

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

**I. Definitions**

- A. **“Complaint”** means an allegation of conduct or of action, policy, procedure or practice which would constitute discrimination/harassment on the basis of one or more of the Protected Categories.
- B. **“Compliance Coordinator”** means the district’s respective Compliance Coordinator for enforcing this policy. The District designates the following individuals as its Compliance Coordinators:

Student Concerns

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

Employee Concerns or Visitor Concerns

Assistant Superintendent for Human Resources  
11097 St. Charles Rock Rd.  
St. Ann, MO  
63074 314-213  
8065  
314-213-8665(Fax)

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

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

- C. **“District”** means the Pattonville School District.
- D. **“Day”** means a school day – i.e., a day in which school is in session. During the summer vacation period, this term refers to business days during which the district’s Central Office is open to the public.
  
- E. **“Discrimination/Harassment”** means discrimination and/or harassment on the basis of one or more of the Protected Categories. For purposes of discrimination, the district (or its authorized employee) must be the alleged actor. For purposes of harassment, the alleged actor may be the district, an employee of the district, a student, or a visitor to the district’s facilities.
  
- F. **“Employee” or “Personnel” or “Staff”** means, for purposes of this policy only, school board members, school employees, agents, volunteers, contractors, or persons subject to the supervision and control of the district.
  
- G. **“Protected Individual”** means applicants for admission or employment, students, parents of elementary and secondary school students, employees, sources of referral and applicants for employment, visitors, and all professional organizations that have entered into agreements with the district.
  
- H. **“Student”** means a student enrolled at any grade level from early childhood through grade 12 in the schools of the district. In accordance with federal law, a parent/legal guardian is permitted to make filings and take action under this policy on behalf of a student who is under the age of 18.

## II. Prohibited Discrimination and Harassment Standards

### A. **Discrimination**

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

### B. **Harassment – Students**

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

1. The harassing conduct is so severe, persistent or pervasive that it creates an intimidating, threatening, or abusive educational environment; and
2. The harassing conduct either has the purpose or effect of substantially or unreasonably interfering with an individual’s educational performance or such conduct otherwise substantially and adversely affects an individual’s educational opportunities.

In addition, any relationships of a physical, sexual or dating nature between an employee of the district and a student are strictly forbidden. Under law, students are unable to welcome or consent to such relationships; therefore, whether such conduct is welcome or whether the student consents to such conduct is not a defense. The district will not

tolerate any conduct of this sort. The occurrence of such conduct will subject an employee to disciplinary action up to and including termination of employment. In addition, referral to law enforcement and to responsible State officials, such as the Children's Division, will also occur in accordance with law.

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

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

**C. Examples of Prohibited Harassment**

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

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

**D. Additional Prohibited Behavior**

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

**E. Boy Scouts of America Equal Access Act**

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

applicable federal law.

### **III. Intake, Investigation, and Resolution of Complaints**

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

#### **A. Intake of Complaints**

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

#### **B. Investigation of Complaints**

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

1. Upon receipt of a report of discrimination/harassment on the basis of one or more of the Protected Categories, the Compliance Coordinator may choose to investigate the complaint or may, alternatively, appoint a qualified administrator from the district to investigate the complaint.
2. The investigation shall be conducted in the manner deemed appropriate by the Compliance Coordinator. The district desires to investigate complaints in a prompt yet thorough manner, using the following timelines.
  - a. The investigation must be commenced within two (2) school days of the Compliance Coordinator's receipt of the report of discrimination/harassment on the basis of a Protected Category.

- b. Absent extenuating circumstances, investigations will be completed within ten (10) school days after the investigation commences. Changes or additions to a complaint or large numbers of documents or possible witnesses will typically require an extension of time to ensure that the complaint is properly investigated. Similarly, scheduling issues and the unavailability of witnesses or relevant documents may also necessitate an extension of time for the investigation.
3. The above-referenced deadlines are subject to extension by the district for good cause or if extenuating circumstances exist. For example, because the vast majority of district employees are not under contract during the summer vacation period, and because students do not attend school at that time, the deadlines applicable to the investigation may be extended at the discretion of the district to enable a full and accurate investigation.
4. Investigation files shall be maintained separately from student educational files and employee personnel files, as required by law.
5. Confidentiality of personally identifiable student information obtained during investigations will be maintained in accordance with federal and state law. The district desires to protect the identity of complainants for as long of a time period as it is able to do so in accordance with law.

### **Resolution of Complaints**

1. At the conclusion of the investigation, the Compliance Coordinator will review the investigation report.
2. After reviewing the report, the Compliance Coordinator will make a Determination regarding the validity of the complaint within five (5) school days after submission of the report. The Compliance Coordinator may, alternatively, determine that further investigation is necessary and, as such, refer the matter for additional investigation. When such additional investigatory steps are completed, the matter shall be submitted to the Compliance Coordinator.
3. One of the following Determinations will typically be made with respect to the Complaint:
  - a. *Unsubstantiated;*
  - b. *Unable to Substantiate OR Indeterminate OR Incapable of Determination;* or
  - c. *Substantiated Prohibited Conduct (in whole or in part).*

Other determinations may be made as permitted by law and in accordance with the judgment of the Compliance Coordinator.
4. Regardless of the Determination made with respect to the complaint, the district may take appropriate action to minimize the opportunity for future issues or concerns to arise.
5. Notification of Determination Regarding Complaint
  - a. Within three (3) school days after the Determination has been made regarding the complaint, notice of the

determination will be mailed or given to the complainant.

- b. If a complainant disagrees with the Determination made regarding discrimination/harassment on the basis of one or more of the Protected Categories, the complainant may appeal the decision to the board.

## 6. Appeal Process

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

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

- (5) The board will vote on the appeal and will advise the Compliance Coordinator and Appellant of the outcome of the appeal within five (5) school days thereafter. The vote shall occur in closed session.

**D. Prohibition on Retaliation**

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

**IV. Enforcement**

**A. Responsibility of Supervisors and Administrators**

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

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

**B. Responsibility of Staff**

District staff members serve a vital role in maintaining an educational environment free from discrimination/harassment on the basis of one or more of

the Protected Categories. In accordance with that responsibility, each staff member shall take appropriate actions to enforce this policy.

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

#### **C. Consequences for Violation of Policy**

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

#### **V. Right to File External Complaint**

The procedures set forth in this policy shall not eliminate the right of a student to file, at any time, a complaint alleging discrimination/harassment on the basis of sex, gender, race, color, national origin, age or disability with the United States Department of Education's Office for Civil Rights, Region VII, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114; phone (816) 268-0550.

The Office for Civil Rights does not investigate complaints regarding discrimination/harassment on the basis of genetic information or religion. Therefore, complaints regarding genetic information or religion should be directed to the district's

Compliance Coordinator.

**VI. Complaint Form**

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

## **STUDENT COMPLAINTS AND GRIEVANCES**

**(For the complete policy, see Policy JFH)**

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

### **Step 1: Contact the Building Principal**

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

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

### **Step 2: Submit a Statement of Grievance to the Director of Student Services**

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

### **Step 3: Submit a Letter of Appeal to the Superintendent**

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

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

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

## **Juveniles and the Law**

### **The Missouri Bar**

### **Legal Facts**

#### **When Are You A Juvenile And When Are You An Adult?**

The answer to this question is complicated because, under Missouri law, when you are considered an adult and when you are considered a minor or juvenile varies with the circumstance.

- \* You must be 21 to possess, use or buy alcoholic beverages.
- \* You must be 21 to serve on a jury.
- \* You must be 18 to get married without your parents' permission. If you are under 15, you must receive permission from a judge to get married.
- \* You may vote at 18.
- \* At age 18, you may sue someone in court and someone may sue you.
- \* You may make a will, sign a contract and sign a lease at age 18.
- \* At age 18, if you are a male, you must register for military service.
- \* You must be at least age 18 to consent to your own medical treatment. If you are under 18 years of age, you must have your parents' permission for any kind of medical treatment, including abortion. There are a few exceptions to this law. Some hospitals or clinics allow you to consent to your own testing and treatment for pregnancy, sexually transmitted diseases, drug and alcohol abuse or AIDS at any age. Others allow you to consent to your own treatment only if you have reached age 13. If you are younger than 18 but are married or in the military, you are considered emancipated, or on your own, and you may seek medical treatment without your parents' permission.
- \* You may be tried as an adult for any crime for which you are charged at age 17 or older. If you commit an offense at age 16 or younger, the police will refer your case to the juvenile court at any age, if you are alleged to have committed a serious offense such as murder, sale of drugs, robbery, rape, or assault, or if you are a repeat offender, the juvenile court may certify you an adult and transfer you to the adult criminal system. At age 12, the juvenile court can also certify you as an adult for other serious crimes, such as stealing a car, drug possession and carrying a weapon.
- \* At age 16, you may get a driver's license; at 15 1/2, you may get a special license to drive with your parents or guardian.
- \* At age 15 1/2 you are treated as an adult under Missouri's traffic laws.
- \* At any age, if you are the victim of a crime, you have the right to be paid for damages done to you and to attend any hearings and trials about a case arising from the crime. If the person who committed the crime against you is a juvenile, you may attend the hearings in juvenile court. If the person who committed the crime against you is an adult or will be tried as an adult, you may go to the hearings and the trial in circuit court.

#### **What Are Some Frequent Offenses?**

- \* Arson—starting a fire or causing an explosion which damages property. This includes abandoned or vacant property.
- \* Assault—hitting or striking a person or saying you will do so.
- \* Burglary—breaking into and entering a house or building with the purpose of committing a crime.
- \* Driving While Intoxicated—operating any motor vehicle, including a motorcycle or motorized bike, under the influence of drugs or alcohol.
- \* Drug and Alcohol Offenses—possession of, use of, and sale of illegal drugs or alcoholic beverages.
- \* False Identification—altering a driver's license or other form of identification in such a way that it contains false information or pretending that some else's identification is yours.
- \* Rape—sex with another person of any age without that person's consent. Sex with a person less than 14 years of age is rape even if the person has consented to having sex.
- \* Receiving Stolen Property—accepting property that you know is stolen.
- \* Robbery—taking a purse, money or other property from a person by force or threat of injury.
- \* Sexual Abuse—forces another person to have sexual contact with you.
- \* Stealing—taking something without the owner's permission. This includes shoplifting. Acting with, helping or assisting another person to steal even if you do not keep the stolen goods are still considered the crime of stealing.
- \* Tampering—driving or riding in a car or vehicle without the owner's permission: "joyriding."
- \* Traffic Laws—if you have a driver's license, you are expected to know and obey all traffic laws.
- \* Trespassing—going on property without the owner's permission or going on property where there is a fence or a "Keep Out" or "No Trespassing" sign.
- \* Truancy—skipping school.
- \* Vandalism—damaging another person's property, such as breaking windows, spray painting and letting the air out of tires.
- \* Violating Curfew—staying out beyond a certain hour, that has been a set time that all juveniles must be off the streets and in their homes. NOTE: Curfew for all adolescents under 17 years old is 11:00 PM on weekdays and 12:00 A.M. on weekends. These hours apply to all municipalities in the Pattonville School District.
- \* Weapons Violations—carrying guns, razors, knives or metal knuckles on your person or having such items readily available in your car, such as under your car seat, in the glove box or similar storage in your car. Bringing a gun to school is a serious weapons violation that could result in a one-year suspension from school or expulsion from school.

#### **What Should You Do If Taken Into Custody?**

If a law enforcement officer takes you to the police station or the juvenile court and intends to keep you there for a period of time, you are "being taken into custody." If this happens to you, give your name, address and age and your parents' names and phone numbers.

**What Are Your Rights If You Are Stopped By A Police Officer?**

If you are under 17 years of age and you break the law, you are taken into custody and turned over to the juvenile court. You do not have to say anything until you talk to a lawyer, other than identifying yourself by name, address, and age. The law enforcement officers will take your photograph and fingerprints if you have committed a serious crime. If you are taken into custody for a minor crime, then your fingerprints may be taken only if a judge orders it. You may be held in detention. Detention is the act of keeping a person confined or imprisoned. You must be told of the reason for your detention, your right to a detention hearing (usually within three days) and your rights during detention.

**How Long Can You Be Kept At A Detention Center?**

You can be detained up to 24 hours without a court order. You can be detained longer by court order. Your parents must be notified as soon as possible.

**Who Decides How Your Case Will Be Handled?**

The juvenile officer assigned to your case will decide how to handle your case. A juvenile court judge hears the evidence against you.

**How Are Cases Handled?**

Cases are handled by having a meeting at juvenile court with you and your parents or by filing a petition in juvenile court. If you are held more than 24 hours, a petition, a paper which states the charges against you, must be filed.

**When Is A Petition Usually Filed?**

A petition is usually filed when you are charged with a serious crime, when you have been held more than 24 hours or when you have been in trouble before.

**Who Decides If You Can Be Tried As An Adult?**

A juvenile court judge will decide whether you will be tried as an adult after reading the charges brought against you, after looking at your record, and after holding a hearing. The judge will consider the seriousness of the charges, whether your community needs to be protected from you, whether the crime involved force or violence, whether you hurt another person, whether you have a record of breaking the law and your age.

If you are tried as an adult and found guilty, there are several things that may happen to you. You may be sent immediately to an adult prison. You may spend some time at a juvenile detention center and then be sent later to an adult prison. You may be placed on probation and give a second chance to stay out of trouble. If you are convicted of first degree murder and you were 16 years old at the time you committed the murder, you could receive the death penalty. If you are tried as an adult and found guilty of a crime, you will always be tried as an adult for any crime.

**What Happens If You Are Not Tried As An Adult?**

A hearing is held in juvenile court. You have the right to a lawyer paid by your parents. If your parents cannot pay a lawyer, the judge will appoint a lawyer for you. You have a right to plead "not guilty" and have a trial in front of the judge in juvenile court. If you say you are guilty or you are found guilty after the trial, the judge will decide what to do with you. The hearing and trial in the juvenile court will be open to the public if you are accused of committing a serious crime.

**What Might The Court Decide To Do With You?**

You might become a ward of the court. That means the court will supervise you. You might be returned home in the custody of your parents, with court ordered visits with the juvenile officer. You might be sent to a foster home, a group home or other institution. You might be ordered to perform community service or pay restitution to the victim. If you cause damage to property or injure a person, your parents may also have to pay up to \$4,000 for damages and injuries.

**What Helps The Court Decide Placement For You?**

- \* Your attitude
- \* The number of times you have been in trouble
- \* The seriousness of your offense
- \* Your school record
- \* What help your family will give
- \* The kinds of friends you have

**How Long Can The Court Keep You In Custody?**

The court can keep you in custody until you are 21 years of age for a juvenile offense. If you are tried and convicted as an adult, you can be imprisoned beyond age 21.

**How Does Trouble With The Law Affect You?**

- \* You can lose your driver's license or have it suspended.
- \* Your school can find out that you have been in trouble with the juvenile court and you could possibly be suspended from school for up to one year.
- \* Your juvenile court record can be seen by the juvenile court, adult prosecutors and adult judges. If the juvenile court finds you to be a juvenile delinquent because you committed a serious crime, then your juvenile court record will be a public record.
- \* Your juvenile record can be used to show that you should not be believed as a witness in other court proceedings.
- \* Your juvenile record can follow you forever.
- \* Your juvenile record makes it harder to get a job.
- \* Your juvenile record makes it harder to get into military service.
- \* You risk losing the respect and trust of other people.
- \* Although you may ask the court to destroy your juvenile court record at age 17, the court does not have to destroy it.
- \* If the court finds that you have committed a very serious felony, including the sale of drugs, you will be expelled from school and may not be readmitted.

**For Legal Advice, See A Lawyer**

If you need help finding a lawyer, call The Missouri Bar Lawyer Referral Service at 573-636-3635. In St. Louis, call (314) 621-6681, in Kansas City, call (816) 221-9472, in Springfield, call (417) 831-2783.

**PATTONVILLE SCHOOL DISTRICT**

Bridgeway Elementary.....213-8012  
Dr. Bill Casner, Principal

Parkwood Elementary .....213-8015  
Melissa Yount-Ott, Principal

Robert Drummond Elementary.....213-8419  
Jason Van Beers, Principal  
Nicole Autenrieth, Asst. Principal

Rose Acres Elementary.....213-8017  
Steve Vargo, Principal

Remington Traditional School .....213-8016  
Dr. Don Furjes, Principal

Willow Brook Elementary.....213-8018  
Dr. Marla Wasserman, Principal

Holman Middle School.....213-8032  
Dr. Sarah Moran, Principal  
Dr. Greg Schnatmeier, Assistant Principal  
Stephanie Krawczyk, Assistant Principal

Pattonville Heights Middle School.....213-8033  
Dr. Scot Mosher, Principal  
Dr. Mark Houston, Assistant Principal  
Ms. Rebecca Prokopf, Assistant Principal

Remington Traditional Elementary School .....213-8016  
Dr. Don Furjes, Principal

District Administration

Student Services.....213-8090  
Ms. Teisha Ashford, Director of Student Services

# NOTES



**Student Services**  
11097 St. Charles Rock Road  
St. Ann, MO 63074-1509

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