

\*Please sign this sheet at the bottom and turn in to the office by Friday of the first full week of school. Thank You!

North Andrew School District  
High School Student Handbook  
Home of the Cardinals  
816-567-2525

Dear Parents/Guardians:

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

We suggest that each student discuss the rules and regulations in this handbook with their parents or guardians. This will help avoid confusion and misunderstandings. The acknowledgment by a parent or guardian that a copy of the handbook has been provided and discussed is a requirement in order for students to receive their grade cards.

Please feel free to call or visit at any time if you wish to discuss or observe your child's activities or behavior.

Sincerely,

Jason Tolen, Principal

#### ACKNOWLEDGEMENT

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\*Please sign and turn in to the office. Thank You!

We have received the North Andrew 2016-17 High School Handbook.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

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

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

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

1. \_\_\_\_\_  
Print Person's Name                      Relationship                      Phone #

2. \_\_\_\_\_  
Print Person's Name                      Relationship                      Phone #

3. \_\_\_\_\_  
Print Person's Name                      Relationship                      Phone #

4. \_\_\_\_\_  
Print Person's Name                      Relationship                      Phone #

# North Andrew R-VI



# 2016-17 MS/HS Handbook

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**Welcome to the North Andrew R-VI School District**

The purpose of this handbook is to help you understand the organization of which you are a part. It is our intent to give you a general overview of the expectations of our school. It should be understood that not all school expectations are contained in this handbook, and school organizations are permitted to have expectations for their organization that may not be contained in this handbook.

We wish to extend to you a warm welcome and hope that you will feel that you are a part of the North Andrew R-VI Schools. We hope that your troubles will be few, your pleasures many, and that your years will be both happy and successful.

This handbook contains information for students, parents, and teachers of the North Andrew R-VI School. Its purpose is to give better understanding to the expectations and opportunities of our school. This handbook will aid in orienting new students and serve as a guide for all students.

Parents will find this book helpful in understanding the expectations of the school. Students should become familiar with the contents of this handbook so they may receive the greatest benefits possible from their years in school.

The broad educational program of the North Andrew R-VI School is designed to prepare students to enter college, business, or industry. Many colleges and employers are raising their standards on selecting beginning students and workers. They want to know not only the students' grades in high school, but also their attendance record, attitudes, cooperation, and potential. It is, therefore, essential that all students do their very best during their school attendance to fulfill all their potentials.

It needs to be noted that this handbook does not cover all expectations that govern our school. The intent of this handbook is to give students and parents a general overview of the expectations governing North Andrew R-VI Secondary School.

## **NORTH ANDREW MIDDLE & HIGH SCHOOL STAFF DIRECTORY**

North Andrew R-VI Schools  
9120 Highway 48  
Rosendale Mo 64483  
Phone (816) 567-2965 Fax (816) 567-2096

### **ADMINISTRATION**

Mr. Jim Shultz, Superintendent  
Mr. Jason Tolen, MS/HS Principal  
Mr. Mark McDaniel, Elementary Principal

### **COUNSELOR**

Mrs. Jody Renfro

### **ATHLETIC DIRECTOR**

Mr. Del Morely

### **SCHOOL NURSE**

Mrs. Shelly Officer  
Heather Roberts-asst.

### **TECHNOLOGY COORDINATOR**

Mr. Jeff Walker

### **SECRETARIES**

Mrs. Jeanne Pierson – Superintendent  
Mrs. Jan Chambers – High School  
Mrs. Valerie Atkins - Elementary

## **NORTH ANDREW MIDDLE/HIGH SCHOOL FACULTY AND STAFF**

### **ENGLISH**

Mrs. Nancy Archer  
Mrs. Cindy Cook  
Mrs. Tricia Anderson

### **MATH**

Mrs. Dana Black  
Mr. Wade Bryson

### **ART**

Mrs. Stephanie Madison

### **SCIENCE**

Mrs. Farrah Seckel  
Ms. Mallory Heits

### **HISTORY**

Mr. Tim Roush  
Mr. Brian Wiedmer

### **INDUSTRIAL ARTS**

Mr. Tony Haist

### **P.E./ HEALTH**

Mr. Jonathon Schoonover  
Mr. Todd Simmons

### **MUSIC**

Mr. Stephen Till-Band  
Ms. Brittany Clary-Vocal

### **BUSINESS**

Mr. Zach Weston

### **AGRICULTURE**

Mr. Ed Windsor

### **FACS**

Mrs. Donna Kothe

### **SPECIAL ED.**

Mrs. Roseanna Graves

### **LIBRARY**

Mrs. Trudy Hare-Gay

### **PARAS**

Mrs. Tamara Pittman  
Mrs. GeanAnne George-Evans  
Mr. Keaton Hawkins

### **FOOD SERVICE**

Mrs. Kristen O'Callaghan  
Mrs. Bobbi Cole  
Mrs. Kim Shunk

**CUSTODIAL**

Mrs. Tracy Dudley Day  
Mr. Billy Moppin MS/HS evening  
Mr. Phillip Shahan Elem. evening

**MAINTENANCE**

Mr. Dave Pierson  
All staff emails are first initial last name@northandrew.org  
ex: jtolen@northandrew.org

WELCOME TO NORTH ANDREW HIGH SCHOOL  
HOME OF THE CARDINALS



**STUDENT HANDBOOK**

This handbook has been prepared for your convenience by the administration of North Andrew High School. The rules, regulations, and procedures are established to create the best possible atmosphere for education. They are based on respect for the rights of others and the responsibility of each student. Good use of this information will work to all students' advantage and help make everyone proud to be a Cardinal.

**MISSION STATEMENT**

The North Andrew School District, believing all students can learn, will work together to provide a safe, orderly environment in which all students will learn, develop their potential, and become responsible members of a global society.

**CARDINALS R.O.C.K.!!**

**RECOGNIZING THE OUTSTANDING CHARACTER OF KIDS**

A North Andrew Cardinal is conscious of developing good character traits such as:

1. **RESPECT** - to act with courtesy, politeness, and consideration.
2. **SELF-CONTROL** - to be in control of your actions, feelings, words, and reactions.
3. **RESPONSIBILITY** - to do what you are supposed to do at all times.
4. **BELONGING** - the ability to accept others as they are.
5. **ATTITUDE** - striving to have a positive outlook.
6. **HONESTY** - to be truthful and to do what is right.
7. **KINDNESS** - treating others with care and respect.
8. **CITIZENSHIP** - to do your share and make your school and community better.
9. **COOPERATION** - being able to work with others to finish a task.

.....a Cardinal always conducts oneself in a manner that only credits the HONOR and REPUTATION of the North Andrew R-VI School District! Our school is small, but we will be measured by others in terms of our spirit and character.

*"The foundation of every state is the education of its youth."*

*-Diogenes*

**CARDINAL HS POSITIVE BEHAVIOR EXPECTATIONS**

<b>CARDINALS ARE:</b>	<b>All School Settings (Including Activity Trips and Events)</b>	<b>Classroom/Seminar</b>	<b>Hallway/Cafeteria</b>
<b>Ready</b>	<p>Arrive on time Be ready to actively participate</p>	<p>Check-in to classroom teacher and be in the appropriate place by the time the bell rings Get out needed materials Focus on class topic/objective</p>	<p>Have materials you need for the next class Be aware of people around you Keep all backpacks, purses, bags, etc. in locker from 8:00 to 3:15, unless permission is granted by your next hour teacher Open and close locker without excessive force Go directly to the cafeteria and stay there for lunch and breakfast Have lunch card and a la carte money ready</p>
<b>Respectful</b>	<p>Honor yourself Honor personal space Use positive language with peers and adults Appropriate volume when talking Respond positively when spoken to Use good manners</p>	<p>Actively listen Relate discussion to classroom lesson topic Honor classroom, work area, and materials</p>	<p>Treat all staff respectfully and graciously Use appropriate volume</p>
<b>Responsible</b>	<p>Know and follow all school expectations Enter and exit appropriately (including driving in any parking lot) Honor dress code (especially from athletic practices) Keep all areas clean Help others when needed Use restrooms and water fountains for intended purposes and during passing period Use public facilities appropriately when attending school field trips and/or activities</p>	<p>Bring all needed materials Complete and turn in all work on time Stay in designated work area Work the entire class period as directed Fulfill your responsibility in groups Seek out assistance when needed Place supplies in designated areas Be in appropriate room during seminar</p>	<p>Pay for all food and drinks Maintain your correct place in line Stay seated in one location Honor privilege system of when to go to lunch and when going to the gym Consume all food and drink in the cafeteria or in approved classroom setting Clean up your table and throw trash in receptacles and return to seat until bell rings</p>



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**Every student at North Andrew High School will be expected to follow the guidelines for appropriate behavior. These expectations will be reviewed and taught on a regular basis so that each Cardinal can be the best they can be.**

**CARDINAL MS POSITIVE BEHAVIOR EXPECTATIONS**

<b>CARDINALS ARE:</b>	<b>All School Settings</b>	<b>Classroom/Seminar/ Homeroom</b>	<b>Hallway</b>	<b>Cafeteria</b>
<b>Prompt</b>	Arrive on time and rested Enter and exit appropriately	Be in the classroom by the time the bell rings Report to homeroom upon entering the building in the morning to check-in and be counted for lunch	Use most direct route; go directly to next class Use restroom and water fountain during passing time	Go directly to cafeteria at appropriate lunch time
<b>Prepared</b>	Be ready to participate and learn Know and follow school expectations Dress appropriately at all times	Bring work materials Be ready to work Complete and use planner	Take care of yourself Store backpacks and electronic devices in locker (from 8:00 to 3:16) Carry supplies appropriately	Have money and/or card ready Leave books/binders/supplies in locker
<b>Polite</b>	Be considerate of all staff Use “Mr.,” “Mrs.,” “Coach”, etc. when addressing staff Keep your hands and feet to self Remain quiet and listen to presenters Use appropriate personal space Hats off in building during school Use appropriate language and volume	Raise your hand before speaking Talk at appropriate times to appropriate people Relate discussion to classroom topic Listen while others are talking	Leave room for others to pass Walk at all times and in an appropriate manner Open and close locker gently Help others when needed Keep materials off floor Take care of yourself Be aware of people around you	Stay in your place in line (in the order in which you left the seminar room) Stay seated at table until teacher arrives Use good manners Be willing to help others
<b>Productive</b>	Remain seated Keep hands and feet to self Follow adult directions	Bring work materials Be ready to work Be an active learner Complete and turn in all work on time		Notify staff of spill and/or be willing to help clean up Throw away leftovers Clean up your table Leave food and beverages in cafeteria

		Work the entire class period as instructed Fulfill your responsibility in groups Use all support resources (e.g. teacher, seminar, homeroom, tutoring) Stay in seat or assigned work area Complete and use planner Take care of classroom work area and supplies		
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**Every student at North Andrew Middle School will be expected to follow the guidelines for appropriate behavior. These expectations will be reviewed and taught on a regular basis so that each Cardinal can be the best they can be.**

### Bell Schedules

#### Regular Bell Schedule

<b>1st Bell</b>	<b>7:55</b>
Period 1	8:00 ~ 8:45
Period 2	8:48 ~ 9:33
Period 3	9:36 ~ 10:21
Period 4	10:24 ~ 11:09
Period 5/Lunch	11:12 ~ 12:25
6-8 lunch	11:38 ~ 12:01
6-8 5 <sup>th</sup>	11:12 to 11:38 ~ 12:01 to 12:25
9-12 5 <sup>th</sup>	11:12 ~ 12:01
9-12 lunch	12:01 ~ 12:25
Period 6	12:28 ~ 1:16
Period 7	1:19 ~ 2:04
Period 8	2:07 ~ 2:52
Seminar/Remediation	2:55 ~ 3:15

#### Early Out Bell Schedule

<b>1st Bell</b>	<b>7:55</b>
Period 1	8:00 ~ 8:45
Period 2	8:48 ~ 9:33
Period 3	9:36 ~ 10:21
Period 4	10:24 ~ 11:09
Period 5/Lunch	11:12 ~ 12:30
6-8 lunch	11:38 ~ 12:01
6-8 5 <sup>th</sup>	11:12 to 11:38 ~ 12:01 to 12:30
9-12 5 <sup>th</sup>	11:12 ~ 12:01
9-12 lunch	12:01 ~ 12:30

## ACADEMIC POLICY

### CLASSIFICATION OF STUDENTS

North Andrew has 4 levels of classes: freshman, sophomore, junior, and senior. The student's status will be established at the beginning of the school for that year's activities.

<u>Credits for Classification</u>	<u>Seniors</u>	<u>Juniors</u>	<u>Sophomores</u>	<u>Required Credits to Graduate</u>
	18	12	6	26

### GRADUATION REQUIREMENTS

Following are the requirements for graduation as set forth by the State Department of Education and the North Andrew R-VI Board of Education. Any student graduating from the North Andrew R-VI High School must complete a minimum of 26 units of credit (Exception: students requiring IEP's during grades nine and above are in a program cooperatively planned by the student, his/her parents, and the school, and designed to meet the individual needs of the student.)

	<u>HS Diploma</u>	<u>Honors Certificate*</u>
English	4	4
Math	3	3
Science	3	3
Social Science	3	3
Fine Arts	1	1
Practical Arts	1	1
PE	1	1
Health	0.5	0.5
Foreign Language	Recommend 1	1
Personal Finance	0.5	0.5
Civics/US Government	0.5	0.5
Computer Applications	1	1
Core Electives***	1	5
General Electives**	6.5	
Total Credits	26	

## DAILY

## ROUTINE

North Andrew operates on an eight period schedule. Classes will meet on a daily basis for 45-50 minutes throughout the entire school year. Students should arrive no earlier than 7:45 a.m. and report to the cafeteria or gym. At this time they may obtain their breakfast card or stay to work on homework and get ready for the day. Classes begin at 8:00 a.m. and follow the schedule until dismissal at 3:15 p.m.

## PREREQUISITE CLASSES

Students may be required to pass certain classes before entering advanced level classes within the same subject areas. IEP's or alternative strategies may be taken into consideration.

- \* North Andrew Honors Certificate can be earned with the following criteria: 96% attendance rate or higher, GPA of 3.00 or higher, ACT score above the national composite average. Core electives include at least three units selected from foreign languages and/or combinations from two or more of the following course areas: English, mathematics, social studies, science, and fine arts.
- \*\* General Electives are defined as any extra credits gained in Fine Arts, Practical Arts, Physical Education, or Foreign Language classes
- \*\*\* Core Electives are defined as any extra core credits gained (English, Math, Science, Social Studies) or any Foreign Language credit gained

## GRADUATION REQUIREMENTS NOTES

- Fine Arts Electives are courses in Vocal and Instrumental Music, Vocal or Instrumental Music Appreciation, Art, or Dramatics.
- Required classes are Algebra I, or Algebra A & Algebra B, English I, English II, Health Education, Civics (Govt.), American History II, Personal Finance, Biology, and Computer Applications.
- Students can earn a half embedded mathematics credit for completing a one year, three (3) credit sequence in any vocational training classes taken at Hillyard Technical School.
- Students can earn a full embedded science credit for completing a one year, three (3) credit sequence in the nursing program at Hillyard Technical School.
- Students can earn an embedded credit in science by taking three (3) sequential agriculture classes (Ag. Science I, Ag. Science II, and a third agriculture credit)

- The maximum credit per year that a student may use for graduation purposes in the following subjects is one unit of credit in PE, one unit of credit in vocal music, and one unit of credit in art unless approved by the counselor and administration. 4 years of Marching band may be counted for 1 PE credit.
- Online class offerings can be taken through North Andrew's OdysseyWare Program and University of Missouri High School for credit recovery or elective credit. Online classes should be taken during an hour allowed by the instructor giving credit unless otherwise approved by administration. Credit recovery must be recommended by the teacher at North Andrew who teaches the credit to be recovered and passing credit will be set at 70% (scheduled and approved by the counselor and the principal). Classes taken for credit recovery will not count toward a student gaining eligibility for activities or athletics. If a student has attempted more than four (4) credits for credit recovery, their privilege to participate in graduation ceremonies may be revoked. Elective credit can be taken for classes that are not offered at North Andrew by a junior or senior with at least a 2.000 GPA in their core classes in the previous two semesters. Elective credit on-line classes are considered for eligibility or ineligibility as determined by the grade earned. Transfer students may need to take an elective credit to fill their schedule upon approval by the principal.
- Each student graduating from the North Andrew R-VI High school shall fulfill the regular four year attendance (or eight semesters). The only exception is the student who obtains part-time status. The part-time student needs to submit a written application outlining a plan to the school administration at a scheduled conference with school staff and administration. Part-time status will be allowed in accordance with school board policy JEA and will be reviewed by the Board of Education on a yearly basis. The student who is approved for part-time status will not be eligible to hold class or organizational office, participate in extracurricular activities and contests in accordance with state guidelines, or be class valedictorian and salutatorian.
- To participate in the graduation ceremonies, a student shall fulfill all obligations and meet all requirements of the North Andrew R-VI Board of Education and be enrolled in the North Andrew High School. To be valedictorian or salutatorian, a student must have attended their last two years of high school at North Andrew.

### **HS HONOR ROLL**

Honor roll is figured each quarter based on the grade point average of **all** classes for that period. Two honor rolls are composed and posted - high and regular.

To qualify for the **High Honor Roll** a student must achieve: 1) at least a 3.500 G.P.A.; 2) Carry 3 academic core courses or 2 weighted courses; 3) Receive no grade lower than a B- in the period.

To qualify for the **Regular Honor Roll** a student must achieve: 1) at least a 3.000 G.P.A.; 2) Carry 3 academic core courses or 2 weighted courses; 3) Receive no grade lower than a C- in the period.

Any student who is in their sophomore year and beyond can be eligible for induction into the North Andrew National Honor Society. A minimum grade point average of 3.250 must be achieved and maintained in order to be recommended to the faculty selection committee who nominate inductees that achieve and display great service, character, and leadership characteristics.

### **MS HONOR ROLL**

Honor roll is figured each quarter based on the grade point average of **all** classes for that period. Two honor rolls are composed and posted - high and regular.

To qualify for the **High Honor Roll** a student must achieve: 1) at least a 3.500 G.P.A.; 2) Receive no grade lower than a B- in the quarter.

To qualify for the **Regular Honor Roll** a student must achieve: 1) at least a 3.150 G.P.A.; 2) Receive no grade lower than a C- in the quarter.

### **RETENTION AND PROMOTION**

Students will normally progress annually from grade to grade when, in the judgment of the district's professional staff, it is in the best educational interest of the student involved. The final decision to promote a student rests with the school administration.

Parents/Guardians will receive prior notification and explanation concerning the retention. Students in Grades 6-8 are required to pass 75% of the quarterly core courses. Students will be monitored as to their comprehension and reading levels and should be no more than one grade level below the 8<sup>th</sup> grade before being promoted to 9<sup>th</sup> grade. Students may have goals set forth by the students' IEP which may determine promotion to 9<sup>th</sup> grade.

### **CLASS CHANGES**

A student will be allowed to change a schedule of classes only after meeting the following criteria:

- Change only at the beginning of a semester grading period. (by the first Friday of each semester)
- Spend at least one day on the schedule as it was originally set.
- Obtain a new schedule form from the counselor. Have the form filled out by the teacher whose class you are dropping as well as the teacher of the new class that you are entering.
- Return the signed form to the counselor to reflect the class changes. The form must be signed by a parent, the counselor, and the principal.
- Students will only be able to drop a year-long class if recommended by that student's teacher and the counselor with signed notification by the parent and/or approval by the principal.

### **WEIGHTED ACHIEVEMENT GRADE SCALE**

The purpose of the weighted achievement grade scale is to serve as an incentive award designed to encourage students to pursue a rigorous course of studies in high school whereby those students choosing the more rigorous subject areas will be rewarded for their accomplishments. All regular course offerings at the high school will carry a weight of 1.0 as the minimum standard of measure. Courses deemed more difficult will carry a range of additional weights from 1.1 (classes deemed above average difficulty) to 1.5 (those courses deemed most difficult)

### **WEIGHTED COURSE RANKINGS**

	1.0	1.1	1.2	1.3	1.4	1.5
A	4.00	4.40	4.80	5.20	5.60	6.00
A-	3.67	4.04	4.40	4.77	5.14	5.51
B+	3.33	3.66	4.00	4.40	4.66	5.00
B	3.00	3.30	3.60	3.90	4.20	4.50
B-	2.67	2.94	3.20	3.47	3.74	4.01
C+	2.33	2.56	2.80	3.03	3.26	3.50
C	2.00	2.20	2.40	2.60	3.80	3.00
C-	1.67	1.84	2.00	2.17	2.34	2.51
D+	1.33	1.46	1.60	1.73	1.86	2.00
D	1.00	1.10	1.20	1.30	1.40	1.50
D-	.67	0.74	0.80	0.87	0.94	1.01
F	0	0	0	0	0	0

Student achievement shall be ranked on a 4.0 scale with 4 as the highest non-weighted grade possible. An example of the weighted grade scale would be if a student earned an "A" in a class weighted as 1.3, their grade points earned would be 5.20 (instead of 4.00). All academic achievement granted by the school, such as Honor Roll, Class Rank, Valedictorian, and Salutatorian shall be determined by the Weighted Achievement Grade Scale.

### **WEIGHTED COURSE OFFERINGS**

<b><u>DISCIPLINE</u></b>	<b><u>DESCRIPTION</u></b>	<b><u>GRADE</u></b>	<b><u>WEIGHT</u></b>
--------------------------	---------------------------	---------------------	----------------------

Social Studies	European History	11 or 12	1.2
Social Studies	History of West	11 or 12	1.2
Social Studies	DC Psychology (on-line)	11 or 12	1.4
Social Studies	DC Sociology (on-line)	11 or 12	1.4
Math	Algebra I	8 – 12	1.1
Math	Plane Geometry	9 – 12	1.1
Math	Algebra II	9 – 12	1.2
Math	Algebra III	11 or 12	1.3
Math	Advanced Algebra	11 or 12	1.4
Math	DC College Algebra (on-line)	12	1.5
Science	Chemistry	11 or 12	1.3
Science	Anatomy or Genetics	11 or 12	1.3
Science	Physics	11 or 12	1.3
Science	DC Chemistry	11 or 12	1.5
Comm. Arts	Independent Study Courses	11 or 12	1.2/1.3/1.4
Comm. Arts	Mythology	10 – 12	1.2
Comm. Arts	American Literature	11 or 12	1.3
Comm. Arts	English Literature	11 or 12	1.4
Comm. Arts	DC Advanced Comp.	11 or 12	1.5
Foreign Language	Spanish I	9 – 12	1.1
Foreign Language	Spanish II	10 – 12	1.2
Computers	Adv. Comp. Apps	10 – 12	1.2
Computers	Yearbook	11 or 12	1.2
Computers	DC Computer Apps.	11 or 12	1.3
Music	DC Music Appreciation	11 or 12	1.3
Art	DC Art Appreciation	11 or 12	1.3
Physical Education	DC Fitness and Wellness	11 or 12	1.3

### **GRADING SYSTEM**

Grade cards will be issued quarterly with grades based on A B C D F system. Students will be given a reasonable amount of time to complete incomplete grades or they will be counted as no credit.

### **GRADING SCALE**

A =	96 – 100	B =	83 – 86	C =	73 – 76	D =	63 – 66
A- =	90 – 95	B- =	80 – 82	C- =	70 – 72	D- =	60 – 62
B+ =	87 – 89	C+ =	77 – 79	D+ =	67 – 69	F =	59 – 0

### **GRADE POINT AND CLASS RANK**

Each letter grade is assigned a point value for the purpose of averaging a student's accumulated Grade Point Average and class rank. This average is calculated every grading period and is also the basis for honor roll and other academic honors. Grade point values are as follows:

A =	4 Points	B =	3	C =	2	D =	1
A- =	3.67	B- =	2.67	C- =	1.67	D- =	.67
B+ =	3.33	C+ =	2.33	D+ =	1.33	F =	0

### **WITHDRAWAL OR TRANSFER**

Students who plan to move during the year must obtain a Check-Out Form from the counselor and have it filled out by teachers the last day of attendance. All books, materials, fees, and fines must be taken care of

**before** the student is cleared from school. Request for a student's records will only be granted to the school or institution where the student will be attending.

### **CLASS LOAD**

A student at North Andrew must take at least 8 units of credit each year. Students are encouraged to identify a career pathway with the counselor and take classes that will work toward that career pathway.

### **STUDENT USE OF INTERNET ACCOUNTS**

All students with a signed Acceptable Use Policy have the opportunity to use North Andrew's computer system. Students have the right to change their passwords at any time and are encouraged to do so. Students should keep their passwords a secret and should not attempt to determine the password of another user.

Our computer system is for educational purposes only. Students are not allowed to use the computers just to see what is on the Internet. Use is restricted to researching for papers, projects, and other class activities. Faculty permission and/or supervision must be obtained at all times. Students who are caught gaming, using chat sessions, or who are in other unauthorized areas could have their privileges removed. The building administrators reserve the right to terminate immediately the account of any student who misuses the system.

### **ACADEMIC ELIGIBILITY**

To remain eligible, a student must maintain satisfactory work in the classroom. Students who receive any 3 "Ds" (D+, D, or D-) or 1 "F" on his or her grade card at the end of the quarter will be declared ineligible. Eligibility of IEP students will be determined by their IEP guidelines. Students who are taking any classes for credit recovery do not gain or lose eligibility due to the grade earned in that class.

#### **Student's eligibility will be based on the following grades:**

1 <sup>st</sup> Quarter Grades	3 <sup>rd</sup> Quarter Grades
1 <sup>st</sup> Semester Grades	2 <sup>nd</sup> Semester Grades

A student must earn at least 3.00 units of credits in a semester to become eligible for the next **semester** by guidelines of the Missouri State High School Athletic Association.

Eligibility grade checks will be conducted 3 times each quarter (as set by the principal) and are based on the student's cumulative grade to that point of the quarter. The student, parent(s), and sponsor(s) will be notified of ineligibility. The period of ineligibility is from the day following the grade check to the day of the *next* grade check. Students who are eligible at the quarter grade check shall remain eligible for the entire quarter but will be placed in help seminar if at any 3-week grade check they meet the above criteria for grades. Students who are ruled ineligible at quarter will be placed into help seminars to get their grades in order; however, they may regain or lose eligibility following a 3-week grade check if their grades meet the requirements. In the case of athletics, he/she should sit with the team during contest(s) but shall not be suited out in uniform and shall not participate in the contest(s) as long as academic time is not impacted.

Students in grades 7-12 must be enrolled in classes that total 4 units of credit per semester in order to participate in extra-curricular activities, and in the case of athletics, this includes practice.

Co-curricular activities are a form of extra-curricular activities and are governed by this policy. Examples of co-curricular activities are band, chorus, FBLA, FFA, FCCLA, and academic clubs. Ineligible students involved in co-curricular activities will be allowed to participate in local non-interscholastic events. (i.e. band, plays, and vocal concerts)

#### **Students declared ineligible for any reason are not to:**

1. Attend events open only to the student body (all students are eligible for the homecoming, courtwarming, and Prom)
2. Represent the school in a contest or event (as a participant, player, manager, trainer, statistician, filmer, etc.).

3. Attend organizational or athletic team meetings while ineligible.
4. Participate in field trips or contests that take place during instructional time unless the sponsor requires attendance for a grade in their class.

Students declared ineligible for academic reasons may ride the bus with the team or organization if approved by the coach or sponsor (**provided that no instructional time is being missed**).

Students who are ineligible to participate or attend any of the events listed above will be required to attend intervention seminar. This will give those students the opportunity to get assistance to achieve the academic requirements needed to participate in activities and athletics for the next quarter. Students and parents may be able to waive their required attendance at the end of a three-week grade check as long as they maintain satisfactory progress in every class through efficient use of their seminar period.

### **Academic Dishonesty**

Cheating on tests, assignments, projects or similar activities; plagiarism; claiming credit for another person's work; fabrication of facts, sources or other supporting material; unauthorized collaboration; facilitating academic dishonesty; and other misconduct related to academics.

First offense:

Instruction by staff member about what Academic Dishonesty is and why their assignment is not acceptable.

Letter and or call home to parent or guardian.

Redo of the assignment for up to 60% credit within 3 academic days.

Second offense:

Reminder of what Academic Dishonesty is by staff member.

Letter and or call home to parent or guardian.

No credit for assignment.

Earn possible detention (especially for any further instances of Academic Dishonesty).

### **GRADE CARDS & PROGRESS REPORTS**

Grade cards are issued following the end of each quarter. These reports are sent home through the mail or emailed to parents/guardians. PROGRESS REPORTS are issued **every three weeks** to ALL students and will be available online through LUMENS or can be emailed to parents and/or students. Parents must notify the office if they cannot receive/read emails or do not have access to the Internet to get to LUMENS. Parents will receive a notification if a student is not meeting the eligibility standard at the end of each grading period.

### **FINAL EXAM POLICY**

Completing a final exam is a course requirement for all high school classes and must be taken in order to pass the course and receive credit for that course, unless they qualify for the incentive program. State mandated End-of-Course testing in (English I and II, Algebra I and II, Geometry, Biology, American History II) will factor in the student's 2<sup>nd</sup> semester grade. The final exam is worth 10% of the student's final grade and state End-of-Course tests are worth 10% of the student's final grade. Each quarter is averaged equally with these tests to determine the student's final semester grade.

### **GRADEWATCH HOMEWORK PROGRAM**



Every student will be accountable for missing work in any class. It is the goal to communicate with parents when students are missing an assignment OR need to complete the assignment satisfactorily. If a student is missing an assignment or has completed an assignment unsatisfactorily, the student will have the opportunity to finish the assignment with signature from the parent/guardian and could receive a reduced percentage as a grade on the assignment. In the case the student has not taken the responsibility to complete it, the student will have to serve time in seminar or after school to finish the assignment. Students with excessive GRADEWATCH assignments may be pulled from exploratory classes for skill support time if deemed needed and approved by the principal and counselor. The counselor will work with students and parents to support these efforts.

## **NORTH ANDREW MS/HS SCHOOL CARDINAL BEHAVIOR INCENTIVES**

(Reviewed and revised 6/17/15)

### **Finals Incentives**

- All semester and yearlong classes will give a semester final at the end of the fall and spring semester. Students may earn the right to opt out of semester finals by meeting the following attendance goals:
  - 0-4 hours of absence may opt out of ALL semester finals
  - 5-8 hours of absence may opt out of seven (7) semester finals
  - 9-12 hours of absence may opt out of six (6) semester tests,
  - 13-16 hours of absence may opt out of five (5) semester tests
  - 17-20 hours of absence may opt out of four (4) semester tests.
  - 21-24 hours of absence may opt out of three (3) semester tests.
  - 25-28 hours of absence may opt out of two (2) semester tests.
  - 29-32 hours of absence may opt out of one (1) semester tests.
  - 33 hours and over will require all tests be taken, except for classes a student has an A or A- in. Unless the student exceeds 8 days of absences.
- Any absence – excused or unexcused counts towards your finals incentives. The only absences that would not count would be an authorized college visit or a school field trip. A student may not opt out of an EOC or M.A.P. test. A student does not need to be in attendance during the hours they are not taking finals.
- Tardies: students will be required to take a final for every 3 tardies they earn regardless of grades. This will be on a per semester basis.
- A student who has earned an A or A- in a class, does not have to take the semester final, unless they exceed 8 days of absences for the semester.
- A student who has an office referral for discipline recorded in Lumens will not be able to opt out of any semester tests/finals.
- A student who has earned an A or A- in a class, does not have to take the semester final. Any EOC or M.A.P. test must be taken regardless of grade earned.
- Any student with an F in class, regardless of exemption or attendance status, will take that final.
- A student who fails to take a required final will be given a “0” zero and may face disciplinary action.

### **CREDIT RECOVERY CLASS QUALIFICATIONS**

- Students who need to recover any core class credit may be placed in one of the credit recovery classes to recover the credit.
- Students who need to recover any core class credit may attend North Andrew summer school.
- Students who need to recover any core class credit may retake the class during the current academic year.

\*THESE GUIDELINES MAY BE CHANGED DURING THE SCHOOL YEAR BY APPROVAL OF THE ADMINISTRATION.

### **ATTENDANCE PROCEDURES & COMMUNICATION**

#### **GENERAL INFORMATION**

1. Students are not to be in the building before 7:45 a.m. or after 3:30 p.m. unless under the direct supervision of a staff member.
2. Students are to come directly into the building when they arrive at school in the morning, despite how they came to school. Once in the building, he/she must get permission to leave from the principal's office and from the staff member directly in charge of the class or activity. We have a closed campus, therefore a student must have his/her parent's and administration permission to leave school during the day. Upon arriving at school, one should take care of personal business and then report to supervised areas until class starts. If a student must leave the area, he/she must get the permission of the teacher in charge.
3. Daily announcements will be posted on our website ([www.northandrew.org](http://www.northandrew.org)), on the bulletin board outside the office, and posted and/or read daily in the classroom during 3<sup>rd</sup> hour. High school students will report to the gym on the first day of each week at 7:55 a.m. for the Pledge of Allegiance and individual and team success celebrations.
4. Students must have a pass to be in the halls other than between classes. Any teacher can issue the pass. Students may get a pass to leave the building for a scheduled appointment before school in the office. Teachers are discouraged from granting hall passes for other than important business and have the right to refuse a pass. In any case, students should finish their missions and return to classes quickly.
5. The telephone may be used in the principal's office to make necessary or school-related calls. Please remember it is a business phone. Usage should be restricted to before and after school and during the lunch period. Students should not make long distance calls unless they receive permission and the call is logged. Phone messages will be taken in the office and given to students between classes. Students will not be called out of class to the phone unless given permission by the principal. Return calls are to be made at times when the student will not miss class.
6. Cellular/mobile phones will only be allowed to be used in the high school office under supervision and authorization of the principal or school secretary and also in the cafeteria during the student's designated lunch period. Cell phones are not to be in the classroom; if staff sees a cell phone during class they should take the phone and turn it into the office (Mr. Tolen), or with the consent of the teacher for educational use.
7. Bulletin boards in the commons area are for school communication and community events. Any posters, signs, or announcements that individual students or club/organizations wish to post elsewhere in the school must be approved before being posted in the school building, otherwise they will be removed.

8. **Pop and juice machines are available on the east mezzanine. Pop and juice machines will be turned off at the beginning of the school day. Students should never enter the staff workroom to purchase drinks.** Drinks and food are to be consumed in the commons area unless permission is granted by a teacher in a classroom. Water may be kept in lockers in its original closed container. Abuse of this privilege could result in loss of privileges to use the machines.
9. Students can purchase school lunches on a daily, weekly, or monthly basis. No charges beyond 10 days. An “a la carte” menu is available to students at their own expense and on a cash basis only. “A la carte” items need to be ordered and paid for by the end of 1<sup>st</sup> hour each day and will be received as students receive their hot lunches.

### **COMMUNICATION/COMPLAINTS**

We at North Andrew R-VI schools believe communication is very important. To better facilitate communication between staff, students, and parents please follow these guidelines when trying to decide who to call.

If you have an issue with something going on in a class we ask that you first contact the instructor to see if the issue can be resolved. If a meeting is needed, please try and schedule your conference around the teacher’s teaching schedule or meet before or after school. If the issue is not resolved in a satisfactory manner, call the building principal to express your concern. In turn the principal will investigate the issue and get back to you as soon as possible. If you are still unhappy with the outcome or decision, contact the superintendent of schools and then the Board of Education. We feel that every attempt should be made to address your concerns or issues; however we also believe that every effort should be made to resolve the issue at the level it occurred. All students are expected to follow school procedures to help our staff conduct class more effectively and help our school be a positive community of learning.

### **STUDENT – TEACHER CONTACT**

Students and teachers may be contacted during school hours by calling the office of the high school. The high school phone number is 816-567-2525. However, students and teachers will be called from classes only in an emergency. In non-emergency situations, a message will be taken and if needed the teacher or student will return the call during their free time.

### **VISITORS**

Visitors are welcome to North Andrew, but need to sign in at the HIGH SCHOOL office before attending to their business on school grounds. All visitors are required to get a visitors badge while in the building to identify they are supposed to be there, and should conduct their business quickly and limit interruptions. Staff should only be visited during their plan period to minimize academic interruptions. Students may not bring a visiting student to hang out or go through the day with them. Unauthorized visitors may be requested to leave the premises. Family members are the only visitors allowed to eat lunch with students during their designated times and school age family members must have written permission for an excused absence from the principal at the school he or she is attending.

### **ACCESS TO STUDENTS**

To insure the safety of our students, the school administration, teachers and staff will make a reasonable effort to see that students are released only to parents and/or guardians who have legal custody of the child. Students coming from homes where the parents are separated will be given special consideration.

If a parent other than the home providing parent, comes to school to talk with the child or attempts to communicate with the student by way of the phone, the school official in charge will grant such permission only if he/she believes it is in the best interest of the student, and it does not interfere with the normal educational process. If a parent, other than the home-providing parent, asks to pick up the child, or in some way be in charge of his/her person, the school official will require proof of custodianship. This may be a court order, divorce decree, the home providing parent's personal request or by police action.

Persons other than parents and/or guardians requesting to communicate with students or to take custody of students are to make their requests through the principal's office. The principal or his designee will determine the access upon the merits of the request, and the decision will be for the welfare of the student. Both parents have the right to examine their child's school records.

### **PHONE USAGE**

The office phones are for school use only and may be used by students for emergencies or to correspond with parents/guardians about a school related matter.

### **CELL PHONE USAGE**

Cell phones and other electronic devices are not to be out for personal use without teacher permission. Staff may grant permission for students to use devices for class participation and research. Otherwise devices need to be put away and on silent. Students caught using devices without permission will give the device to the staff member who will either bring the device to the office or call the office to have it picked up.

### **LEAVING OR NOT ATTENDING SCHOOL**

North Andrew operates under the philosophy of a closed campus. Once in the building, the student is to remain at school. If it is necessary for a student to leave school, he/she must have written or verbal permission of the parent, and then get the approval of their building principal. In case of unavoidable medical appointments, the student must bring written verification to the office on the day they return. If a student must leave due to sickness or injury, they must be checked out by the nurse's office. Before any student leaves school property, he/she must be signed out in the high school/middle school office.

### **LOCKERS**

Lockers are provided for students to store personal items and books during the year. Classes are grouped in areas. Every student is expected to use only his/her assigned locker and keep it in good order. Bottled water may be kept in their locker in their original closed containers. If lockers are cluttered with inappropriate pictures, papers, etc., students will be required to clean up their locker.

Students involved in any athletic seasons or enrolled in a Physical Education class must have a lock on their locker before starting to earn credit. They may provide a personal lock or be provided a school purchased lock for a deposit of \$5.00. The deposit will be refunded completely after the lock is turned back in to the instructor.

The school locker is the property of the school and is at all times under the control and supervision of the administration. The administration may examine the locker and its contents at any time. Students are strongly encouraged not to keep valuables in your locker. Personal locks will be allowed on school lockers if a copy of the key or combination is checked in at the office prior to the lock being placed on the locker. Any lock that is placed on a locker without permission will be removed by any means necessary by the administration.

### **TEXTBOOKS**

Textbooks are provided to each student and remain the property of the school. Lost or damaged books must be paid for or replaced by the student. It is to your advantage to **take care of your books** and **make certain your name is written** in the space reserved for this purpose.

### **STUDENT DIRECTORY INFORMATION**

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that North Andrew R-VI School District, with certain exceptions, obtain your written consent prior to the disclosure of personally

identifiable information from your child's education records. However, North Andrew R-VI School District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the North Andrew R-VI School District to include this type of information from your child's educational records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 to provide military recruiters, upon request, with three directory information categories - names, addresses, and telephone listings - unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want North Andrew R-VI School District to disclose directory information from your child's educational records without your prior written consent, you must notify the District in writing by the second week of school each year. North Andrew R-VI School District has designated the following information as directory information:

- |  |   |
|--|---|
| <input type="checkbox"/> Student's name          | <input type="checkbox"/> Grade Level  |
| <input type="checkbox"/> Address                 | <input type="checkbox"/> Participation in officially recognized activities and sports |
| <input type="checkbox"/> Telephone listing       | <input type="checkbox"/> Dates of attendance  |
| <input type="checkbox"/> Photograph              | <input type="checkbox"/> Weight and height of members of athletic teams               |
| <input type="checkbox"/> Date and place of birth | <input type="checkbox"/> Degrees, honors, and awards received                         |

### **ATTENDANCE POLICY**

All students are expected to attend school regularly and be on time for classes in order to gain the maximum benefit from the instructional program and to develop habits of punctuality, self-discipline, and responsibility. There is a direct relationship between poor attendance and class failure. Students who have good attendance generally achieve higher grades, enjoy school more, and are much more employable after leaving school. It is the responsibility of every student to be in school on every day possible. The parents must share in this responsibility. We ask that the parent, guardian, or student call the school and report their absence and why they are absent by 8:30 each morning.

**A student must be in attendance for the entire day of the school day to be eligible to participate in any school activity that night, unless the absence is pre-arranged with the principal. A student who is late for an unforeseen reason (i.e. a flat tire) may be allowed to participate at the discretion of the high school principal. Attendance procedures for Saturday events will be based on the Friday before the activity attendance.**

A student must be in attendance during the school day to attend an event as a spectator.

After six absences from any class, students must begin to provide documentation as to the nature of the absence. Absences will start over at semester. Documentation must be presented upon return to school, or the absence will be considered unexcused. A phone call from a parent may not be accepted as documentation. Students will receive zero credit for work missed during an unexcused absence. The following is a list of activities that the student can be excused from with proper documentation.

- Personal illness or injury of the student; any such absence must be reported to the office prior to the absence (if applicable), with a phone call on the morning of the absence, or by note or email from the parent/guardian on the day of or the next day following the absence.
- Serious illness, injury, or death of an immediate family member with a phone call, written note, or email by the time the student returns to school.
- Medical appointments scheduled in advance or scheduled due to injury or illness of student; must be accompanied with documentation from the office that was visited.
- Court or legal appointments that cannot be scheduled outside attendance hours verified with official paperwork from the courts or appropriate legal representatives.
- Religious observances, with written excuse from parent and verified by administration.
- Out-of-school suspension.
- Absences approved in advance with documentation requested by the principal.

The principal's discretion may/can be used in special circumstances.

Personal business or needed at home will not be excused.

Documentation should be presented to school immediately upon return to school. Documentation turned in later than 24-48 hours upon return to school may not be accepted.

The district will contact the Children's Division of the Department of Social Services or the local prosecutor in cases where the district has a reasonable suspicion that a student's lack of attendance constitutes educational neglect on the part of the parents or that parents are in violation of the compulsory attendance law. No such action will be taken unless other strategies and interventions have been implemented and proven ineffective.

Students will be expected to make up all work regardless of whether an absence is excused or unexcused. When students are absent, the work is entered into the GRADEWATCH system. Students have two days upon their return to get work turned in for full credit. Tests and quizzes need to be made up upon return to school unless arrangements are made with the teacher to finish at another time. After two days, it is up to the individual teacher's classroom policies as to the partial credit earned. Long term projects, presentations, research papers, journals, etc. with a due date set well in advance of the student absence shall be due upon return unless approved by the teacher.

Students who are absent because of an athletic activity or school sponsored event/trip should make arrangements with teachers before being absent to allow for the opportunity to gain full credit upon getting the make-up work completed. Students must be at school for the whole day to be eligible that day. Approved absences (necessary medical appointments with documentation or family death/funeral) will be approved by the principal. In the event an absence is approved by administration, the student must still be in attendance for a portion of the day that is determined by the administration. MSHSAA policy states that if a student misses classes without being excused by the principal, the student shall not be considered eligible on that date. Further, the student cannot be certified eligible to participate on any subsequent date until the student attends a full day of classes (or has an excused absence from class) without an unexcused absence.

**The following steps should be followed when a student is absent.**

1. Parents or guardians are to call the school or send a note or email the morning of the absence or prior to the absence. Parents can send a note to school with a related student giving the name, date, day of absence, and reason for absence on the morning of the absence or the school day immediately following the absence.
2. Parents or guardians need to notify the office by 8:30 a.m. if they would like the student's make-up work collected. It can be picked up after 3:15 p.m. that same day or sent home with a sibling if possible.
3. The office will inform the staff if the student's absence is excused or unexcused.
4. Upon returning to school, students are to make immediate contact with the teacher to make up work missed due to an absence. If the absence is excused, the student may receive full credit for the assignment.
5. Students must not sign their parent's name even with parent's permission. This is forgery and could result in discipline administered by the principal.
6. If a student is absent without the knowledge and/or approval of his or her parents and the school administration, the student is considered truant. Leaving school without notifying the principal's office is

considered truancy and will result in disciplinary action. Truancy is considered an unexcused absence and the student will serve make-up time during Saturday school detention (8:00 a.m. – 12 p.m.) or after school detention (3:20 p.m. – 4:15 p.m.).

### **TARDY POLICY**

A tardy is defined as any portion of class time not attended by the student up to 15 minutes after the expected time. Tardiness will be counted as an absence in situations where the student arrives too late to have meaningful participation in the class, lesson, or activity. If a student is tardy upon arrival to school, they must immediately check-in at the office, regardless of whether it is excused or unexcused.

Students are to be in their seats and ready to work when the bell sounds. For every 3 tardies earned, a student will have to take a final no matter what the grade is. Once all finals are mandatory, the student will earn detentions, ISS, or Saturday school.

### **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. Students reporting to the nurse's office need to bring a pass from the class they are missing. 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.

### **GUIDANCE OFFICE POLICY**

Students who need to visit with a counselor need to first sign out of the class they are to be attending before coming to the guidance office, unless Mrs. Renfro has scheduled an appointment with the student. Students needing to come to the guidance office to "talk" or "cool-off" must do so in a timely fashion as directed by the counselor and then return to class. Any excessive or abusive use of this office or any of the offices may result in a student being counted absent or tardy and the appropriate consequences being enforced.

### **EXPECTATIONS**

#### **GUIDELINES FOR DRESS**

Students are to be fully dressed in neat and clean clothing for the protection of their and other's health.

Prohibited items include, but are not limited to the following:

- form fitting pants which are spandex/sheer type material
- ribbed tank tops, which are typically worn as undergarments
- Piercings above the neck should conform to practical workplace standards (I.E. piercings of the nose, eyebrow, lips should be removed for school)
- Biker shorts, unless worn under other clothing.
- Any clothing with objectionable or profane words or pictures.
- No Coed Naked, Big Johnson, or clothing that is suggestive or implies inappropriate topics.
- Any clothing advertising or encouraging the use of alcohol, drugs, or tobacco.
- "Half-shirts" or clothing those exposes the midriff or are low cut shirts. Top must meet or exceed top of pants at all times.
- Shirts that expose the cleavage. Rule of thumb is at least a hands width above the cleavage line should be covered.
- No clothing that is see-through or sheer.
- Tank top straps must be at least 2 fingers wide, no spaghetti straps or sports bras. Strapless shirts should not be worn.

- Shorts must cover at least half of the thigh and/or be longer than the person's finger tips while arms at rest at the person's side, whichever is longer.
  - No cut up or ripped sleeveless shirts. Shirts that are sleeveless should be cut at the arm, not excessively ripped down the side.
  - Clothing with holes or gaps in inappropriate locations is not acceptable
  - Caps, hats, or any other form of headgear worn by students in the building during the school day, male or female.
  - Any long billfold chains, straps, or devices. Any studded leather jewelry. Safe Schools Act.
  - Pants that are too baggy, are worn too low, or any clothing style that distracts or reveals too much.
  - Shoes should be worn at all times, bare or sock feet are not acceptable except in gym during lunch.
- If in doubt, check with the principal first. Students who violate these rules will be given the option to change into clothing that will meet school standards, or they will be sent home and counted absent for that time. Repeat offenders will be subject to the Behavior Management plan.

### SCHOOL DANCES

School dances are held at North Andrew for the entertainment and social benefit of its students. One member of each couple that attends must be a student at North Andrew High School. In order to bring a guest that is not a student at North Andrew, one must:

1. Sign his/her guest in at the office prior to the dance (including name, address, and phone number of the guest).
2. Fill out the dance/guest permission form for their school.
3. Acquaint the guest with our school policies and rules.
4. Be responsible for the conduct of his/her guest.
5. Students are allowed to leave the dance at any time after they arrive, but they may **not** re-enter after they leave.
6. Smoking, drinking, and drug policies are strictly enforced.
7. Dances will not be attended by persons 21 years of age or older.

The organization sponsoring a dance or party is to see that all guidelines are followed and clean up the area used before they leave the school. Please schedule all activities through the office well in advance to avoid conflict of dates and facilities. Homecoming and court warming dances are open to alumni (provided the alumni are under the age of 21).

### 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 members 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 administrative policy, discipline of students may include:

1. Contacting parents.
2. Student detentions will occur before (7:15 – 7:55) or after school hours (3:20 pm – 4:00 pm), and on Saturday (8:00 am – 11:30 am) depending on the student code of conduct.
3. Suspensions of the student from the school program, both at school (ISS) or home (OSS).
4. Expulsion from school for a designated length of time.



5. A student who has accumulated or been assigned more than eight (8) days of out-of-school suspension in one semester will fall under the attendance policy for excused absences and may lose partial credit for the semester.

The Safe School Act became effective August 28, 1996. This law requires that school administrators report to appropriate law enforcement officials when assaults occur on school property, at school activities, or on school buses. Incidents, which result in physical injury, will be reported. Even repeated verbal assaults may be reported. Law enforcement officials will determine whether criminal activity has occurred. The law also requires that the juvenile office notify the school district if a juvenile is charged with any one of 16 serious offenses listed in the law. The school must report to the juvenile office any one who is suspended for over 10 days. Complete copies of the district's school policy will be available in the school library and in the administrative offices.

### **HALLWAY**

When a student is in the hallway and not in class, they must always carry a pass from the teacher or wear a lanyard from the teacher's class they should be attending.

### **SCHOOL FIELD TRIP POLICY**

Classes or organizations may take field trips that are approved in advance by the principal and have an inherent educational value. Students that have poor grades at grade checks or students that do not attend school regularly may not be permitted to attend these field trips. The principal and the sponsor of the field trip have final say as to whether or not a student may attend.

### **PARENT NOTIFICATION AND CONFERENCES**

Parents will be notified in writing or by phone when discipline has been administered or the student referred to the principal for misconduct. When a student is suspended from school, a conference in person or by phone with the parents will be held before the student is readmitted to class.

### **STUDENT DISCIPLINE CODE**

The Student Code of Conduct is designed to foster student responsibility, respect for others, and to provide for the orderly operation of district schools. No code can be expected to list each and every offense that may result in disciplinary action. However, it is the purpose of this code to list certain offenses that, if committed by a student, will result in the imposition of a certain disciplinary action preceded by a principal/student conference. Any conduct not included herein, or an aggravated circumstance of any offense or an action involving a combination of offenses, may result in disciplinary consequences that extend beyond this code of conduct as determined by the principal, superintendent and/or Board of Education. In extraordinary circumstances where the minimum consequence is judged by the superintendent or designee to be manifestly unfair or not in the interest of the district, the superintendent, or designee may reduce the consequences listed in this policy, as allowed by law. This code includes, but is not necessarily limited to, acts of students on school property, including playgrounds, parking lots and school transportation, or at a school activity, whether on or off school property. The number of days assigned for ISS or any type of detention will be at the discretion of the principal unless the number is specified in the following table.

### **DISCIPLINE GUIDELINES**

ISS = In-School Suspension    OSS = Out-of-school Suspension

5HD = Lunch Detention

BSD/ASD = Before/After School Detention (7:15 a.m. -7:55 a.m. or 3:20 p.m. – 4 p.m.)

SSD = Saturday school detention (8:00 a.m. – 12 p.m.)

**BEHAVIOR MANAGEMENT PLAN**

LEVEL 1	LEVEL 2	LEVEL 3	LEVEL 4	LEVEL 5
<p><b>DETENTION</b></p> <p>NO PASS WHILE IN HALL DURING CLASS</p> <p>GENERAL MISCONDUCT</p> <p>INNAPPROPRIATE HORSEPLAY</p> <p>UNPREPARED FOR CLASS BOOK, PAPER, PEN, PENCIL, &amp; COMPLETED ASSIGNMENT</p> <p>INAPPROPRIATE DRESS OR CLOTHING</p> <p>PUBLIC DISPLAY OF AFFECTION</p> <p>TARDIES AFTER FINALS</p>	<p><b>1 DAY ALT. EDUCATIONAL SETTING (ISS)</b></p> <p>VERBAL ABUSE TO STUDENT OF A THREATENING NATURE</p> <p>DISRESPECTFUL ACTION TO STUDENTS, STAFF, OR SCHOOL PROPERTY</p> <p>CUSSING AT STAFF OR STUDENT</p> <p>2<sup>ND</sup> TIME OFFENDERS OF LEVEL 1</p> <p>LEAVING SCHOOL WITHOUT PERMISSION</p> <p>ACADEMIC DISHONESTY 2<sup>ND</sup> OFFENSE</p>	<p><b>3 DAYS AES (ISS)</b></p> <p><u>POSSESSION</u> OF TOBACCO PRODUCT</p> <p>3<sup>RD</sup> TIME OFFENDERS OF LEVEL 1</p> <p><b>1-2 DAYS SATURDAY SCHOOL</b></p> <p>REPEAT OFFENDERS OR FAILURE TO SERVE LEVELS 1-3</p>	<p><b>1-5 DAYS OUT-OF-SCHOOL SUSPENSION (OSS)</b></p> <p><u>USE</u> OF TOBACCO PRODUCT</p> <p>PHYSICAL ATTACK WITH THE INTENT TO DO BODILY HARM</p> <p>THEFT</p> <p>VANDALISM</p> <p>VERBAL ABUSE/INTIMIDATION OF A STAFF MEMBER</p> <p>HARASSMENT OF STAFF OR STUDENT</p> <p>SEXUAL HARASSMENT</p>	<p><b>1-10 DAYS REFERRAL TO SUPERINTENDENT FOR FURTHER ACTION</b></p> <p>ILLEGAL WEAPONS/ WEAPONS</p> <p>PHYSICAL ABUSE/ATTACK OF STAFF MEMBER</p> <p>ARSON</p> <p>TAMPERING WITH A FIRE EXTINGUISHER</p> <p>OR OTHER AREAS LISTED IN HANDBOOK AS CRIMINAL ACTIONS</p> <p>POSESSION OF ILLEGAL DRUGS OR ALCOHAL AT SCHOOL OR SCHOOL EVENT</p>

A conference with the principal and or a warning where applicable will be used first when appropriate, followed by using the plan above for subsequent offenses.

**DUE TO THE SEVERITY OF THE OFFENSE STUDENTS MAY BE PLACED AT A HIGHER LEVEL.**

THE BUILDING PRINCIPAL IS RESPONSIBLE FOR THE DEVELOPMENT OF ADDITIONAL REGULATIONS AND PROCEDURES REGARDING STUDENT CONDUCT NEEDED TO MAINTAIN PROPER BEHAVIOR IN SCHOOLS UNDER THEIR SUPERVISION. ANY ADDITIONAL REGULATIONS OR DEVIATIONS FROM DISCIPLINE STATED ABOVE WILL BE IN STRICT ACCORDANCE WITH THE BOARD POLICY JG-R "STUDENT DISCIPLINE."

**Any time a referral warrants formal disciplinary action more serious than detention, a reasonable effort will be made by the principal to contact the parent or guardian by written notice delivered by the student, through the mail, or by direct e-mail or telephone contact.**

A principal, by virtue of their training and position in the school district, may initiate any of the five Levels of the Behavior Management plan for the following infractions of school rules. It is understood that misconduct can not be categorized in so few categories, thereby if a situation occurs concerning student conduct that has not been listed in this policy, it is the responsibility of the principal to determine the appropriate punishment.

1. Assault---either physical or threatened.
2. Fighting on school grounds or at a time when the student is under the jurisdiction of the school authorities.
3. Destruction or theft of school, staff, or student property.
4. Gross disrespect such as profanity, disobedience, or such acts toward teachers, school officials, or other school employees.
5. Continuing behavior that seriously interferes with class work or the activities of the school.
6. Lovemaking, petting, or continuous amorous behavior at school or during the time that the student is under school jurisdiction, including away games and activities.
7. Possession of or use of tobacco, alcohol, or drugs while under the jurisdiction of the school.
8. Possession of weapons at school or school sponsored activities. Examples of weapons (knives, guns, metal knuckles, fireworks, or explosives).
9. Attending school or a school activity while under the influence of a controlled substance, alcoholic beverages, or substances represented to be such.
10. Extortion with the intent of obtaining anything of value from a student.
11. False alarm.
12. Careless driving on or near the school premises.
13. Use of language that is disparaging or demeaning to harass or injure other people.
14. A student may also be disciplined on a step for misbehavior while participating in or attending an extra curricular event. (i.e. Unsportsmanlike conduct, fighting, use of profanity, or the deliberate causing of serious injury to another person, or gross disrespect demonstrated toward officials or others attending the event.)

Each of these afore mentioned infractions may vary in degree. It is the responsibility of the principal by virtue of his training to ascertain the situation and act accordingly within the framework of the FIVE step disciplinary code.

**In-School and Out-of-School Suspension Requirement**

All students who are suspended or expelled, regardless of the reason, are prohibited from participating in or attending any district-sponsored activity, or being on or near district property or the location of any district activity for any reason, unless permission is granted by the administration. In addition, the district may prohibit students from participating in activities or restrict a student's access to district property as a disciplinary consequence, even if a student is not suspended or expelled from school, if appropriate.

A student who is suspended out of school for a period of time may request homework and have someone other than themselves pick up this homework. All homework will be due the day the student is eligible to return to school, and any tests missed during the period of suspension must be made up at the convenience of the instructor.

In accordance with law, any student who is suspended for any offenses listed in § 160.261, RSMo., or any act of violence or drug-related activity defined by policy JGF as a serious violation of school discipline, shall not be allowed to be within 1,000 feet of any district property or any activity of the district, regardless of whether the activity takes place on district property, unless one (1) of the following conditions exist: the student is under the direct supervision of the student's parent, legal guardian, custodian or another adult designated in advance, in writing, to the principal by the student's parent, legal guardian, or custodian, and the superintendent has authorized the student to be on district property. The student is enrolled in and attending an alternative school that is located within 1,000 feet of a public school in the district. The student resides within 1,000 feet of a public school in the district and is on the property of his or her residence.

IEP regulations and due process procedures, applicable to suspensions, removal, or expulsion of students from public schools under state law, shall be afforded in accordance with policy JGD, Student Suspension and Expulsion.

#### **Automobile/Vehicle Expectations**

1. All vehicles driven to school by any student must be legally registered and licensed by the State of Missouri, and drivers must operate vehicles with a valid license.
2. Vehicles driven to school must also be registered with the HS office by completing the proper paperwork before being allowed to drive to and from or on campus.
3. Students should only ENTER AND EXIT the east parking lot USING THE FAR EAST DRIVEWAY during the school day unless permission is granted from the office.
4. Students will be expected to be safe and courteous drivers and obey all Missouri traffic laws.
5. Driving on and/or over parking stops is considered inappropriate.
6. Sitting in cars before and during school is not permitted.
7. Student parking is available in certain designated areas marked by a RED parking stop.
8. The front, back, and a section of the east parking lots are reserved for staff and visitors.
9. Students parking in the back during athletic practices and events are expected to use caution and park only in designated areas.

#### **RULES AND SAFETY REGULATIONS FOR STUDENTS RIDING THE BUSES**

The bus driver is in charge of the students on the bus and all rules and safety regulations will be explained accordingly. The driver will assign a seat for which the student will be responsible. All rules and regulations stated by the Durham Bus Company will be followed in strict accordance, and students are responsible for proper behavior at all times. Students will notify the office or bus company when the need arises to change bus stops. Students should have prior written permission from the parents, approved by the principal and the bus company, before a student will be allowed to board or disembark from the bus at any other location than their assigned authorized stop or the school.

#### **BUS DISCIPLINE**

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:

**First Offense:** Conference with student; verbal warning given or possible suspension from the bus.

**Second Offense:** Minimum of 3 days suspension from the bus and possible school discipline.

**Third Offense:** 5 days suspension from the bus and possible school discipline.

**Fourth Offense:** 10 days suspension from the bus and possible school discipline.

**Additional Offense:** Permanent expulsion from the bus and possible school discipline.

Students riding the bus for activity trips or any field trips will be responsible for all bus riding regulations and rules. 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 will be taken:

**First Offense:** Referred to student code of conduct for Disrespectful/Disruptive Conduct and/or Speech and suspension for the next trip the student is eligible to attend

**Second Offense:** Suspension of activity/trip bus riding privileges for 30 days

**Third Offense:** Suspension of activity/trip bus riding privileges for one calendar year

**Fourth Offense:** Permanent suspension of activity/bus riding privileges

### **Care of Building and Equipment**

To destroy, mark, or disfigure the equipment or property (vandalism) of the school is a public law violation. Anyone violating this law will be held responsible for such acts and must replace or pay for the damages. If these acts are committed by a juvenile, the parents/guardians are responsible for the damages as per state law. If an act of negligence results in damage to school property, the student or parents/guardian will be held financially responsible for the repair or replacement of the school property damaged. A general rule of thumb is if you make the mess clean it up or get help doing so. Do not just leave a mess you made for someone else to clean. Our custodial staff is here to clean and maintain the building, not clean up after your unnecessary or accidental messes.

### **Leaving the School Grounds**

A student that finds it necessary to leave the school grounds during the day must obtain permission from the office and their parent/guardian prior to leaving. Students leaving the school grounds without permission will be disciplined according to truancy provisions. Students failing to follow the above procedure will be subject to the Behavior Management plan.

### **Security Cameras**

Surveillance cameras are located throughout the building and school property and record 24 hours a day.

### **Sexual Harassment of Students**

Sexual harassment of students of either sex by employees or other students of the opposite or same sex is strictly prohibited in the school district. For purposes of sexual harassment and sexual discrimination policies only, an employee includes any person enrolled in the school district or in district instructional programs. Sexual harassment is defined as sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature made by a member of the school staff to a student or made by any student to another student when:

Submission to such conduct is made either explicitly a term or condition of a student's academic status or progress; or

Submission to or rejection of such conduct by a student is used as the basis for evaluating the student's performance within a course of study or other school-related activity; or

Such conduct has the purpose or effect of interfering with a student's educational performance or creating an intimidating, hostile, or offensive educational environment.

Such conduct has the effect of favoring another student.

Whether a student voluntarily submits to sexual advances or requests is irrelevant for purposes of the policy. Sexual harassment of a student by an employee or another student may include such things as sexually oriented jokes, remarks, cartoons, pictures, or letters; pressure for sexual activity whether written, verbal, or through physical gestures; and physical contact such as patting or pinching.

Students who believe they have been victims of or have witnessed sexual harassment should report the incident(s) to any teacher, guidance counselor, or school administrator. The staff member who receives the complaint shall promptly inform the administrator who is designated to investigate such reports, or the next level administrator who is not the subject of the complaint. There will be no adverse action taken against a person for making a complaint of sexual harassment when the complainant honestly believes sexual harassment has occurred or is occurring or for participating in or cooperating with an investigation. Adverse action would include any form of intimidation, reprisal, or harassment such as suspension, expulsion, termination, and change in educational conditions, loss of privileges or benefits, or other disciplinary action. Any individual who retaliates against any employee or student who reports, testifies, assists, or participates in an investigation or hearing relating to a sexual harassment complainant will be subject to discipline.

The appropriate administrator shall provide for a thorough, prompt investigation of the incident, and the investigation and written report shall be completed within a reasonable period of time. The district shall take disciplinary action where appropriate, up to and including suspension and/or expulsion of the student or suspension and/or termination of the employee, in order to ensure that further sexual harassment does not occur. No person who is the subject of a complaint shall conduct such an investigation. If the superintendent is the subject of the complaint, an individual authorized by the board will conduct an investigation. Any student found to have violated this policy by committing an act of sexual harassment or retaliating against a complainant or participant in the investigation shall be subject to disciplinary action including, but not limited to, suspension and expulsion. Confidentiality will be preserved consistent with applicable laws and the responsibility to investigate and address such complaints. If investigation of a student complaint results in reasonable cause to suspect that the student has been subjected to abuse or neglect, the matter will be reported in accordance with Board policy. Students who believe that their complaint has not been satisfactorily resolved may fill out a Grievance Form at the appropriate level

Publications disseminated to the employees and students will inform them of this policy.

Employees of the school district can substitute employee for student in policy text as this policy applies to all students and personnel.

## **Activities Information**

### **Title IX**

The North Andrew R-VI School complies with all Title IX policies. All courses offered in the North Andrew R-VI School are open to any interested student, assuming all prerequisites have been met. Some classes will have a limit to the number of students allowed to enroll. In such cases, seniority and a student's GPA will be used to determine priority. If any person feels that a formal grievance should be filed concerning these policies, the contact person is the secondary principal.

## **PHILOSOPHY FOR EXTRACURRICULAR ACTIVITY**

The extracurricular activities at the North Andrew R-VI School District are closely coordinated with the highest possible level of academic excellence. Participation by a student in the extracurricular activities should aid the students' growth in all related areas and should improve the academic pursuit of excellence. Students will be encouraged to participate in activities and provide leadership among the student body. North Andrew will have the responsibility to encourage a student to secure the best record he/she can achieve, while seeking the outer limits of their capabilities. The safety and well-being of the students, while participating in extracurricular activities, is a serious responsibility and will be made a priority. The sponsors of activities have the responsibility to train students in sportsmanship, in motivation, in self-discipline, in loyalty, in leadership, in

extra effort, in the development of a positive attitude, and in individual self-esteem. Team activities will be designed to teach young people how to work together to accomplish a positive and successful result.

The aims and objectives of the middle school and sub-varsity activities are different from the aims and objectives of the varsity activities. In all middle school and sub-varsity activities, the emphasis should be on skill development and participation. As in all aspects of education, students do not progress at the same rate. Therefore, care must be taken that the varying skill levels of all students are considered. While it may be difficult for all members of the squad to participate equally in contests or practices, an athlete at this level should have the fullest opportunity to develop himself or herself as a person. Varsity level activities are for those students who have demonstrated the most skill and best attitude. The objective of varsity level activities is to successfully compete in interscholastic competition. At all levels, sportsmanship shall be promoted and encouraged. Fair play, courtesy, generosity, and self-control shall not be sacrificed in the desire to win.

### **SPORTSMANSHIP & CITIZENSHIP**

Sportsmanship and citizenship are critical elements to a successful Activities Department at North Andrew and we expect our student-athletes to maintain the highest level possible in each of these areas. All sportsmanship and citizenship guidelines and expectations are outlined in our Activities Handbook that each student and parent will be given access to and will sign a pledge to uphold. Students are expected to follow bus safety regulations and rules accordingly and may be disciplined according to guidelines previously stated in this handbook.

### **USE AND/OR POSSESSION OF TOBACCO, ALCOHOL, AND DRUGS**

All activities and athletics that are co-curricular at North Andrew will abide by the same standards and expectations for abiding by the policy on use and/or possession of tobacco, alcohol, and drugs. These criteria below will be followed as reported to and investigated by North Andrew administration.

**FIRST OFFENSE: Suspended in accordance with the MSHSAA citizenship criteria and 30 activity participation days**

**SECOND OFFENSE: Suspension for (180) one hundred eighty school days from all activities and practices**

**THIRD OFFENSE: Permanent suspension from activities**

All offenses shall be reported to the activities director to be kept in the permanent records. These rules become effective and apply at any grade level that North Andrew Middle School/High School offers in any MSHSSA sponsored activity. (Grades 7-12)

### **HS ATHLETICS**

The following activities are governed by the **Missouri State High School Activities Association (MSHSAA)** and are offered for students at North Andrew High School.

(8-man) Football .....	Fall	Wrestling.....	Fall/Winter
Girls Softball.....	Fall	Scholar Bowl.....	Winter
Girls Cross Country.....	Fall	Instrumental/Vocal Music....	Winter/Spring
Boys Cross Country.....	Fall	Girls Track .....	Spring
Cheerleading .....	Fall/Winter	Boys Track .....	Spring
Girls Basketball.....	Fall/Winter	Baseball .....	Spring
Boys Basketball.....	Fall/Winter		

Activities, clubs, organizations, and events not directly governed by MSHSAA will follow the guidelines set forth in this Student Handbook.

### **ATHLETIC REQUIREMENTS**

Those students who wish to participate on any athletic teams must have a valid physical form on file and a parent and student signed athletic pledge on file with the athletic director. A physical is good for one school

year. Physicals are provided at the school during the summer or at a local medical clinic for a nominal charge. Those wishing to use their own doctor can obtain a physical form from the athletic director or office. No player may practice until the physical form is complete. Proof of accident insurance is also required.

Students will also be required to be baseline tested for head injuries which are conducted by a certified physical trainer prior to participating in athletics. Students experiencing head injuries will be required to have a post-injury test as well as be cleared to participate by a doctor (documentation is required).

In addition to the eligibility standards of the school, the Missouri State High School Activities Association sets rules and regulations for particular high school sports. These will be communicated to the players by their coaches/sponsors.

### **INSURANCE**

The school sponsors a school accident insurance group plan. The Board also authorizes the expenditure of school funds to purchase medical insurance covering students while engaged in the extracurricular activities sponsored by the Missouri State High School Activities Association. All other supplemental/additional insurance is the responsibility of the parents/guardians of the student. Application forms are available in the office when needed.

### **MS ATHLETICS**

The following activities are governed by the **Missouri State High School Activities Association** (MSHSAA) and are offered for students at North Andrew Middle School.

(8-man) Football ..Fall	5-6 Scholar Bowl.....	Fall
Girls Softball.....Fall	7-8 Scholar Bowl.....	Winter
Cheerleading.....	Instrumental/VocalMusic...	Winter/Spring
Girls Basketball....Fall/Winter	Girls Track .....	Spring
Boys Basketball ...Fall/Winter	Boys Track.....	Spring
JH Wrestling .....		

Activities, clubs, organizations, and events not directly governed by MSHSAA will follow the guidelines set forth in this Student Handbook.

### **HS STUDENT ORGANIZATIONS AND ACTIVITIES**

- Student Council.....Elected by the student body and the faculty.
- Athletic Council.....Any student participating in any athletic sport offered at North Andrew.
- FFA .....Membership in the national FFA organization and open to students enrolled in agriculture classes.
- FCCLA.....Family, Career, and Community Leaders of America for Family and Consumer Science students.
- Instrumental Band.....Open to students enrolled in instrumental band class during the academic year.
- Vocal Music.....Open to students enrolled in vocal music classes and interested in music competition.
- NHS.....National Honor Society is an honor group of student selected on the basis of their individual achievements.
- Class Officers.....Elected to preside over class meetings and business by each class.
- Cheerleaders.....Elected by the student body, faculty, and a panel of independent judges to act as spirit leaders.
- School Musical.....Open to any student in school as a learning experience in dramatics and acting.



- Academic Team.....Open to any student in school who are interested in competing academically with other schools.
- Student Yearbook.....Approved after interview with Yearbook advisor.
- Flag Team .....Open to students who tryout and are selected by the assigned staff.

Organizational meetings may be scheduled from 2:55-3:15. **Priority will be determined by date signed up with the principal** or by need determined by the principal and sponsor. Unless class meetings are being held, **no more than one meeting should be conducted**. All other meetings should take place before school in a predetermined location. All meetings should be approved by the principal prior to scheduling them to avoid conflicts.

### **MIDDLE SCHOOL STUDENT ORGANIZATIONS AND ACTIVITIES**

- Student Council.....Elected by the student body and faculty.
- Instrumental Band.....Open to students enrolled in instrumental band class during the academic year.
- Vocal Music.....Open to students enrolled in vocal music classes and interested in music competition.
- Class Officers.....Elected to preside over class meetings and business by each class.
- Cheerleaders.....Elected by the student body, faculty, and a panel of independent judges to act as spirit leaders.
- Scholar Bowl.....Open to any students in school who are interested in competing academically with other schools and selected through tryouts by assigned staff.
- Flag Team .....Open to students who tryout and are selected by the assigned staff.
- Science Club..... Open to any student in grades 6-8 interested in enrichment in science.

### **MS Coaches/Sponsors/Advisors**

<b>Technology Coordinator</b>	<b>Mr. Jeff Walker</b>
<b>MS Student Council Advisor</b>	<b>Mrs. Tricia Anderson</b>
<b>Scholar Bowl Team Coach</b>	<b>Mrs. Erica Wheeler &amp; Mr. Brian Wiedmer</b>
<b>Instrumental Music Director</b>	<b>Mr. Stephen Till</b>
<b>Flags Sponsor</b>	<b>Mrs. Mary Ann Lamme</b>
<b>Vocal Music Director</b>	<b>Miss. Brittany Clary</b>
<b>JH Cheerleader Sponsor</b>	<b>Mrs. Mary Ann Lamme</b>
<b>Girls JH Head Softball Coach</b>	<b>Mrs. Chantri Todd</b>
<b>Girls JH Assistant Softball Coach</b>	<b>Mrs. Tricia Anderson</b>
<b>Boys JH Head Football Coach</b>	<b>Mr. Travis Shadrach</b>
<b>Boys JH Assistant Football Coach</b>	<b>Mr. Keaton Hawkins</b>
<b>Girls and Boys JH Cross Country Coach</b>	<b>Mrs. Kelly Sybert</b>
<b>Girls JH Head Basketball Coach</b>	<b>Mr. Zach Weston</b>
<b>Girls JH Assistant Basketball Coach</b>	<b>Mr. Tim Roush</b>
<b>Boys JH Head Basketball Coach</b>	<b>Mr. Wade Bryson</b>
<b>Boys JH Assistant Basketball Coach</b>	<b>Mr. Colby Atkins</b>
<b>JH Wrestling Coach</b>	<b>Mr. Travis Shadrach</b>
<b>Girls and Boys Head Track Coach</b>	<b>Mr. Jonathan Schoonover</b>
<b>Girls and Boys Assistant Track Coach</b>	<b>Mrs. Kelly Sybert</b>

**HS Coaches/Sponsors/Advisors**

9th Grade Sponsor.....	Mrs. Nancy Archer and Mr. Jeff Walker
10th Grade Sponsor.....	Mr. Tony Haist and Mrs. Tricia Anderson
11th Grade Sponsor.....	Mr. Brian Weidmer and Mrs. Stephanie Madison
12th Grade Sponsor.....	Mrs. Cindy Cook and Mrs. Farrah Seckel
HS Student Council Advisor.....	Mrs. Dana Black and Mr. Brian Wiedmer
Activities Director.....	Mr. Del Morley
All-School Musical Director.....	Mrs. Erica Wheeler & Mr. Stephen Till
Athletic Council Advisor .....	Mr. Del Morley
HS Cheerleader Sponsors .....	Mrs. Kim Shunk
FCCLA Advisor.....	Mrs. Donna Kothe
FFA Advisor .....	Mr. Edward Windsor
Instrumental Music Director .....	Mr. Stephen Till
Flags Sponsor.....	Mrs. Mary Ann Lamme
National Honor Society Advisor.....	Ms. Roseanna Graves
Scholar Bowl Head Coach .....	Mrs. Nancy Archer
Scholar Bowl Asst. Coach .....	Mr. Brian Wiedmer
Vocal Music Director.....	Miss. Brittany Clary
Yearbook Sponsor.....	Mr. Zach Weston

HS Girls Head Softball Coach ..... Mr. Todd Simmons  
 HS Girls Assistant Softball Coach..... Mrs. Farrah Seckel  
 HS Head Football Coach ..... Mr. Jonathan Schoonover  
 HS Assistant Football Coach ..... Mr. Jon Schnoover  
 ..... And Mr. Guy Speckman  
 HS Girls Head Basketball Coach..... Mr. Mark McDaniel  
 HS Girls Assistant Basketball Coach..... Mr. Tim Roush  
 HS Boys Head Basketball Coach..... Mr. Del Morley  
 HS Boys Assistant Basketball Coach ..... Mr. Zach Weston  
 HS Wrestling Coach ..... Mr. Travis Shadrach  
 HS Girls & Boys Head Track Coach ..... Mr. Wade Bryson  
 HS Girls & Boys Assistant Track Coach..... ???  
 HS Girls & Boys Cross Country Coach..... Mrs. Kelly Sybert

**Our Mission...**

We will accept the role of being life-long learners in our school and expect every student to learn to their highest potential level. Students will learn within their content or subject level taken and also learn how to become accountable and responsible citizens within today’s society.

**Student Information**

**Breakfast and Lunch**

The North Andrew School District serves hot breakfast and hot lunch for grades 6-12. Breakfast is served from 7:40-7:59 a.m. North Andrew has a closed meal policy, so students may not leave school for breakfast or lunch. The lunch schedule is set by the administration. Students may have assigned seating at certain tables and, if so, are expected to sit in designated areas. Students may visit quietly while eating and are expected to stay in their seats until dismissed by the bell or supervisor. Good manners are a must. Students may be assigned to assist with basic table cleaning at the end of their lunch period. Students who do not follow the cafeteria rules may lose privileges and/or may be assigned to restricted lunch.

Reduced Breakfast: .30¢      Full Breakfast: K-12 \$1.60 Adults \$1.85  
 Reduced Lunch: .40¢      Full Lunch:    MS \$2.35 HS \$2.45 Adult \$2.90

Applications for reduced or free meal pricing will be sent home with students at registration or on the first day of school. All parents are encouraged to complete an application form so that

students have the opportunity to enjoy balanced meals at the lowest cost. One form per family is sufficient.

### **Pictures**

Pictures will be taken during the school year. Notices will be sent home and put on Facebook before the pictures are to be taken. Parents may purchase the pictures if they so desire.

### **Class Parties**

Please do not plan any parties or food in the class room without **prior** approval. All class parties must be approved by the principal prior to the proposed event.

### **Physical Education Excuses**

All students are expected to take and participate in physical education classes to learn about and then lead a healthy lifestyle by exercising and participating in that class's activities. To be excused from participation in P.E., students must have a doctor's excuse listing specific reason for a long-term excuse and a parent phone call listing the specific reason for the excuse. Students who do not dress out will be expected to complete a paper assignment given to them by the teacher to make up for not participating. Any student who has more than 8 no dresses in a quarter may fail that quarter. Students may make up a no dress by running a quarter of a mile for each miss until they have less than 9. All students are expected to clean out and take home their clothes and towels to be washed at least every Friday. Students are not to keep textbooks or Chromebooks/Laptops in their gym lockers, as books and wetness do not mix well. Students should have appropriate dress, shoes, and a towel for each day of class. Students are expected to shower after each class unless they have P.E. 2 hours in a row or have practice right after last hour P.E.

### **Library**

The library will be used as a library and sometimes as a study hall. If a student abuses the library in any way: e.g. talking out loud repeatedly, being belligerent with the librarian, having too many books overdue, destroying books, or creating any kind of a disturbance, he/she may have all library privileges taken away. Rules set up by the librarian are to be observed.

### **Public Notices**

#### **Notice of Nondiscrimination Policy**

As per board of Education policy, applicants for admission and employment, students, parents of elementary and secondary school students, sources of referral of applicants for admission and employment, and all unions of professional organizations holding collective bargaining or professional agreements with North Andrew R-VI Schools are hereby notified that this institution does not discriminate on the basis of race, color, national origin, sex, age, or handicap in admission/access to or treatment/employment in its programs and activities.

Any person having inquiries concerning the North Andrew R-VI Schools' compliance with the regulations implementing Title VI, Title IX, or Section 504 coordinator, who have been designated to coordinate the institution's efforts to comply with the regulations implementing Title VI, Title IX, and Section 504.

Any person may also contact the Assistant Secretary for Civil Rights, U.S. Department of Education, regarding the institutions compliance with the regulations implementing Title VI, Title IX, or Section 504.

### **JURISDICTIONAL STATEMENT**

This handbook is an extension of board policy and is a reflection of the goals and objectives of the school. The board, administration, and staff expect students to conduct themselves in a manner befitting their age level and maturity and with respect and consideration for the rights of others. Students are expected to treat teachers, support staff members, students, visitors, and guests with respect and courtesy. Students may not use abusive language, profanity, or obscene gestures or language.

This handbook and school district policies, rules, and regulations are in effect while students are on school grounds, school district property, or property within the jurisdiction of the school district; while on school buses or vehicles, or chartered transportation; and while attending or engaged in school activities. This also applies to students while away from the school if the misconduct directly affects the good order, and efficient management and welfare of the school district or involves students or staff.

Students are expected to abide with school district policies. Students who fail to comply with these rules and regulations may be disciplined for conduct, which disrupts or interferes with the educational program. Disciplinary measures include, but are not limited to, removal from the classroom, detention, suspension, probation and expulsion. It may be applied to prohibition from participating in extra curricular activities. The consequences imposed will be based on the facts and circumstances surrounding the incident(s), the student's disciplinary record, and other extenuating situations.

The school reserves and retains the right to modify, eliminate, or establish school district policies, rules, and regulations as circumstances warrant, including those contained in this handbook. Students or parents with questions or comments are requested to contact school administrators for information about the current enforcement of policies. Updated 7-10-16