

WELCOME TO NORTH ANDREW HIGH SCHOOL HOME OF THE CARDINALS



STUDENT HANDBOOK 2011-12

This handbook has been prepared for your convenience by the student council and 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.

CARDINAL POSITIVE BEHAVIOR EXPECTATIONS

CARDINALS ARE:	All School Settings (Including Activity Trips and Events)	Classroom/Seminar/ Homeroom	Hallway/Cafeteria
Ready	<ul style="list-style-type: none"> • Arrive on time • Be ready to actively participate 	<ul style="list-style-type: none"> • Check-in to homeroom as soon as you arrive at school (before 8:12am) • After 8:12am, students should check-in at the office • 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 	<ul style="list-style-type: none"> • 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 3:16, 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
Respectful	<ul style="list-style-type: none"> • Honor yourself • Honor personal space • Use positive language with peers and adults • Appropriate volume when talking • Respond positively when spoken to • Use good manners 	<ul style="list-style-type: none"> • Actively listen • Relate discussion to classroom lesson topic • Honor classroom, work area, and materials 	<ul style="list-style-type: none"> • Treat all staff respectfully and graciously • Use appropriate volume
Responsible	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • 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

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.

North Andrew High School Cardinal Behavior Incentives

(Reviewed and revised 6/1/11)

The levels of incentives detailed below will be offered as a reward for the ALL of the following basic criteria:

- Students attend class regularly and on time**
- Students come with work completed on a daily basis**
- Students demonstrate good citizenship**
- Students maintain a specified level of academic progress**

The RED and WHITE lists are updated and posted every 3 week grade check in every high school classroom.

WHITE LEVEL

Missing assignments totals less than four (posted on GradeWatch)
No unexcused absences in the previous grade check period
No disciplinary referrals in the previous grade check period
No more than a total of eight (8) excused absences for the semester
Student maintains at least a 5.000 (C) GPA in all classes with no "F"s

PRIVILEGES GAINED

Outside lunch/Extended lunch period – 2nd shift (12:17pm)
Gym and drink/snack machine access after lunch
One homework pass to be used once in any two (2) classes

RED LEVEL

Missing assignment totals less than four (posted on GradeWatch)
No unexcused absences in the previous grade check period
No disciplinary referrals in the previous grade check period
No more than a total of four (4) excused absences for the semester
Be approved by vote of the faculty
Student maintains at least a 9.000 (B+) GPA in all classes
with no "D"s or "F"s

Outside lunch/Extended lunch period – 1st shift (12:12pm)
Gym and drink/snack machine access after lunch
Student lounge visitation rights
Preferred parking status
One homework pass to be used once in any four (4) classes
Free admission to designated activities/athletic events
Finals break – excused absence on last day of semester

Finals Incentives

- Students who have qualified for the RED list for all six (6) grade checks will be exempt from all finals at the end of the semester.
- Students who may have qualified for the RED and/or WHITE lists during the six (6) grade checks will be exempt from three (3) finals at the end of the semester.

Intervention Study Hall Qualifications

- When a student has more than three assignments on the Intervention List (checked at beginning of 5th hour), they will report to an assigned Intervention Study Hall.
- A student who is on the ineligible list at the beginning of a quarter will be referred to the Intervention Team and grades will be monitored by the student's homeroom teacher, during the first grade check period of the quarter.
- At grade check #1 of the quarter, if grades are unsatisfactory according to the eligibility standard, the student will be assigned a student and/or staff mentor to assist in getting grades improved and be required to report to Intervention Study Hall two days a week (Tuesdays and Thursdays) for the next grade check period or until grades are improved.
- At grade check #2 of the quarter, if grades are unsatisfactory according to the eligibility standard, the student will be assigned to intervention study hall every day until the grades are improved and will be recommended to attend after-school tutoring to bring the grades up to a satisfactory level.
- Students that do not meet eligibility standards by the beginning of the next quarter will be REQUIRED to attend after school tutoring as assigned by the Intervention Team and may be REQUIRED to attend intervention study hall for the rest of the semester if they have exceeded the absences listed below.
- Students who are required to go to Intervention Study Hall for more than six (6) days in a semester will begin to lose 2% each day from their grade in their assigned elective class (up to 10%). Once a student has missed 12 days from that 5th hour elective class, the student will lose the opportunity to earn elective credit for that semester and will be required to report to Intervention Study Hall for the remainder of the semester.

Credit Recovery Class Qualifications

- Students who are needing to recover any core class credit will be placed in one of the credit recovery classes during 5th hour to recover the credit
- Once a student finishes a half credit, the student may stay in the same classroom to recover another half credit upon teacher approval; otherwise the student will report to an assigned intervention seminar for the remainder of the semester.

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. Unauthorized visitors may be requested to leave the premises.

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 have approval by a 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.

DAILY ROUTINE

North Andrew operates on an eight period schedule. Classes will meet on a daily basis for 47 minutes throughout the entire school year. Students should arrive no earlier than 7:50 a.m. and report to their assigned homeroom. At this time they may obtain their breakfast card or stay to work on homework and get ready for the day. Classes begin at 8:15 a.m. and follow the schedule below until dismissal at 3:16 p.m.

Class Schedules		Lunch Schedules	
1st Hour	8:15 – 9:02	1 st HS Lunch Shift	12:12 – 12:46
2 nd Hour	9:05 – 9:52	2 nd HS Lunch Shift	12:17 – 12:46
3 rd Hour	9:55 – 10:42	3 rd HS Lunch Shift	12:23 – 12:46
4 th Hour	10:45 – 11:32		
5 th Hour (Lunch Hour)	11:35 – 12:46		
6 th Hour	12:49 – 1:36		
7 th Hour	1:39 – 2:26		
8 th Hour	2:29 – 3:16		

GENERAL INFORMATION

1. Students are not to be in the building before 7:50 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 in the principal's office. 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), on the bulletin board outside the office, and posted and/or read in the classroom during 3rd hour. High school students will report to the gym on the first day of each week at 9:50am for weekly announcements and 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. Any cellular phone that is used by a student and/or seen by a staff member anywhere else in the school building will be confiscated and secured in the office. Any other violations of this rule will be handled according to the student code of conduct.
7. Bulletin boards in the commons area are for school communication and community events. Any posters, signs, 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 is not allowed to be purchased until the lunch hour is over.** Pop and food are to be consumed in the commons area or hallway unless permission is granted by a teacher in a classroom. Pop may be kept in lockers in its original closed container from the machines and not taken to the gym at any time. 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 1st hour each day and will be received as students receive their hot lunches.

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. Pop or juice may be kept in their locker in their original closed containers from the machine. 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 \$6.00. 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.

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. Records will not be transferred unless this procedure is followed. 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 7 units of credit each year. Students may earn an 8th credit in an elective class during 5th hour. Students are encouraged to identify a career pathway with the counselor and take classes that will work toward that career pathway.

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</u>
<u>Graduate</u>	18	12	6	26

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.

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. 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 approval by the principal.

ACADEMIC POLICY GRADING SYSTEM

Grade cards will be issued quarterly with grades based on A B C D F system. Excessive absences could result in no credit or loss of credit. 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 =	11 Points	B =	8	C =	5	D =	2
A- =	10	B- =	7	C- =	4	D- =	1
B+ =	9	C+ =	6	D+ =	3	F =	0

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. MID TERM PROGRESS REPORTS are issued **every three weeks** to ALL students and be available online through LUMENS gradebook (click on the "Lumen Gradebook" link, login with username and password, and go to "EZ Start" to select the "parent/student portal") 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 gradebook. Parents will receive a notification if a student is not meeting the eligibility standard at each grade check.

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. 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 2nd 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.

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 10.000 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 an 8.000 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 8.5000 must be achieved and maintained to be recommended to the faculty selection committee who nominate inductees that achieve and display great service, character, and leadership characteristics.

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	11.00	12.10	13.20	14.30	15.40	16.50
A-	10.00	11.00	12.00	13.00	14.00	15.00
B+	9.00	9.90	10.60	11.70	12.60	13.50
B	8.00	8.80	9.60	10.40	11.20	12.00
B-	7.00	7.70	8.40	9.10	9.80	10.50
C+	6.00	6.60	7.20	7.80	8.40	9.00
C	5.00	5.50	6.00	6.50	7.00	7.50
C-	4.00	4.40	4.80	5.20	5.60	6.00
D+	3.00	3.30	3.60	3.90	4.20	4.50
D	2.00	2.20	2.40	2.60	2.80	3.00
D-	1.00	1.10	1.20	1.30	1.40	1.50

Student achievement shall be ranked on an 11.0 scale with 11 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 14.30 (instead of 11.00). 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

<u>DISCIPLINE</u>	<u>DESCRIPTION</u>	<u>GRADE</u>	<u>WEIGHT</u>
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
Social Studies	DC Archaeology (on-line)	11 or 12	1.4
Social Studies	DC American Government (on-line)	11 or 12	1.4
Social Studies	DC American History (on-line)	11 or 12	1.4
Business	DC Accounting (on-line)	11 or 12	1.4
Math	Algebra I	9 – 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	Environmental Science	11 or 12	1.2
Science	Genetics/Anatomy/Physiology	11 or 12	1.3
Science	Zoology	11 or 12	1.3
Science	Physical Science	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 App.	11 or 12	1.3

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	

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 9.000 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.
- Practical Arts Electives are courses in Computers, Shop, Family and Consumer Science, Vocational Training, and Agriculture.
- Elective credits in Agriculture, Band, FACS, Shop, and Student Council can be earned by attending class during the 5th hour seminar period. After a student is in the intervention study hall room more than six (6) days in a semester, they will begin to lose 2% each day from their grade in their assigned elective class. After missing the elective class for twelve (12) days in a semester, the student will forfeit the opportunity to gain an elective credit in any one of these classes until the next semester. The student will stay in the intervention study hall room through the end of the semester.
- Any student that is in need of recovering credit in a communication arts, math, science, or social studies class, will be placed in a credit recovery class during 5th hour of the day. The student will need to stay in this class for at least 40 days/class periods and until all required work is completed. The student may then be placed in a different credit recovery class or be assigned an intervention study hall room for the remainder of the semester.
- Required classes are Algebra I or Applied Algebra and Integrated Math Applications, English I, English II, Health Education, Civics, American History I and 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 Northwest Technical School.
- Students can earn a full embedded science credit for completing a one year, three (3) credit sequence in the nursing program at Northwest 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.
- Dual credit offerings available: Advanced Composition (NWMSU), Advanced Computer Applications (NWMSU), Chemistry (MWSU), College Algebra (MWSU-online), Archaeology (MWSU-online), Sociology (MWSU-online); Psychology, Sociology, Accounting, American Government, American History, World History (Peru State – online)
- Online class offerings can be taken through North Andrew's OdysseyWare Program and University of Missouri High School for credit recovery or elective credit. 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 8.000 GPA in their core classes in the previous two semesters. Due to the fact that elective credit on-line classes are a normal part of a student's schedule, eligibility or ineligibility is 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 must be a senior with a B average or higher, enrolled in a minimum of 4 academic hours, and who will meet all graduation requirements by the time he/she desires to graduate. If the student wishes to attend an institution of learning (college, university, technical school) part-time, he/she must first submit a written application outlining a plan to the school administration and then to the Board of Education at its next regular meeting. This student would not be eligible to hold a class or organizational office. If for any reason the student's enrollment in the other school is discontinued, full time attendance at North Andrew will be required. The student who wants part-time status for reasons other than schooling must also submit a written application to the administration and Board of Education stating his/her need and supporting information for part-time status. However, this student will not be eligible to hold office, to participate in extracurricular activities and contests, or to 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.

ATTENDANCE POLICY

The North Andrew R-VI School Board finds that regular school and class attendance is crucial to satisfactory achievement within the school’s curriculum, and that attendance has an independent academic value which examinations or other evaluations do not fully measure. Attendance also benefits a student academically. Consistent attendance by all students also has a profound positive effect on the district’s resources which in turn affects the quality of instruction and student achievement district-wide.

Attendance and participation are part of a successful learning experience, so students with more than eight (8) excused absences or any unexcused absences in any class in a semester will be issued an academic penalty in the form of grade reductions. Likewise, students who are in attendance for the specified amounts below will earn a grade increase at the end of the semester in each class as the percentage of attendance applies.

Semester Attendance Rate	Grade Increase
97%	3%
100%	5%

Semester Excused Absences	Semester Grade Reduction	Semester Unexcused Absences	Semester Grade Reduction
9	2%	1	4%
10	4%	2	8%
11	8%	3	16%
12	16%	4	32%
13	32%	5 +	50%
14 +	50%		

This academic penalty represents the participation portion of the student’s grade in the class he/she is absent and is intended as a deterrent to excessive absences. Academic consequences accumulate more quickly for unexcused absences, since they are completely avoidable. Penalties are cumulative so that a student with ten (10) excused absences and one (1) unexcused absence would be penalized eight (8) percent. Unexcused absences will not count in the excused total, so a student with six (6) excused absences and one (1) unexcused absence would only receive a 4% penalty.

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

Any student may reduce accrued absences by attending make-up study or counseling sessions (one (1) Saturday school detention or four (4) after-school detentions) scheduled by the building principal during non-instructional hours. The student must notify the building principal that he or she wishes to make-up attendance days, and the building principal will provide the student information on the next available session. Make-up sessions do not match the educational value of actual class attendance, so no student will be allowed to make up more than five (5) full day absences by attending make-up sessions unless approved by administration.

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.

Excused absences are listed below. Once a student has reached the excessive total of eight (8) excused absences in a semester, a review will be conducted by administration and any further excused absences that are deemed allowable will not apply to the grade reduction or make-up schedule listed above. Absences without reasons defined below are considered unexcused.

- 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 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 or written note 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

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 and students will be placed in Intervention Study Hall to complete their work in order to avoid a grade reduction for the work being turned in late. Students have two days upon their return to get work turned 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. Students will be attending Intervention Study Hall to finish tests unless otherwise approved by the teacher. After two days, it is up to the individual teachers' 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.

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

1. Parents or guardians are to call the school the morning of the absence or prior to the absence. Parents can send a note to school with a related student giving 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 9:00am if they would like the student's make-up work collected. It can be picked up after 3:00pm that same day.
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 parents name even with parents' 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 will count toward a possible grade reduction or the serving of make-up time during Saturday school detention (8:00am – 11:30am) or after school detention (3:20 pm – 4:15 pm).

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. Upon the third (3rd) unexcused tardy to a class, the student is to be referred to the principal's office for disciplinary action. Please refer to the table below to see the specific actions that will take place. If a student has accumulated at least six (6) tardies in a class, they will begin to lose credit in that particular class (see table below). Any student may reduce accrued tardies by attending make-up study sessions (after-school detentions or Saturday school detentions) scheduled by the building principal during non-instructional hours. The student must notify the building principal that he or she wishes to make-up the tardies, and the building principal will provide the student information on the next available session. Make-up sessions do not match the educational value of actual class attendance, so no student will be allowed to make up more than five (5) tardies by attending make-up sessions unless otherwise approved by administration.

Accumulated Semester Tardies	Semester Grade Reduction	Discipline Action Assigned/ Make-up Sessions Assigned
3	No grade reduction	2 days After School Detention
6	2%	2 days After School Detention
7	4%	4 days After School Detention
8	6%	1 Saturday School Detention
9	8%	2 Saturday School Detentions
10+	10%	3 Saturday School Detentions

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 Mr. Jackson or Ms. Delaney have 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.

GUIDELINES FOR DRESS

Each student is to dress appropriately and follow good grooming habits. A student's dress does have an effect on how others react, and therefore, on that student's behavior. Attire and hygiene are the student's responsibility. Hats are not to be worn in the building during the school day unless approved by administration or staff. Shorts worn in good taste are permissible year round. Skirts should be of mid-thigh length or longer. Shirts imprinted with obscene slang, tobacco advertisements, alcohol products, or drug references are not to be worn at school or school functions. Tank tops worn in good taste are permissible. Short tops and low jeans must be within reason and with no visible midriff. Clothing that is worn that expose any undergarments are not acceptable. Students representing North Andrew at extracurricular functions may be requested to wear particular dress on occasion. Proper dress is defined by the Board of Education policy and will be enforced accordingly.

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. Acquaint the guest with our school policies and rules.
3. Be responsible for the conduct of his/her guest.
4. Students are allowed to leave the dance at any time after they arrive, but may **not** re-enter after they leave.
5. Smoking, drinking, and drug policies are strictly enforced.
6. Dress is to be in accordance with the type of activity scheduled and compatible with the school dress regulations.

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.

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 during 5th hour (12:12pm – 12:46pm), after school hours (3:20 pm – 4:15 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. Corporal punishment in the form of paddling.
5. Expulsion from school for a designated length of time.
6. 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.

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 which, if committed by a student, will result in the imposition of a certain disciplinary action preceded by a principal/student conference. All referrals causing disciplinary action will result in a loss of privileges for at least one grade check period according to the CARDINAL BEHAVIOR INCENTIVES listed at the beginning of this handbook. 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 = 5th hour Lunch Detention (12:12pm – 12:46pm)
 ASD = After School Detention (3:20pm – 4:15pm)
 SSD = Saturday school detention (8:00am – 11:30am)

Board Policy Reference

Offense

1st Discipline Action

Additional Discipline Action

<u>Board Policy Reference</u>	<u>Offense</u>	<u>1st Discipline Action</u>	<u>Additional Discipline Action</u>
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.	Grade reduction (50%) or replacement assignment to be done in intervention study hall or before or after school with the teacher	No credit for the work, course failure, and/or removal from extracurricular activities.

Arson	Starting or attempting to start a fire	ASD, 1-180 days OSS, or expulsion. Restitution if appropriate.	1-180 days OSS or possible expulsion. Restitution if appropriate.
	Causing or attempting to cause an explosion.	1-180 days OSS, or expulsion. Restitution if appropriate.	45-180 days OSS or expulsion. Restitution if appropriate.
Assault	Attempting to cause injury to another person; placing a person in reasonable apprehension of imminent physical injury.	ASD, ISS	ISS, 1-180 days OSS or expulsion.
	Hitting and/or striking another person; physically injuring another student	ASD, ISS, 1-180 days OSS.	ISS, 1-180 days OSS or expulsion.
Automobile/Vehicle Misuse	Unsafe or uncourteous driving on or around school property, failure to move vehicle at the request of school officials, failure to follow directions given by school officials or failure to follow established rules for parking or driving on school property.	Suspension or revocation of parking privileges and ASD or 1-10 days OSS	Suspension or revocation of parking privileges, and ASD or 10-180 days OSS.
Bullying & Cyberbullying	Repeated and/or systematic intimidation, harassment and attacks on a student or multiple students perpetuated by individuals or groups, including but not limited to verbal taunts, name-calling, put-downs, threats, threats of retaliation for reporting such acts, sending or posting harmful or cruel text or images using the Internet or other digital communication devices	ASD, ISS	ISS, 1-180 days OSS or expulsion.
	Repeated and/or systematic intimidation, harassment and attacks on a student or multiple students perpetuated by individuals or groups including but not limited to physical violence, extortion or theft, damaging property, sending or posting materials that threaten or raise concerns about violence against others, suicide or self-harm.	ASD, ISS, or 1-180 days OSS	ISS, 1-180 days OSS or expulsion.
Dishonesty	Any act of lying, whether verbal or written, including forgery or improper completion of school required/related documents.	Nullification of forged document and ASD or 5HD	Nullification of forged document and ASD, SSD, and/or 1-10 days OSS
Disrespectful or Disruptive Conduct or Speech	Verbal, written, pictorial or symbolic language or gesture that is directed at any person that is in violation of district policy or is otherwise rude, vulgar, defiant, considered inappropriate in educational settings or that materially and substantially disrupts classroom work, school activities or school functions.	ASD, 5HD, or 1-10 days OSS	ASD, 1-180 days OSS, or expulsion
Drugs/Alcohol	Possession, sale, purchase, or distribution of any over-the-counter drug, herbal preparation or imitation drug or herbal preparation.	ISS or 1-10 days OSS	1-180 days out-of-school suspension or expulsion. Law will be notified.
	Possession of or attendance while under the influence of or soon after consuming any unauthorized prescription drug, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs, imitation controlled substances or drug-related paraphernalia, including controlled substances and illegal drugs.	1-180 days OSS. Law will be notified.	1-180 days OSS or expulsion. Law will be notified.

Drugs/Alcohol	Sale, purchase or distribution of any prescription drug, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs, imitation controlled substances or drug-related paraphernalia, including controlled substances and illegal drugs.	1-180 days OSS or expulsion. Law will be notified.	1-180 days OSS or expulsion. Law will be notified.
Extortion	Threatening or intimidating any person for the purpose of obtaining money or anything of value.	ASD, 5HD, or 1-10 days OSS	1-180 days OSS or expulsion
False Alarms	Tampering with emergency equipment, setting off false alarms, making false reports; communicating a threat or false report for the purpose of frightening, disturbing, disrupting or causing the evacuation of school personnel or closure of school property	Restitution. and ASD or 1-10 days OSS	Restitution and 1-180 days OSS or expulsion
Fighting	Fighting on school property in which both parties have contributed to the conflict either verbally or physically.	ASD, 5HD, or 1-10 days OSS	ASD, 1-180 days OSS or expulsion.
Gambling	Betting on an uncertain outcome, regardless of stakes; engaging in any game of chance or activity in which something of real or symbolic value may be won or lost. Gambling includes, but is not limited to, betting on outcomes of activities, assignments, contests and games.	ASD, 5HD	ASD, 5HD, or 1-10 days OSS
General Disruptive Conduct	Not reporting to ASD	5HD and additional day of ASD	Additional days of ASD, SSD or 1-5 days OSS
General Disruptive Conduct	Not reporting to Saturday school detention	5HD and one ASD	Additional days of SSD, 3-5 days OSS
Hazing	Any activity that a reasonable person believes would negatively impact the mental or physical health or safety of a student or put the student in a ridiculous, humiliating, stressful, or disconcerting position for the purposes of initiation, affiliation, admission, membership or maintenance of membership in any group, class, organization, club or athletic team	1-10 days OSS	1-180 days OSS or expulsion.
Incendiary Devices	Possessing, displaying or using matches, lighters or other devices used to start fires unless required as part of an educational exercise and supervised by district staff	Confiscation and ASD, 5HD	Confiscation and ASD, or 1-10 days OSS.
Public display of affection	Physical contact that is inappropriate for the school setting, including, but not limited to, kissing or groping.	5HD, ASD	5HD, ASD, 1-5 days OSS
Sexual Harassment (non-physical)	Use of unwelcome verbal, written or symbolic language based on gender or of a sexual nature that has the purpose of effect of unreasonably interfering with a student's educational environment or creates an intimidating, hostile or offensive educational environment.	ASD, ISS, 1-10 days OSS	ISS, 1-180 days OSS or expulsion.

Sexual Harassment (physical)	Use of unwelcome physical contact based on gender or of a sexual nature that has the purpose of effect of unreasonably interfering with a student's educational environment or creates an intimidating, hostile or offensive educational environment.	ISS, 1-180 days OSS	1-180 days OSS or expulsion.
Sexting and/or Possession of Sexually Explicit, Vulgar or Violent Material	Students may not possess or display, electronically or otherwise, sexually explicit, vulgar or violent material including, but not limited to, pornography or depictions of nudity, violence or explicit death or injury.	Confiscation (held for parent pickup), and ASD, 5HD, or 1-10 days OSS	Confiscation (held for parent pick-up) and ASD, ISS, 1-180 days OSS, or expulsion.
Technology Misconduct	Improper use of Internet account (gaming, chatting, improper email use, or in other unauthorized areas) or attempting, regardless of success, to gain unauthorized access to a technology system or information	Restitution if appropriate and loss of user privileges until ASD, 5HD, or 1-10 days OSS is served	Restitution if appropriate and loss of user privileges and 1-180 days OSS, or expulsion.
Technology Misconduct	Using, displaying, or turning on pagers, phones, personal digital assistants, personal laptops, or any other electronic communication devices during the regular school day, including instructional class time, class change time, breakfast, or lunch. Possession or use of toys, games, MP3 players and other electronic devices (other than mobile phones) that are not authorized for educational purposes.	Confiscation of device and held in the office for the remainder of the day and notification to parents before returning it to the student	Confiscation of the device and ASD or 1-10 days OSS; device will be held for the remainder of the school day and until parent has picked up the device and it will be checked into the principal each day until time served
Theft	Theft, attempted theft or knowing possession of stolen property.	Return of and/or restitution for property and ASD or 1-10 days OSS.	Return of and/or restitution for property and ASD, 1-180 days OSS or expulsion.
Threats or Verbal Assault	Verbal, written, pictorial or symbolic language or gestures that create a reasonable fear of physical injury or property damage to another student.	ASD, 5HD, 1-10 days OSS, or expulsion	ISS, 1-180 days OSS, or expulsion.
Tobacco	Use of any tobacco products on school grounds, school transportation, or at any school activity. Possession of any tobacco products on school grounds, school transportation, or at any school activity.	Confiscation of tobacco product, and ASD, 5HD, or 2-3 days OSS Confiscation of tobacco product and ASD or 5HD.	Confiscation of tobacco product and ASD, 3-10 days OSS with possible recommendation for substance abuse services Confiscation of tobacco product and ASD or 1-10 days OSS with possible recommendation for substance abuse services.
Truancy	Truancy: absence from school or any class without the knowledge and consent of parents/guardians and the administration or staff; excessive non-justifiable absences even with the consent of parents/guardians.	Automatic unexcused absence by attendance policy; ASD or SSD make-up sessions will need to be attended to avoid a grade reduction in that class	Automatic unexcused absence by attendance policy; SSD make-up sessions will need to be attended to avoid a grade reduction in that class

Unauthorized entry	Entering or assisting any other person to enter a district facility, office, locker, or other area that is locked or not open to the general public; entering or assisting any other person to enter a district facility through an unauthorized entrance; assisting unauthorized persons to enter a district facility through any entrance	ASD, 5HD, or 1-10 days OSS.	1-180 days OSS or expulsion
Vandalism	Any destruction or damage or attempt to destroy or damage real or personal property belonging to the school, staff, or students; this includes any graffiti.	Restitution and ASD, 1-180 days OSS, or expulsion.	Restitution and ASD, 1-180 days OSS, or expulsion.
Weapons	Possession or use of a firearm or any other device deemed as a dangerous weapon.	One calendar year OSS or expulsion, unless modified by the Board of Education upon recommendation of the superintendent.	Expulsion.
Weapons	Possession of any instrument or device which is customarily used for attack or defense against another person; any instrument or device used to inflict physical injury to another person.	ISS or 1-10 days OSS	10-180 days OSS or expulsion.
Weapons	Use of any instrument or device which is customarily used for attack or defense against another person; any instrument or device used to inflict physical injury to another person.	ISS, 1-180 days OSS, or expulsion.	10-180 days OSS or expulsion.

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 WILL BE IN STRICT ACCORDANCE WITH THE BOARD POLICY JG-R "STUDENT DISCIPLINE."

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.

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

1. Driver is in charge of the students on the bus.
2. The driver will assign a seat for which the student will be responsible.
3. Never stand in roadway while waiting on bus.
4. Drivers should not haul a person not regularly assigned to bus without prior consent.
5. Pre-school age children are not allowed on bus for regular routes.
6. Do not throw objects on bus.
7. Do not throw waste paper or rubbish or other materials on floor of the bus or at other passengers or driver.
8. Any damage to the bus is to be reported to the bus driver immediately.
9. The emergency doors shall be used only for emergency purposes.
10. Stay seated while the bus is in motion.
11. Sit quietly until the bus is completely stopped.
12. Keep arms and legs out of the aisle.
13. Put books and bundles where they cannot slide or fall. (Never on the edge of a seat or in the aisle.)
14. No glass containers allowed on bus.
15. Save homework and snacks for later. NO POP ON REGULAR ROUTE BUSES.
16. Talk softly to your neighbor. (No yelling or screaming.)
17. Get permission before opening a window.
18. Keep all objects including your arms and legs, inside the bus. (Never throw anything out.)
19. Do not lean against windows.
20. Be on time at your stop and load quickly.
21. Have large heavy objects, such as science projects, diagrams, etc. brought to school by some other means--not the bus.
22. Never smoke on the bus or chew tobacco on the bus.
23. Use only acceptable language, no obscene language, signs or gestures.
24. Leave arguments and disagreements off the bus and never resort to hitting or fighting.
25. Do not bring any live animals on the bus.
26. Treat bus equipment as you would valuable furniture at home. (Any damage to the bus or equipment must be paid by the responsible party.)
27. No harassment of other students or passengers, or drivers on the bus.

***No changing bus stops. (Students should have prior written permission from the parents, approved by the principal, 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.

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 wellbeing 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.

ELIGIBILITY

To remain eligible, a student must maintain satisfactory work in the classroom. Students who receive 3 "D"s or 1 "F" on his or her grade card at the end of the quarter will be declared ineligible for the next quarter. 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 st Quarter Grades	3 rd Quarter Grades
1 st Semester Grades	2 nd 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.

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 and courtwarming dances).
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 may be required to attend intervention seminar during 5th hour period each day of the week. 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.

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.

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)

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	Scholar Bowl.....	Winter
Girls Softball	Fall	Instrumental/Vocal Music....	Winter/Spring
Cheerleading.....	Fall/Winter	Girls Track.....	Spring
Girls Basketball	Fall/Winter	Boys Track.....	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.

STUDENT ORGANIZATIONS AND ACTIVITIES

Student Council	Elected by the student body and the faculty.
Athletic Council.....	Any student participating in any athletic sport offered here at North Andrew (listed above)
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 Play.....	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 Newspaper.....	Open to any students enrolled in the Student Council elective class during the academic year.
Student Yearbook.....	Open to any students enrolled in "Desktop Publishing" class during the academic year.
Flag Team.....	Open to students who tryout and are selected by the assigned staff.

Organizational and athletic team meetings will be scheduled from 11:20am to 11:40am. **Priority will be determined by date signed up in planner in the office** or by need determined by the principal and sponsor/coach. Unless class meetings are being held, **no more than two meetings should be conducted**. All other meetings should take place in homeroom time from 7:50am to 8:10am (sponsors/coaches may announce an earlier start time if needed).

NORTH ANDREW HIGH SCHOOL

Faculty and Support Staff

Mrs. Nancy Archer - 9-12 Communication Arts
Mr. Nate Boock – Computers/Tech. Coord/AD
Mrs. Jan Chambers – MS/HS office secretary
Mrs. Laura Chandler – Food Service
Mrs. Cindy Clements – 5-12 Instrumental Music
Mrs. Tracy Dudley - Custodian
Mr. Mark Falke – 9-12 Science
Ms. Roseanna Graves - Special Education
Mr. Tony Haist – 7-12 Industrial Technology
Mrs. Trudy Hare-Gay – K-12 Librarian
Mr. Rory Jackson – 6-12 Guidance Counselor
Mrs. Nancy Jenkins – K-12 Vocal Music
Mr. Seth Jenkins – 6-12 Comm. Arts
Mr. Dale Keller – Facility Maintenance
Mr. Kevin Konyha – 7-12 Business/Computers

Mrs. Donna Kothe – 9-12 Family & Consumer Sci.
Mrs. Bonnie Lance - K-12 Spanish
Ms. Megan Meyer - 9-12 Math
Mr. Billy Minschke – Custodian
Mrs. Willa Minschke – Custodian
Mrs. Kristin O’Callaghan – Food Service
Mrs. Tamara Pittman - Paraprofessional
Mrs. Heather Roberts – Nurses Office Assistant
Mr. Tim Roush - 9-12 Social Studies
Mrs. Reneé Schreck – K-12 Art
Mr. Michael Seufert – 6-8 Social Studies
Mrs. Kim Shunk – Food Service
Mr. Jeff Walker – K – 12 Physical Education
Mr. Ed Windsor – 7-12 Agricultural Education
Mrs. Amy Wolf – Algebra I

Coaches/Sponsors/Advisors

9th Grade Sponsor.....	Mr. Nate Boock and Mr. Edward Windsor
10th Grade Sponsor.....	Mr. Kevin Konyha and Ms. Megan Meyer
11th Grade Sponsor.....	Mr. Mark Falke and Mrs. Bonnie Lance
12th Grade Sponsor.....	Ms. Michelle Delaney and Ms. Roseanna Graves
HS Student Council Advisor.....	Mr. Seth Jenkins/Mrs. Bonnie Lance
Activities Director.....	Mr. Nate Boock
Academic Team Head Coach.....	Mrs. Nancy Archer
All-School Play Director.....	Mrs. Erica Wheeler
Athletic Council Advisor.....	Mr. Nate Boock
HS Cheerleader Sponsor.....	Mrs. Tammy Atkins
FCCLA Advisor.....	Mrs. Donna Kothe
FFA Advisor.....	Mr. Edward Windsor
Instrumental Music Director.....	Mrs. Cindy Clements
Flags Sponsor.....	Mrs. Mary Ann Lamme
National Honor Society Advisor.....	Ms. Roseanna Graves
Newspaper Sponsor.....	Mr. Seth Jenkins
Vocal Music Director.....	Mrs. Nancy Jenkins
Yearbook Sponsor.....	Mr. Kevin Konyha
HS Girls Head Softball Coach.....	Ms. Megan Meyer
HS Girls Assistant Softball Coach.....	Mrs. Nancy Archer
HS Head Football Coach.....	Mr. Michael Seufert
HS Assistant Football Coach.....	Mr. Ryan James
HS Girls Head Basketball Coach.....	Mr. Jeff Walker
HS Girls Assistant Basketball Coach.....	Mr. Tim Roush
HS Boys Head Basketball Coach.....	Mr. Rory Jackson
HS Boys Assistant Basketball Coach.....	Mr. Mark Falke
HS Girls & Boys Head Track Coach.....	Mr. Brad Nordquist
HS Girls & Boys Assistant Track Coach.....	Mr. Jeff Walker

Our Mission...

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