

# WELCOME TO NORTH ANDREW MIDDLE 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 Middle 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

| <b>CARDINALS ARE:</b> | <b>All School Settings</b>  | <b>Classroom/Seminar/<br/>Homeroom</b>   | <b>Hallway</b>   | <b>Cafeteria</b>  |
|-----------------------|---|--|--|---|
| <b>Prompt</b>         | <ul style="list-style-type: none"> <li>• Arrive on time and rested</li> <li>• Enter and exit appropriately</li> </ul>   | <ul style="list-style-type: none"> <li>• Be in the classroom by the time the bell rings</li> <li>• Report to homeroom upon entering the building in the morning to check-in and be counted for lunch</li> </ul>  | <ul style="list-style-type: none"> <li>• Use most direct route; go directly to next class</li> <li>• Use restroom and water fountain during passing time</li> </ul>  | <ul style="list-style-type: none"> <li>• Go directly to cafeteria at appropriate lunch time</li> </ul>  |
| <b>Prepared</b>       | <ul style="list-style-type: none"> <li>• Be ready to participate and learn</li> <li>• Know and follow school expectations</li> <li>• Dress appropriately at all times</li> </ul>  | <ul style="list-style-type: none"> <li>• Bring work materials</li> <li>• Be ready to work</li> <li>• Complete and use planner</li> </ul>   | <ul style="list-style-type: none"> <li>• Take care of yourself</li> <li>• Store backpacks and electronic devices in locker (from 8:00 to 3:16)</li> <li>• Carry supplies appropriately</li> </ul>  | <ul style="list-style-type: none"> <li>• Have money and/or card ready</li> <li>• Leave books/binders/supplies in locker</li> </ul>  |
| <b>Polite</b>         | <ul style="list-style-type: none"> <li>• Be considerate of all staff</li> <li>• Use "Mr.", "Mrs.", "Coach", etc. when addressing staff</li> <li>• Keep your hands and feet to self</li> <li>• Remain quiet and listen to presenters</li> <li>• Use appropriate personal space</li> <li>• Hats off in building during school</li> <li>• Use appropriate language and volume</li> </ul> | <ul style="list-style-type: none"> <li>• Raise your hand before speaking</li> <li>• Talk at appropriate times to appropriate people</li> <li>• Relate discussion to classroom topic</li> <li>• Listen while others are talking</li> </ul>  | <ul style="list-style-type: none"> <li>• Leave room for others to pass</li> <li>• Walk at all times and in an appropriate manner</li> <li>• Open and close locker gently</li> <li>• Help others when needed</li> <li>• Keep materials off floor</li> <li>• Take care of yourself</li> <li>• Be aware of people around you</li> </ul> | <ul style="list-style-type: none"> <li>• Stay in your place in line (in the order in which you left the seminar room)</li> <li>• Stay seated at table until teacher arrives</li> <li>• Use good manners</li> <li>• Be willing to help others</li> </ul> |
| <b>Productive</b>     | <ul style="list-style-type: none"> <li>• Remain seated</li> <li>• Keep hands and feet to self</li> <li>• Follow adult directions</li> </ul>   | <ul style="list-style-type: none"> <li>• Bring work materials</li> <li>• Be ready to work</li> <li>• Be an active learner</li> <li>• Complete and turn in all work on time</li> <li>• Work the entire class period as instructed</li> <li>• Fulfill your responsibility in groups</li> <li>• Use all support resources (e.g. teacher, seminar, homeroom, tutoring)</li> <li>• Stay in seat or assigned work area</li> <li>• Complete and use planner</li> <li>• Take care of classroom work area and supplies</li> </ul> |  | <ul style="list-style-type: none"> <li>• Notify staff of spill and/or be willing to help clean up</li> <li>• Throw away leftovers</li> <li>• Clean up your table</li> <li>• Leave food and beverages in cafeteria</li> </ul>                            |

**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.**

# North Andrew Middle School Cardinal Behavior Incentives

Revised 6-1-11

**The levels of incentives detailed below will be offered as a reward for 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 middle school classroom.

## LEVEL OF INCENTIVES

## REQUIREMENTS MET

## PRIVILEGES GAINED

### **WHITE**

16 points or more ("C" average)  
(in core classes only)

One free homework pass for 3 week grade period  
One pop per week in seminar  
Attendance at pep assemblies  
Two quarterly exams waived (attained at 2nd 3-week grade check in the quarter)  
One recess each half day or once in a grade check

### **RED**

32 points or more ("B+" average)  
(in core classes only)

Two free homework passes for 3 week grade period  
One pop per week in seminar  
Eligible to be student helper for teachers or admin  
Eligible to participate in seminar activities  
Attendance at pep assemblies  
One recess per week (Friday)  
Free admission to all activities/athletic events  
All quarterly exams waived (attained at 2nd 3-week grade check in the quarter)

## POSITIVE POINT VALUES Daily (non-mandatory) tutoring = +1 pt.      **\*\*Attended after school\*\***

Points are earned in core classes (mathematics, communication arts, science, and social studies only).

A = 10 pts      A- = 9 pts      B+ = 8 pts.      B = 7 pts.      B- = 6 pts.      C+ = 5 pts.  
C = 4 pts.      C- = 3 pts.      D+ = 2 pts.      D = 1 pt.      D- or F = 0 pts.

## POINT VALUE DEDUCTIONS

STAR form = (-1) pt.

Unexcused absence = (-2) pts.

Discipline referral (not resulting in ISS or OSS) = (-2) pts.

Any student serving ISS or OSS will be dropped one level for each separate time assigned those consequences.

## Intervention Study Hall Qualifications

- Students with any missing assignments, tests, quizzes, projects (missing from assigned due date); students remain until work is completed satisfactorily (as directed through STAR Homework program)
- Students who do not reach one of the two levels above will be placed in Intervention Study Hall

## Credit Recovery Class Qualifications

- Students who are needing to recover any core class credit (due to failing a previous quarter) will be placed in credit recovery classes during 5<sup>th</sup> hour and/or after school to recover the credit

## VISITORS

Visitors are welcome to North Andrew, but need to sign in at the Principal's office before attending to their business on school grounds. Unauthorized visitors may be requested to leave the premises.

## 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.

|   | <b>Class Schedules</b> |          | <b>Lunch Schedules</b> |
|---|------------------------|----------|------------------------|
| 1st Hour  | 8:15 – 9:02            | MS lunch | 11:40-12:10            |
| 2 <sup>nd</sup> Hour  | 9:05 – 9:52            |          |                        |
| 3 <sup>rd</sup> Hour  | 9:55 – 10:42           |          |                        |
| 4 <sup>th</sup> Hour  | 10:45 – 11:32          |          |                        |
| 5 <sup>th</sup> Hour (Lunch Hour)<br>(Intervention Seminar) | 11:35 – 12:46          |          |                        |
| 6 <sup>th</sup> Hour  | 12:49 – 1:36           |          |                        |
| 7 <sup>th</sup> Hour  | 1:39 – 2:26            |          |                        |
| 8 <sup>th</sup> 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 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 read at the beginning of 5<sup>th</sup> hour class. Middle school students will report to the gym on the first day of each week at the beginning of 5<sup>th</sup> hour 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. A local access phone is located in the commons area for students' personal business. Usage should be restricted to before and after school and lunch hour. 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 period 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 by the end of 1<sup>st</sup> hour each day and will be purchased before all hot lunches are purchased.

### 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.

### 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.

### 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.

### 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.

### 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.

# 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 AVERAGE

Each letter grade is assigned a point value for the purpose of averaging a student's accumulated Grade Point Average. 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 |

- Student grade point is calculated in middle school, but does not count toward high school grade point average.

### FINAL EXAM POLICY

Completing a final exam is required for all middle school core classes at the end of the quarter. The final will be worth 1.5 times that of a test in that core class (i.e. if a normal English test is worth 100 points, the final will be worth 150 points). All other middle school courses may give a final comprehensive exam or use an alternative culminating assessment in order to end the course at each quarter. Any alternative assessment will be presented for approval by the building principal.

### 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.

### 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) Receive no grade lower than a B- in the quarter.

To qualify for the **Regular Honor Roll** a student must achieve: 1) at least an 8.000 G.P.A.; 2) Receive no grade lower than a C- in the quarter.

### S.T.A.R. HOMEWORK PROGRAM

Every student will be accountable for missing work in any middle school class by the Students Taking All Responsibility program. It is the goal of this program to communicate with parents when students are missing an assignment and need to complete the assignment satisfactorily. If a student is missing an assignment or has completed one unsatisfactorily, the student will have the opportunity to finish the assignment with signature from the parent/guardian. In the case the student has not taken the responsibility to complete it, the student will have to serve time in 5<sup>th</sup> hour intervention seminar or after school to finish the assignment. Students with excessive STAR forms may be pulled from exploratory classes for skill support time if deemed needed and approved by the principal and counselor. The counselors will work with students and parents to support these efforts.

## 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 65% 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.

## 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.)

|                       | <b><u>Traditional HS</u></b><br><b><u>Diploma</u></b> |
|-----------------------|---|
| English               | 4   |
| Math                  | 3   |
| Science               | 3   |
| Social Science        | 3   |
| Fine Arts             | 1   |
| Practical Arts        | 1   |
| PE                    | 1   |
| Health                | 0.5   |
| Foreign Language      | -   |
| Personal Finance      | 0.5   |
| Civics/US Government  | 0.5   |
| Computer Applications | 1   |
| Core Electives***     | 1   |
| Electives             | 6.5   |
| Total Credits         | 26  |

\*\*\*Core Electives can be foreign language classes or extra core classes such as a fifth English course or an extra science.

### 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.

| Quarter Attendance Rate | Grade Increase |
|-------------------------|----------------|
| 97%                     | 3%             |
| 100%                    | 5%             |

| Quarter Excused Absences | Quarter Grade Reduction | Quarter Unexcused Absences | Quarter Grade Reduction |
|--------------------------|-------------------------|----------------------------|-------------------------|
| 5                        | 2%                      | 1                          | 4%                      |
| 6                        | 4%                      | 2                          | 8%                      |
| 7                        | 8%                      | 3                          | 16%                     |
| 8                        | 16%                     | 4                          | 32%                     |
| 9                        | 32%                     | 5 +                        | 50%                     |
| 10+                      | 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 eight (8) excused absences and one (1) unexcused absence would be penalized twenty (20) percent.

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 four (4) excused absences in a quarter, 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. Students who do not complete missed assignments in the required time will be required to attend academic support sessions during the 5<sup>th</sup> hour intervention study hall (per the STAR homework policy) and may be required to attend sessions outside of the regular school day.

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. 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).

**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 (3<sup>rd</sup>) unexcused tardy to a class in a quarter, 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 and Saturday school detentions) scheduled by the building principal during non-instructional hours. A 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 approved by the administration.

| Accumulated Quarter Tardies | Quarter 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                          |

## 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 5<sup>th</sup> hour (11:32 am – 12:09 pm), 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 or home.
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 four (4) days of out-of-school suspension in one quarter will fall under the attendance policy for excused absences and may lose partial credit for the quarter.

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. 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 = 5<sup>th</sup> hour Lunch Detention (11:32 am – 12:09 pm)

ASD = After School Detention (3:20pm – 4:15pm)

SSD = Saturday school detention (8:00am – 11:30am)

**Board Policy Reference**

**Offense**

**1<sup>st</sup> Discipline Action**

**Additional Discipline Action**

| <b><u>Board Policy Reference</u></b> | <b><u>Offense</u></b>   | <b><u>1<sup>st</sup> Discipline Action</u></b>   | <b><u>Additional Discipline Action</u></b>  |
|--------------------------------------|---|--|---|
| 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   | 1-180 days OSS or expulsion.  |
|   | Hitting and/or striking another person; physically injuring another student  | ASD, ISS, 1-180 days OSS.                                      | 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, ASD            | Suspension or revocation of parking privileges, ASD, ISS, 1-180 days OSS. |
| Bullying & Cyberbullying                      | Repeated and/or systematic intimidation, harassment and attacks on a student or multiple students perpetrated 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 perpetrated 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 and/or plagiarism.  | Nullification of forged document and ASD, 5HD                  | Nullification of forged document and ASD, SSD 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.<br><br>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. | ISS or 1-10 days OSS<br><br>1-180 days OSS. Law will be notified. | 1-180 days out-of-school suspension or expulsion. Law will be notified.<br><br>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, 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 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 or 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 or ASD  | 5HD, ASD, or 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.   |
| <b>Sexting and/or Possession of Sexually Explicit, Vulgar or Violent Material</b> | 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, ASD, 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.<br><br><b>Possession or use of toys, games, MP3 players and other electronic devices (other than mobile phones) that are not authorized for educational purposes.</b> | Confiscation of device and held in the office for the remainder of the day and notification to parents before returning it to the student | <b>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</b> |
| Theft   | Theft, attempted theft or knowing possession of stolen property.   | Return of or restitution for property and ASD, 5HD, or 1-10 days OSS.   | Return of 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.<br><br>Possession of any tobacco products on school grounds, school transportation, or at any school activity.   | Confiscation of tobacco product, and ASD, 5HD<br><br>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<br><br>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/or the administration or staff; excessive non-justifiable absences even with the consent of parents/guardians.   | Automatic unexcused absence by attendance policy; ASD 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   | 1-180 days out-of-school suspension 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.   | 1-180 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 superintendent or designee. 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.

## 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. Those who attend any dance must be a student at North Andrew Middle School (unless allowed by the middle school student council). 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.

## 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.

\*\*\*Students must 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 North Andrew RVI 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 lower 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.

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

|                                |                                |
|--------------------------------|--------------------------------|
| 1 <sup>st</sup> Quarter Grades | 3 <sup>rd</sup> Quarter Grades |
| 2 <sup>nd</sup> Quarter Grades | 4 <sup>th</sup> Quarter Grades |

### INELIGIBLE STUDENTS

Students declared ineligible for any reason are not to:

1. Attend events open only to the student body (including dances sponsored by a school organization).
2. Represent the school in a contest or event. (as a participant, player, manager, trainer, statistician, filmer, etc.)
3. Attend organizational meetings while ineligible.
4. Participate in field trips that take place during instructional time unless the teacher requires attendance for a grade in the 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 5<sup>th</sup> 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 Middle 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 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 student in school who are interested in competing academically with other schools.    |
| 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.                            |

# NORTH ANDREW MIDDLE SCHOOL

## Faculty and Support Staff

**Mrs. Jan Chambers** – MS/HS Office Secretary  
**Mrs. Laura Chandler** – Food Service  
**Mrs. Cindy Clements** – 5-12 Instrumental Music  
**Ms. Michelle Delaney** – At-Risk Coordinator  
**Mrs. Tracy Dudley** – Custodian  
**Mr. Mark Falke** – 9-12 Science  
**Mrs. Janice Gray** – 6-8 Science  
**Mr. Tony Haist** – 7-12 Industrial Technology  
**Mrs. Trudy Hare-Gay** – K-12 Librarian  
**Mr. Rory Jackson** - 6-12 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 Computer Applications  
**Mrs. Donna Kothe** – 7-8 Nutrition and Wellness  
**Mr. Billy Minschke** –Custodian  
**Mrs. Willa Minschke** – Custodian  
**Mrs. Kristin O’Callaghan** – Food Service  
**Mrs. Tamara Pittman** - Paraprofessional  
**Mrs. Heather Roberts** – Nurses Office Assistant  
**Mrs. Reneé Schreck** – K-12 Art  
**Mr. Michael Seufert** – 6-8 Social Sciences  
**Mrs. Kim Shunk** – Food Service  
**Mr. Jeff Walker** – Physical Education K – 12  
**Mr. Edward Windsor** – 7-12 Agricultural Education  
**Mrs. Amy Wolf** – 6-8 Math/Algebra I

### Coaches/Sponsors/Advisors

|   |   |
|---|---|
| <b>Activities Director/Technology Coordinator</b> | <b>Mr. Nate Boock</b>                       |
| <b>MS Student Council Advisor</b>                 | <b>Mrs. Amy Wolf</b>                        |
| <b>Scholar Bowl Team Coach</b>                    | <b>Mrs. Nancy Jenkins, Mr. Seth Jenkins</b> |
| <b>Instrumental Music Director</b>                | <b>Mrs. Cindy Clements</b>                  |
| <b>Flags Sponsor</b>                              | <b>Mrs. Mary Ann Lamme</b>                  |
| <b>Vocal Music Director</b>                       | <b>Mrs. Nancy Jenkins</b>                   |
| <b>JH Cheerleader Sponsor</b>                     | <b>Mrs. Jeanne Pierson</b>                  |
| <b>Girls JH Head Softball Coach</b>               | <b>Mr. Brad Nordquist</b>                   |
| <b>Girls JH Assistant Softball Coach</b>          | <b>Mrs. Erica Wheeler</b>                   |
| <b>Boys JH Head Football Coach</b>                | <b>Mr. Jim Shultz</b>                       |
| <b>Boys JH Assistant Football Coach</b>           | <b>Mr. Tim Roush</b>                        |
| <b>Girls JH Head Basketball Coach</b>             | <b>Mr. Brad Nordquist</b>                   |
| <b>Girls JH Assistant Basketball Coach</b>        | <b>Ms. Madi Chambers</b>                    |
| <b>Boys JH Head Basketball Coach</b>              | <b>Mr. Rory Jackson</b>                     |
| <b>Boys JH Assistant Basketball Coach</b>         | <b>Mr. Mark Falke</b>                       |
| <b>Girls and Boys Head Track Coach</b>            | <b>Mr. Michael Seufert</b>                  |
| <b>Girls and Boys Assistant Track Coach</b>       | <b>Mr. Jeff Walker</b>                      |

### 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.