

WELCOME TO NORTH ANDREW
Elementary School

HOME OF THE CARDINALS



STUDENT HANDBOOK 2017 - 2018

MISSION STATEMENT

This handbook is issued in an effort to provide needed information for students and parents. If after reading the handbook you still have questions that need to be answered, feel free to ask any staff member for assistance.

Please keep this handbook for reference to questions and situations which may arise during the school year. These rules are not all-inclusive as teachers may have rules specific to their classroom. Those items not covered specifically in the handbook will be judged by the administration after consideration of all the facts.

In striving to make North Andrew Elementary School a fine school, it will be necessary for all of us, students, parents, and staff, to cooperate with each other. Since a school can only be as good as we want it to be, we must work together in an effort to provide the best educational setting for all students. With this concept in mind, it is hoped that students will come to school with an attitude of wanting to learn and achieve. If this can be accomplished, it will be a profitable year for all.

The North Andrew Elementary School is looking forward to working with you. We hope that you are looking forward to working with us.

NORTH ANDREW R-VI SCHOOL PHILOSOPHY

As a socializing agent between childhood and adulthood, the North Andrew R-VI School District respects the dignity of the individual and aspires to offer opportunities for each student to

develop in accordance with his needs, interests, and ability. Achieving this end requires an understanding of society, the learner, and learning process. On all matters, our highest priority is the best interest of the student.

Commitment of the school system is not only to development of knowledge and skills, but also to ideas, attitudes, and values, all of which are interrelated. These commitments can best be realized with the home, the school, and the community working in concert to provide for the needs of youth.

Our goal is a school program characterized by intellectual curiosity, superior instruction, genuine warmth and empathy for students, free exchange of ideas, and continuous in-service growth and evaluation. An atmosphere of mutual respect should prevail among all parties involved in the education process with a competent professional staff effectively participating in decision-making.

These ideas can be realized in a democratic society where freedom is tempered with self-restraint and active participation is paired with mutual responsibility. In providing for the youth of this school, our philosophy includes the three T's:

Thinking.....which places the student first
Teachers.....who are superior teachers
Techniques.....that are appropriate

directed toward the total development of the individual.

No student or employee of the North Andrew R-VI School District shall, on the grounds of race, color, national, origin, or sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any program or employment.

SCHOOL OBJECTIVES

Since we subscribe to the basic philosophy stated heretofore, we believe that we are obligated to provide a continuously evolving type of educational program whereby each person in school may:

- A. Become proficient in the areas of intercommunications and in the understanding and interpretation of basic areas of knowledge.
- B. Build a strong mind and strong body.
- C. Make use of his creative abilities and his abilities to do reflective thinking.
- D. Form habits of self-control.
- E. Respect other people, their property and culture, and work cooperatively with them.
- F. Cultivate a sense of responsibility.
- G. Develop hobbies and interests which will carry over to encourage a more profitable use of leisure time.
- H. Develop an appreciation for music, literature, and art.
- I. Feel wanted and needed.
- J. Understand and have concern for the environment.

- K. Experience some success each day.
- L. Develop good judgment in personal and group relationships.
- M. Develop tolerance.
- N. Recognize capabilities and have confidence in themselves.
- O. Prepare himself/herself for the acceptance of responsibilities as an American citizen and world citizen.
- P. Prepare himself/herself for responsibilities and privileges of family life.

Cardinal Pride Our 3 R's

- **Respect Others**
 1. Listen, follow instructions, and don't talk back.
 2. Respect others by following the Golden Rule.
- **Respect Yourself**
 1. Smile and have a positive attitude.
 2. Be honest and truthful.
- **Respect Your School**
 1. Take care of your school property. Report vandalism.
 2. Keep your school clean.

BE PROUD OF YOURSELF AND YOUR SCHOOL

ELEMENTARY STAFF 2017-18

FACULTY

Mark McDaniel - Principal

Lindsay Thomas– Kindergarten
Susan Haist – Kindergarten
Deb Henggeler – First Grade
Chantri Todd – First Grade
Carrie Hill – Second Grade
Emilea Davis – **Second Grade**
Sherry Heckman - Fourth Grade
Erica Wheeler – **Third Grade**
Melissa Miller – Fifth Grade
Natalie Johnson – Fifth Grade
Barbara Suchan - Title 1
Sandy Hughes - Speech Therapist
Michele Proffer - Counselor
Kelly Sybert - Parents as Teachers
Trudy Hare-Gay - Librarian
Shea Miller - Special Education
Brittany Clary - Vocal Music
Todd Simmons - P.E.
Stephanie Madison – Art
Jeff Walker- Computers

STAFF

Mary Ann Lamme - Aide
Donna Roush – Aide
Tammy Atkins - Aide
Heather Roberts – Medical Records
Shelly Officer - Nurse
Kristen O’Callaghan – Cook
Kim Shunk – Cook
Bobbi Cole - Cook
Tracy Dudley – Custodian
Billy Moppin– Custodian
Phil Shahan– Maintenance
Valerie Atkins – Secretary

HOME - SCHOOL
COMMUNICATIONS

SCHOOL HOURS

School is in session from 8:00 to 3:15.
**STUDENTS ARE NOT TO ARRIVE
AT SCHOOL BEFORE 7:40
BECAUSE OF THE LACK OF
SUPERVISION. STUDENTS ARE
NOT TO STAY AFTER SCHOOL
PAST 3:15. STUDENTS MAY STAY
FOR ACTIVITIES SHORTLY
AFTER THAT TIME ONLY IF A
SPONSOR IS PRESENT.**

STUDENT/TEACHER CONTACT

Students and teachers may be contacted during school hours by calling the office of the Elementary school. However, students and teachers will be called from classes only in emergency situations. Message will be given to students and teachers during the appropriate times.

ABSENCE FROM SCHOOL

We ask your fullest cooperation in seeing that your child attends each day that he/she is physically capable. Absence from school is difficult for the child to make up - the classroom teacher cannot reteach everything the child misses, and class discussion adds greatly to learning. So much of the learning missed at school must take place at home.

If your child is absent from school, please call the office of the Elementary school between 8:05 a.m. and 8:30 a.m. to inform the classroom teacher. By doing so, arrangements can be made to send home the work missed with a brother or sister when at all possible.

Teachers need to be notified by 10:00 in order to have homework assignments prepared for absent students. When the child returns to school, please send a signed note explaining the reasons for the absence.

LEAVING SCHOOL DURING THE
DAY

For the welfare of your child and in the best interest of education, your cooperation in the following procedures will be greatly appreciated:

1. Children leaving school during the day, for any reason, should bring a signed note from the parents, or guardians, stating the reason for the absence, in advance.
2. Adults coming for the child must first go to the Principal's office to present identification and to sign the child out of school.
3. Children going some place other than where they regularly go should bring a note informing the teacher and the bus driver. **IF THE CHILD DOES NOT HAVE A NOTE, HE/SHE WILL BE SENT TO THE PLACE THEY REGULARLY GO.**

Please send these notes with your child rather than calling the office. If there is an emergency change in plans, please call the office (567-2527) Mrs. Atkins will be happy to notify your child's teacher.

Please discuss with your children not to get into a car or talk with a stranger who may be sitting in a car or truck near the school. In today's society, we must keep

our children safe through careful planning and education.

ACCIDENTS

If an accident occurs on school property that causes an injury which requires medical attention, every possible attempt will be made to contact the child's parents immediately.

Parents are requested to have on record a telephone number when they can be reached in case of emergency.

DISCIPLINE

Effective school discipline is a result of a combined effort. Administration, staff, parents and most important, the student must recognize and promote appropriate behavior. All staff are responsible for enforcing the school district policies and regulations. All students are expected to cooperate with all staff in this respect and failure to do so will result in referral to the Principal for appropriate action.

Actions to correct misbehavior will be selected by the Principal as the particulars, reasons, and seriousness of each individual case are judged. Within the policies of the North Andrew Board of Education: the Revised Statutes of the State: and the administrative policy: discipline of students may include:

1. Loss of recess time
2. Contacting parents
3. Detention of the student before or after school hours
4. Suspensions of the student from the school program, both at school or home
5. Corporal punishment

6. Expulsion from school for a designated length of time

Insubordination and misconduct **WILL NOT BE TOLERATED.**

Theft, misuse, careless handling, or other intentional abuse of the school property will not be tolerated. (We will hold student and parents financially liable.)

Activities which pose a threat to the health, safety, or welfare of a student will not be permitted while students are under the school authority and supervision.

A complete copy of North Andrew Discipline Code appears at the back of the handbook.

EDUCATIONAL TRIPS

Written permission from the parents or guardians will be necessary before elementary students are taken on educational trips outside the school grounds. A permission slip will be sent home with the students prior to the date of the trip. The permission slip will need to be signed by the parents and returned to the school. All such permission slips will be kept on file.

EMERGENCY DRILLS

Fire and tornado drills will be held at regular intervals, weather permitting. Each classroom teacher, in advance of a drill, will review with the students the procedure to follow during an emergency.

GRADING SCALE

A	96-100
A-	90-95

B+	87-89
B	83-86
B-	80-82
C+	77-79
C	73-76
C-	70-72
D+	67-69
D	63-66
D-	60-62
F	59-0

PROGRESS REPORTS

At mid-quarter, each student will get a progress report for all subjects. The parents are to SIGN AND RETURN the progress report to the classroom teacher.

HEALTH SCREENINGS

Health screenings are conducted as follows:

- Vision: Kindergarten, 1st, 3rd, and 5th
- Hearing: Kindergarten, 1st, 2nd, 3rd, and 5th
- Growth/Development: Kindergarten
- Spinal Screening: 4th and 5th

This information will be recorded on the cumulative health records kept by the school.

LIBRARY

A central library is located in the North Andrew School. A library period is set up so each child has at least one thirty minute library period a week. The library is staffed by a half-time librarian. **STUDENTS ARE RESPONSIBLE FOR LOST OR DAMAGED BOOKS.** Library books are loaned out for one week and can be renewed for an additional week.

LOST AND FOUND

Each year many things of value are lost by students. We urge that legible identification markings be placed on all articles of clothing and equipment which could be lost by the students. The school maintains a lost and found collection. Please see that your child makes an effort to recover his belongings.

LUNCH INFORMATION

Lunch time for each level will be announced at the beginning of the school year.

Lunch prices are \$2.35 for full price lunches and \$.40 for reduced lunches. To facilitate our bookkeeping, please pay lunch money in advance on the first day of each week. Please put money or checks in an envelope with the student's name on it. You are encouraged to pay weekly, bi-weekly, or monthly. Students will be issued lunch cards. The North Andrew Board of Education has adopted a policy allowing no more than ten lunch charges per student. A notice will be sent home with a child stating how many lunches have been charged. Lunch money or checks may be sent with your child at any time. All lunch records are kept through the school office.

FREE AND REDUCED LUNCHES

Each year guidelines are sent from the state telling who is eligible for free and reduced lunches. This information is available at the school for anyone who is

interested. **NEW APPLICATIONS ARE REQUIRED EACH YEAR.** If you need an application or are interested in reading the guidelines, please contact the Elementary School Principal.

MUSIC

A music program is offered at North Andrew for all students providing basic instruction in vocal music. Two of the highlights of the program are the annual Christmas and Spring programs provided with lots of musical talent.

OFFICE HOURS

Office hours of the Elementary school are from 8:00 a.m. to 3:30 p.m., Monday through Friday while school is in session.

PARENT/TEACHER CONFERENCES

Parent-teacher conferences, a get-together between individual parents and teachers, will be held at the end of the first quarter and third quarter for all parents. Parent-teacher conferences offer informal face-to-face meetings and give both the parent and teacher an opportunity to fully discuss your child's progress, behavior, and the reasons behind his success or lack of success.

Many parents look for the teacher to guide the conference. This is not the teacher's responsibility entirely: each parent can make many contributions.

1. The attitude with which you approach the parent-teacher conference is important.
2. You can provide certain background information the teacher needs to have about your child.

3. Find out why things are done a certain way.
4. Listen before you leap. If you have been storing up resentment about a tale your child brought home from school or are upset because of town gossip, listen to the teacher's description of the story. Your viewpoint may change, especially if you find that your child was either misinformed, or overly imaginative, or that the gossip was just gossip.
5. Leave brothers and sisters at home.
6. Don't expect more than your teacher can give. Your child may need special help. His teacher may be longing to give all the help necessary but finds it hard to do so with other children in the room also needing her attention. Your child needs your help. Ask to see if there is something you can do, either at school or home, to help your child.

The faculty at North Andrew feel that the need for a close working relationship between home and school, parent and teacher, teacher and child, is growing each day. It is our hope the Parent-Teacher conferences will be beneficial to all of us parents, children, and teachers.

If you have a need for an unscheduled conference, please feel free to call the school and an appointment will be made for you.

PARTIES

At the North Andrew Elementary School, the children have four parties a year. These four parties will be Halloween, Christmas, Valentine's Day, and Easter. Parties are generally started one hour before the end of the school day. Room mothers/fathers are responsible for ordering or preparing treats and providing games for entertainment. Classroom teachers will gladly aid in anyway necessary.

If you wish to bring treats to honor your child's birthday, you are to contact the classroom teacher prior to the date you wish to come. The teacher can then give you the best time for the party. If you wish to send treats with your child, the teacher will be happy to see that the treats are shared by all students in the room. If your child has a summer birthday, the classroom teacher will be glad to have you pick out an "unbirthday" date to bring treats.

PERSONAL PROPERTY

Students are reminded that personal property not needed for school work (toys, radios, electronic games, etc.) **SHOULD NOT BE** brought to school. Such items brought may be taken away by school personnel and will be turned into the office. The school will not be responsible for personal items lost, stolen, or broken.

PHYSICAL EDUCATION

Complete physical education programs are offered to all students in the North Andrew Elementary School for grades K-5. Physical fitness is the number one priority of our program. This is achieved through involvement in

exercise, fundamental games, and coordination activities.

PICTURES

Pictures will be taken during the school year. Notices will be sent home before the pictures are to be taken. Parents may purchase the pictures if they so desire. If parents are unhappy with the pictures, they may have them retaken at a later date or request a refund from the company taking the pictures.

PLAYGROUND RULES

(KINDERGARTEN AND 1ST GRADE)

- No twirling on bars
- No climbing on top of bars
- You may not go into parking lot to get a ball, unless the teacher is asked
- No standing or twirling in the swings
- No pulling others off the bars
- One on slide at a time
- No throwing rocks
- No "under doggies" on the swings
- No splits on the bridge
- No jumping off platform near the pole
- No jumping off swings
- No playing tackle football

GRADES 2, 3, 4, AND 5

- No playing tackle football
- Stay off the fence
- Do not play tag on playground equipment
- Hang from monkey bars, no crawling on top.
- Go down slide on bottom, facing forward.
- Swing straight, no jumping from the swings
- Fair play - all can play or no one plays

SCHEDULES

The beginning and closing times for the school day are announced prior to the opening of each school year. Please watch for this information.

Classroom schedules are determined by the classroom teachers prior to the opening of the school year. A copy of your child's schedule will be provided by the classroom teachers.

SCHOOL CLOSING FOR INCLEMENT WEATHER

Announcements concurring cancellation or early dismissal of school will be made on:

KNIM (FM) - 97.1 (AM) - 1580 -
Maryville, MO

KFEQ (AM) - 680

KKJO (FM) - 105

KSJQ (FM) - 92.7

KQ2 TV (Channel 2)

KAAN (FM) - 95.5

KAAN (AM) - 8.70

You must file an emergency plan for inclement weather days in the office. Due to the volume of possible calling, we will not be calling any parents.

SPEECH THERAPY

Speech therapy is available at North Andrew Elementary School. Children with speech problems are given speech correction after careful screening and testing.

TELEPHONES

The telephones in the school offices are there for BUSINESS PURPOSES. Students are not to use the phones unless an emergency arises. Students must always ask permission before using the phone.

TEXTBOOKS

Textbooks for all elementary students will be provided for the district without cost to the parents.

TRANSFER-CHANGE OF ADDRESS

Please inform the school's office when you are planning to move within the district or out of the district. It is important to your child that the school has your current address and telephone number. Please keep the school informed.

TRANSPORTATION AND SAFETY BUSES

Bus service is provided by the school district in school-owned or leased buses. Riding the bus is a privilege, not a right. It is important that your child ride the bus consistently because financial aid is based on the actual days a pupil rides.

In the event that your child is ill and will not be riding, please call the bus stop ahead and have that student notify the bus driver that your child will not be getting on.

BUS RULES AND REGULATIONS
(Board Policy JFCC-AP)

All persons riding in school district vehicles shall adhere to the following rules. The driver, sponsor or chaperones are to follow the school bus discipline procedure for student violations of this policy. Video cameras may be in operation on the school buses.

1. Bus riders shall be at the designated loading point before the bus arrival time.
2. Bus riders shall wait until the bus comes to a complete stop before attempting to enter.
3. Riders must not extend arms or heads out of the windows at any time.
4. Aisles must be kept cleared at all times.
5. All bus riders shall load and unload through the right front door. The emergency door is for emergencies only.
6. A bus rider will depart from the bus at the designated point unless written permission to get off at a different location is given to the driver.
7. A rider may be assigned a seat by the driver.
8. Riders who damage seats or other equipment will reimburse the district for the cost of the repair or replacement.
9. Riders are not permitted to leave their seats while the vehicle is in motion.
10. Permission to open windows must be obtained from the driver.
11. Classroom conduct is to be observed by students while riding the bus except for ordinary conversation.
12. The driver is in charge of the students and the vehicle, and the driver is to be obeyed promptly and courteously.
13. A bus rider who must cross the roadway to board or depart from the bus shall pass in front of the bus (no closer than 10 feet), look in both directions, and proceed to cross the road or highway only on signal from the driver.
14. Students shall not throw objects about the vehicle nor out the windows.
15. Shooting paper wads, squirt guns or other material in the vehicle is not permitted.
16. Students shall keep feet off the seats.
17. Roughhousing in the vehicle is prohibited.
18. Students shall refrain from crowding or pushing.
19. The use or possession of drugs, tobacco, or look-alike substances is prohibited in the vehicle.
20. Drivers should not allow a person not regularly assigned to a bus to ride without prior consent.
21. Pre-school age children are not allowed on bus for regular routes.
22. No glass containers allowed on bus. Save homework and snacks for later.

23. Have large heavy objects, such as science projects, diagrams, etc., brought to school by some other means-not the bus.

24. Do not bring any live animals on the bus.

25. In general, the student discipline code will apply to students using school transportation services. This includes conduct occurring at or in the close vicinity of a bus stop while students are waiting for the bus, or immediately after the students have disembarked.

DISCIPLINARY GUIDELINES (Board Policy 5.38)

Riding the bus is a privilege and therefore may be removed by the Superintendent or Principal. If a student violates any of the bus rules and regulations, a bus incident report is to be filed with the Principal's Office and the following action may be taken:

A: First offense--Conference with student and possible suspension from the bus.

B: Second offense--Minimum of 3 days suspension from the bus or school.

C: Third offense--Five to ten days suspension from the bus or school.

D: Additional offense--Permanent expulsion from the bus or school.

VISITATION

TO KEEP OUR CHILDREN SAFE, ALL VISITORS MUST CHECK IN WITH THE PRINCIPAL'S OFFICE FIRST.

ALL VISITORS WILL BE ISSUED A BADGE TO WEAR UPON ENTERING THE BUILDING AND THIS MUST BE RETURNED TO THE OFFICE WHEN LEAVING.

THE EAST DOOR WILL BE LOCKED TO OUTSIDE ENTRY. PARENTS PICKING UP THEIR CHILDREN MAY WAIT AT THE EAST DOOR UNTIL THE STUDENTS ARE DISMISSED.

IF YOU WANT TO PICK UP YOUR CHILD AT THE FRONT DOOR, YOU ARE TO SIT IN THE COMMONS AREA. PLEASE DO NOT WANDER THE HALLS. OUR GOAL IS TO KEEP THE CHILDREN SAFE.

Please feel free to visit the school at any time during the regular school hours. An appointment might be of benefit to you since it will enable the teacher to plan so that you may more thoroughly observe your child's work. Please make arrangement for pre-school children to remain at home during your visitation as small children may distract the pupils in class.

The North Andrew school policy on classroom visits by school age children is that they are not to visit with friends unless arranged well in advance of the visit. Each classroom teacher has the final decision.

STAR
Students Taking all Responsibility

GRADEWATCH PROGRAM

Students Taking All Responsibility is a program designed to increase expectations of those students who habitually, or even occasionally, fail to get their homework assignments turned in when the assignment is due or turn in work of insufficient quality. It is first and foremost an expectation of a higher standard for all students. STAR involves the entire staff and clearly emphasizes the belief that homework assignments and projects are important and must be completed. The intent of the STAR program is to direct students to tap into their abilities and acquire the self-discipline and work habits that will serve them well in an educational setting and in the future when they enter the workplace.

When the belief is expressed and maintained that a student can and will be successful, it follows that the student will meet the expectation and will take pride in completing an assignment to the best of his/her ability. When the school places a significant value on the importance of completing homework and doing it to the best of one's ability, the students will hopefully adopt the same value and achieve success in all areas. To ensure success and to convey the message that failure is not acceptable, additional work time during and after school will be provided.

ACCUMULATED GRADEWATCH FORMS Grades 3-5

The maximum number of STAR forms allowed per quarter is four. Once the fifth STAR form is accumulated, 3-5 student will serve one hour of time outside of regular school hours (before, after, or Saturday extended learning) as assigned by the administration. Students receiving 10 STAR forms during a quarter will follow a modified schedule for two school days. 15 accumulated STARs will result a Saturday school assigned from 8:00a.m. to 11:00a.m. .

GRADEWATCH Referral Procedure

Students may receive a STAR form for not meeting expectations as follows:

- A. Not handing in an assignment on time or not satisfactorily completing an assignment.

(Day 1)

1. Teacher or student fills out STAR form.

2. Teacher gives white copy to the student, pink to counselor's (mailbox), and keeps the yellow copy.
3. Teachers in grades 3-5 may require skill support during Computers, Spanish, or recess on day one to complete the assignment. The STAR form will still be sent home.
4. Student takes STAR form home for parent signature
5. Parent reads and signs the STAR form, encourages student to complete the homework
6. Student satisfactorily completes assignment(s)

(Day 2)

1. Student hands STAR form with parental signature and the completed homework assignment to the issuing teacher. If the student does not return the STAR form with the required parent signature, the student will be required to make a phone call informing the parent of the information on the STAR form.
2. A student who received a STAR for not handing in an assignment on time or handing in an assignment of poor quality and has satisfactorily completed the homework will be able to receive partial credit for the assignment and will not need to attend study hall for the STAR.
3. A student 3-5 who received a STAR form for not handing in an assignment on time or handing in an assignment of poor quality and has not satisfactorily completed the homework will be required to have Skill Support study time on day two. (Skill Support time exists during Computers, and recess).

Student Absences and Excuses

Attendance Standards

The following absences will be excused.

Documentation must be provided as indicated.

1. Illness or injury of the student, with written excuse or phone call from parent.
2. Illness or injury of a member of the student's family when the student's presence is necessary or expected, with written excuse or phone call from parent.
3. Medical appointments, with written appointment confirmation by medical provider.
4. Funeral, with written excuse from parent. The building principal may require a program or other evidence from services as well.
5. Religious observances, with written excuse from parent.
6. Other appointments that cannot be scheduled outside attendance hours, such as court appearances, with written excuse from parent and appropriate documentation from the courts or other legal representative.
7. Out-of-School suspension.

All other absences and any absence for which required documentation is not provided are unexcused.

Consequences for Violations

Grades K-5

Attendance in early grades is crucial to later academic development. In addition, attendance habits are formed in early grades, and many later attendance problems can be averted with intensive family and student interventions in early grades. For this reason building principals, with the assistance of building staff, will closely monitor student attendance and implement intervention strategies and other actions as follows:

1. Any time a student is absent and the parents have not contacted the school the building principal or designee will notify the teacher. The teacher will contact the parent by phone or in person.
2. When a student has accumulated five (5) excused absences or one (1) unexcused absence in any semester, the

building principal or designee will send out a letter about attendance and/or set up a conference with the parent at a time convenient for the parent to discuss the student's attendance and current level of academic performance. One (1) or more of the student's teachers will be in attendance. The purpose of the conference is to clarify the school's expectations regarding attendance and elicit suggestions from the parent on how to improve the student's attendance, including identifying reasons why the student is not attending school regularly.

3. When a student has accumulated eight (8) excused absences or two (2) unexcused absences in a semester, the building principal will schedule a conference with the parents at a time convenient with the parents. All of the student's teachers will be present, and the parents will be encouraged to bring other family members. The purpose of this conference is to determine why the student is not attending school regularly; to examine the student's academic performance; to communicate district attendance expectations; to provide information about compulsory attendance laws and educational neglect; to elicit suggestions from family members about increasing the student's engagement with school; and to create an attendance plan that includes specific intervention strategies designed to improve the student's attendance.
4. When a student has accumulated ten (10) excused absences or three (3) unexcused absences, a staff member from the district will arrange an in-home visit to discuss the student's attendance plan and make necessary modifications to the student's attendance plan.
5. When a student has accumulated twelve (12) excused absences or three (3) unexcused absences, the district will determine whether there is reason to suspect educational neglect or whether the parent is violating the compulsory attendance laws. If so, the district will contact the Children's Division (CD) of the Department of Social Services or the local prosecutor.

6. More than twelve (12) excused absences or three (3) unexcused absences will be a factor in determining whether the student may be retained or required to attend summer school as a condition of promotion.

Students are expected to make up assignments from missed classes within the time period established by their teachers. Students who do not complete missed assignments in the required time may be required to attend academic support sessions outside of the regular school day.

Any conference or consequence may be waived by the building principal if the absences were caused by a specific event or long-term illness. In cases where the district is aware that a student must be absent for an extended period of time, the district will arrange for the student to receive instruction by other appropriate means.

Nursing Office Policy

Students who become ill or injured while in school must report to the nurse's office for care or be properly excused to go home. If a student has a history of severe hypersensitive or allergic reaction to insect stings, food, or medication, he/she should make this known to the school nurse at the beginning of the school year. If it is necessary for students to take medication, they must furnish their own supply and provide a written statement from the parent/guardian and physician. **All medications must also be kept in the nurse's office.**

It is imperative that parents/guardians provide the school with current information on home phone, work phone, and emergency contacts to allow us to contact them in case their child becomes ill or is involved in some kind of accident.

North Andrew Bullying Policy

In order to promote a safe learning environment for all students, the North

Andrew County R-VI School District prohibits all forms of bullying. 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, put-downs, extortion, or threats; or threats of reprisal or retaliation for reporting such acts.

Cyberbullying – A form of bullying 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 will impose consequences and

discipline for those who engage in cyberbullying if there is a sufficient nexus 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 principal of each building is hereby designated as the individual to receive and investigate reports of bullying. Each building principal shall designate at least two teachers or administrators in the building who are authorized to receive and investigate reports of bullying in the principal's absence or at the principal's discretion.

The district compliance officer appointed in policy AC will serve as the districtwide antibullying coordinator. The antibullying coordinator will receive all completed investigative reports from all buildings and analyze the reports to identify any information that would inform the district's antidiscrimination and antibullying education and training programs. In addition, the antibullying coordinator will assist in making any relevant reports as required by state and federal law.

Reporting Bullying

School employees, substitutes or volunteers are expected to intervene to prevent student bullying, appropriately discipline the perpetrator, assist the

victim and report the incident to the building principal or designee for further investigation and action. Any school employee, substitute or volunteer who witnesses or has firsthand knowledge of bullying of a student must report the incident to the building principal 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 or designee.

If the bullying incident involves students from more than one district building, the report should be made to the principal or designee of the building in which the incident took place or, if more appropriate, to the principal or designee of the building attended by the majority of the participants in the incident.

Investigation

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

designated in that policy, who will assist in the investigation. If the alleged bullying involves a special education student or a student with disabilities, the principal will also notify the special education director.

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 will decide whether bullying or harassment occurred and, if so, whether additional discipline is warranted in accordance with the district's student discipline code. The principal will generate a written report of the investigation and findings and send a copy of the completed report to the district's antibullying coordinator. The principal or designee will document the report in the files of the victim and the alleged or actual perpetrator of bullying. 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 discipline code. Such discipline may include detention, in-school suspension, out-of-school suspension, expulsion, removal from participation in activities, exclusion from honors and awards, and other consequences deemed appropriate by the principal or superintendent. The district will also contact law enforcement when required by law or notify social media companies of inappropriate online activity when appropriate.

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 will 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 disciplined or terminated. Discipline may include suspension with or without pay, a negative evaluation, prohibition from being on district property or at district activities, mandated training or other appropriate remedial action. 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 student handbooks and posted on the district's website.

Training and Education

The district's antibullying 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 every year. The principal of each school, in consultation with school counselors and other appropriate school employees, will determine the best methods for facilitating the discussion. Methods may include, but are not limited to: assemblies; homeroom presentations; class meetings; team or club meetings; special presentations by counselors, social workers or mental health professionals; and open-house events. When practical, parents/guardians will be invited to attend.

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, mental health professionals, school psychologists 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