

2018-2019
STUDENT HANDBOOK

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Andrew CSD Staff

NAME	ROLE	NAME	ROLE
Chris Fee	Superintendent	Brandon Kirchoff	Principal
Demi Adrian	Guidance Counselor	Adam Crigger	Business Manager
Bobbie Jones	Preschool		L.E.A.P. Coordinator
Mallory Jamison	Preschool/Kinder/Elem SPED	Carla Till	Office Manager
Katelyn Steines	Elementary SPED	Karen Kilburg	Board Secretary /Cook
Brenda Nelson	Elementary SPED	Kelley Humphrey	Nurse
Chris Kilburg	Kindergarten	Jim Till	Head Custodian
Sharon Asmussen	1st Grade	Mark Mootz	Evening Custodian
Sami Pitts	1st Grade	Melissa Widel	Para Educator
Denise Davis	2nd Grade	Marla Theisen	Para Educator
Jill Kilburg	3rd Grade	Iris Davies	Para Educator
Angie Read	4th Grade	Jillian Stoddard	Para Educator
Kathy Haverkamp	5th Grade	Katelynn Hayes	Para Educator
Wendy Casel	Reading Interventionist	Alison English	Para Educator
Megan Fischer	Middle School ELA	Jesse Budde	Transportation Director
Elise Cullers	Middle School Math/ Spanish	Keith DeMoss	Bus Driver/Mechanic
Lacey Ruden	Middle School Science/ Social Studies	Trent Clark	Bus Driver
Tami Eggers	Instructional Coach	Tim Kammeyer	Bus Driver
Bonnie Bruck	Librarian	Ned Stoltenburg	Bus Driver
Tristan Sikkema	Physical Education	Jill Huling	Head Cook
Zeena Zumwall	Art	Erik Notz	Technology Director
Kate Arnold	Music/Band	Katie Laban	Daycare Director
		Tiffany Fuess	Assistant Director

Legal Documentation

Mission Statement of Andrew School

Andrew Community School District is a unique and collaborative culture where all students, staff and families are empowered to learn, lead, and succeed.

Vision Statement of Andrew School

Learning Today to be Leaders Tomorrow

Core Values of Andrew School

Empowering leaders

Continuous improvement

High achievement for all

Safe supportive environment

Synergy

Goals of Andrew School

Improved teaching practices that result in engaging instruction and assessments for increased student learning.

Create a closer and more cohesive professional community.

Improve student growth and achievement in literacy, math, and leadership skills.

Opening Statements

1. The rules and regulations in this handbook are not intended to be all-inclusive. Student conduct in the school, on school grounds, and while participating in or attending school-sponsored activities on and off campus, is under the supervision of the school according to these regulations and procedures.
2. Incidents not specifically covered in the handbook will be investigated and consequences will be determined by the principal.
3. Teachers can set rules they feel help support the educational process

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that the Andrew School District with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the Andrew School District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Andrew School District to include this type of information from your child's education records in certain school publications. Examples include:

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

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

If you do not want the Andrew School District to disclose information from your child's education records without your prior written consent, you must notify the District in writing by September 1. The Andrew School District has designated the following information as directory information:

- Student's name
- Address
- Telephone Listing
- Photograph
- Date and place of birth
- Grade level
- Participation in officially recognized activities and sports
- Height of members of athletic teams
- Degrees, honors and awards received
- The most recent educational agency or institution attended
- Dates of attendance

Equal Educational Opportunity

The school district does not discriminate in its education programs or educational activities on the basis of sex, race, religion, color, national origin, marital status or disability. Students are educated in programs, which foster knowledge of, and respect and appreciation for, the historical and contemporary contributions of diverse cultural groups, as well as men and women, to society. Students who feel they have been discriminated against are encouraged to report it to the school district Affirmative Action Coordinator. The Affirmative Action Coordinator is Chris Fee and can be reached at 563-672-3221. Inquiries may also be directed in writing to:

Chicago District Office
500 West Madison Street
Suite 2000
Chicago, Illinois 60661
Phone: 1-800-669-4000
Fax: 312-886-8434

Iowa Department of Education
Grimes State Office Building
Des Moines, IA, 50319-0146
Phone: (515) 281-5294.

The school district, in its educational program, has a process to assist students experiencing behavior and learning difficulties. The principal is responsible for this process. Representatives from the area education agency may also assist the school district in this process. Parents wanting access to this process should contact the principal at 672-3221.

Jurisdictional Statement

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

This handbook, school district policies, rules and regulations are in effect while students are on school grounds, school district property or on property within the jurisdiction of the school district; while on school-owned and/or school-operated buses or vehicles or chartered buses; while attending or engaging in school activities; and while

away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school district or involves students or staff. School district policies, rules and regulations are in effect year round. A violation of school district policy, rule or regulation shall result in disciplinary action and may affect a student's eligibility to participate in extracurricular activities whether the violations occurred while school was in session or while school was not in session.

Students are expected to comply with and abide by the school district's policies, rules and regulations. Students who fail to abide by the school district's policies, rules and regulations shall be disciplined: for conduct which disrupts or interferes with the education program, conduct which disrupts the orderly and efficient operation of the school district or school activity, conduct which disrupts the rights of other students to obtain their education or to participate in school activities, or conduct which interrupts the maintenance of a disciplined atmosphere. Disciplinary measures include, but are not limited to, removal from the classroom, detention, suspension, probation and expulsion. Discipline can also include prohibition from participating in extracurricular activities including athletics. The discipline imposed is based upon the facts and circumstances surrounding the incident and the student's record.

The school reserves and retains the right to modify, eliminate or establish school district policies, rules and regulations as circumstances warrant, including those contained in the handbook. Students, faculty, staff and parents are expected to be familiar with the contents of the handbook and comply with it. Students or parents with questions or concerns may contact the Andrew School Office for information about the current enforcement of the policies, rules or regulations of the school district.

Definitions

In this handbook, the word "parent" also means "guardian" unless otherwise stated. An administrator's title, such as superintendent or principal, also means that individual's designee unless otherwise stated. The term "school grounds" includes the school district facilities, school district property, property within the jurisdiction of the school district or school district premises, school-owned or school-operated buses or vehicles and chartered buses. The term "school facilities" includes school district buildings. The term "school activities" means all school activities in which students are involved whether they are school-sponsored or school-approved, whether they are an event or an activity, or whether they are held on or off the school grounds. School rules pertain to all individuals participating in a school event/activity regardless of physical site.

General Information

Building Security

The school district has an interest in providing secure settings for its students both during regular school hours and during student activities. It has a further interest in providing appropriate role models and limiting exposure to negative role model behavior. And, finally, it has an interest in protecting public property. All of these interests can be in jeopardy during school activities attended by the public. This rule is not meant to limit the authority of the activity supervisor to make decisions, but rather to give authority to those decisions.

A school administrator, or in the absence of an administrator, a school employee in charge of an activity, has the authority and responsibility to control the audience/spectator/guests during school sponsored student activities. This control is limited to the control of persons who pose a threat to the safety of students, staff, or other members of the public in attendance, and/or to persons who destroy public property, and/or to persons who, by their actions, exhibit a negative role model to students. Behavior, which poses a physical threat, fighting, abusive language, drunkenness, destruction of public property, or other negative behavior is not acceptable in the school setting.

A school administrator, or in the absence of an administrator, a school employee in charge of an activity, should take the following action when these situations arise:

- 1) Warn the offender if the situation is not already too advanced. (The definition of "too advanced" above is left to the school employee's discretion.)
- 2) Ask the offender to leave the premises on the repeat of the offense or if the situation is already serious. (The definition of "serious" above is left to the school employee's discretion.)
- 3) Call the County Sheriff if the offender refuses to leave.

Further, a student or member of the public may be barred from attending school activities for up to one school year for serious or repeated offenses. A person so barred may appeal the administrative decision to the Board of Education and shall be notified of that right.

Enrollment

New students are tested at the time of registration for the purpose of reading placement. Kindergarten students must be five years old by September 15th. Enrollment/emergency cards must be completed in the office.

School Fees

The school district charges fees for certain items, such as book rent, field trips and athletic participation fees. Science lab fees are not generally collected, but rather students responsible for breakage pay on an individual basis. Students who have concerns about the fees should contact the Board Secretary.

Students whose families meet the income guidelines for free and reduced price lunch, the Family Investment Program (FIP), Supplemental Security Income (SSI), transportation assistance under open enrollment, or who are in foster care are eligible to have their student fees waived or partially waived. Students whose families are experiencing a temporary financial difficulty may be eligible for a temporary waiver of student fees. Parents or students who believe they may qualify for temporary financial hardship should contact the Board Secretary, for a waiver form. This waiver does not carry over from year to year and must be completed annually.

Emergency Forms

At the beginning of each school year, parents must file an emergency form with the office providing the emergency telephone numbers of the parents as well as alternate persons to contact in the event the school is unable to locate the parents. The emergency form also includes a statement that gives the school district permission to release the student to the alternate person in the event the parents cannot be reached. Parents must notify the school office if the information of the emergency form changes during the school year.

Emergency forms for athletic sponsors to use for off school grounds trips will be given out at the beginning of each sport season in which your student(s) participates and will be used for that sport season/ activity only.

Meal Accounts

Meal accounts should be paid in advance and can be purchased from the financial manager in front of the school office between 7:45 and 8:00 a.m. daily.

The food service program is a stand-alone department that operates as a separate entity from the school district's general operating budget. Andrew CSD no longer allows charges to student accounts that have a deficit greater than \$50.

We will continue to remind parents of student's low account balances weekly, email messages and letters. If your financial circumstances have changed during the year, your child may qualify for free or reduced price meals. At your request, the district will gladly assist you in determining whether you qualify for the program and help you with the application process. Applications are available in the main office. Any unpaid amounts accrued prior to qualifying for the program is still owed to the District.

We ask for your cooperation in making deposits into student's accounts timely so as to not accrue negative balances. Students with a negative balance greater than \$50 will not be allowed to charge meals or will be provided an alternate meal.

Open Enrollment

Iowa's open enrollment law allows students residing in one school district to request transfer to another school district upon the parents' request. Students wishing to open enroll to another school district must apply for open enrollment by March 1 of the school year preceding the school year in which they wish to open enroll unless there is good cause as defined by the law. Open enrolled students from low-income families may qualify for transportation assistance. Open enrollment may result in loss of varsity athletic eligibility for students open enrolling. Students interested in open enrolling out of the school district must contact the superintendent for information and forms.

School Day

Students are not supervised and are not allowed in the building prior to 7:55 AM unless eating breakfast. They should, therefore, refrain from arriving at school until as close to that time as possible.

Breakfast Served: 7:40 - 8:00 a.m.

Middle School Classes Begin: 8:00 a.m.

Elementary Classes Begin: 8:10 a.m.

K-2 Dismissal: 3:20 PM

3-5 Dismissal: 3:25 PM

6-8 Dismissal: 3:30 PM

Buses Depart: 3:35 PM

School Supplies

Parents will be given a list of needed school supplies during the spring for the upcoming school year. Lists will also be available at registration upon request and be listed in the back to school Hawk Herald issue.

Homeless Child or Youth

If your family is homeless or you know of another family that has recently become homeless, please notify our Guidance Counselor. The district defines "homeless child or youth" as a child or youth from the age of 3 to 21 years who lacks a fixed, regular, and adequate nighttime residence and includes the following:

A child or youth who is sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; is living in a motel, hotel, trailer park, or camping grounds due to the lack of alternative adequate accommodations; is living in an emergency or transitional shelter; is abandoned in a hospital; or is awaiting foster care placement.

A child or youth who has a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings.

A child or youth who is living in a car, park, public space, abandoned building, substandard housing, bus or train station, or similar setting; or

A migratory child or youth who qualifies as homeless because the child or youth is living in circumstances described in paragraphs "1" through "3" above.

Inclement Weather/School Cancellation

School delays and cancellations for snow and other reasons will be aired on the following stations: WMT, KMAQ, KCRG, KDTH, KLYV, KWQC. On days when we announce that the buses are running late, please stay tuned to one of the above stations for possible cancellations. Announcements will also be posted on the district webpage, school Facebook page, and distributed via our text message School Alerts System.

Extracurricular activities scheduled on days that we don't have school because of weather conditions will generally be postponed. We may wait until afternoon to make the final decision in some instance.

On days of early dismissals due to weather, there will be no scheduled practices for extracurricular activities.

We will run shortened periods the day of late starts and meet for all classes.

Student Information System (JMC)

Andrew CSD uses JMC for their student information system. This program should allow you to securely check on your child's grades and lunch account status on a weekly basis in grades 3 – 5 and 6-8. It is important that you keep the school office informed of your correct email address for this to be an effective communication tool. Your information will be password protected for each individual family.

Academic Program

Academic Intervention

The Andrew School District has an intervention process for students experiencing learning and behavioral difficulties. Persons interested in learning more about this option should contact the counselor or principal.

At-Risk Program

Students who are not performing academically, socially, or emotionally as determined from midterm progress reports, office referrals, or parents and teacher concerns. The referral is then given to the Student Supports Team at the appropriate level (elementary team or secondary team) who then completes the Request for Problem Solving/Intervention form and turns it in to the Student Supports committee. The committee will then review the request at the next committee meeting which meets once every two weeks. The committee will then make recommendations and assign the Request to the next appropriate level.

Books

The teacher keeps a record of each book given to the student. Each student is responsible to return the same books at the end of the year or pay for the lost or ruined book.

Conferences

Parent/Teacher conferences will be scheduled in November and March each year. Dates are indicated on the school calendar, specific times will be provided by the teacher.

A parent or teacher may request a conference at any time. It cannot be stressed strongly enough that if a parent feels that a problem exists - the first step should be to contact the teacher involved and discuss the situation or set up a meeting at the earliest possible time.

Curriculum Review

The curriculum taught at Andrew Community School is presented in an unbiased manner. Science classes do have experiments at times that include dissection and some classes discuss religious creation and evolution, but provide the information as academic information and allow students to draw their own conclusions with no emphasis put on by staff. Parents have the right to talk to the teacher and review the curricular materials in advance. Students/families who choose to not participate will be assigned separate but equal assignments.

Cheating

Students are expected to do their own schoolwork. Cheating by looking at another student's schoolwork, copying others' work, plagiarism, copying from other sources such as text messaging or similar cheating is not tolerated. Discipline may include the loss of daily class credit, detention, or in-school suspension.

Due Dates

A student will be responsible for taking a test or handing in a major assignment if present when the date was announced even though they may have been absent between the announcement of the date and the due date of the test/assignment.

Field Trips

When trips are planned by the teacher, parents will receive a note with information concerning the trip. A permission slip signed by parent/guardian will be required to authorize a student to accompany the group on a trip. All trips are educational in nature rather than recreational.

Grade Reports

Parents receive progress reports in the form of report cards for their children at the end of each trimester. Progress notes may be sent at anytime as needed. Students who have concerns about their grades should talk to their teachers to determine how they can improve their performance.

Homework

Homework will be a continuation of classroom work, or additional practice of the classroom work. It is assigned at the discretion of the individual classroom teacher. Grades 3-8 are required to have assignment notebooks. Teachers are required to have students record their daily assignments in the notebook at the end of each day. The school district requests that parents initial the assignment notebooks each night to assist with parent and teacher communication in helping the student keep up on their work.

Teachers assign homework, extra class activities or assignments as necessary. Homework is an opportunity for students to practice skills and activities, to share and discuss ideas, to review materials, to become acquainted with resources, to organize thoughts, to prepare for classroom activities or to make up incomplete class work. Students are expected to complete homework on time. Failure to complete homework may result in loss of credit and a failing grade in the class.

Students are expected to do their own schoolwork. Cheating by looking at another student's schoolwork, copying others' work, copying from other sources or similar cheating is not tolerated.

Honor Roll - Taken Out

Human Growth and Development

The school district provides students with instruction in human growth and development. Parents may review the human growth and development curriculum prior to its use and have their child excused from human growth and development instruction. Parents should contact the principal if they wish to review the curriculum or to excuse their child from human growth and development instruction.

Make-Up Work

Students will have two days to make up schoolwork for each day of absence. Assignments are due on the second day after an absence. It is the responsibility of the student to contact the teacher(s) of all class(es) missed upon the day of return to receive information and materials missed during the absence. The time allowed for make-up work may be extended at the discretion of the classroom teacher. Students will be allowed to do make-up work after an absence, whether it is excused or unexcused, by following the above guidelines.

Midterm Progress Reports

Student academic progress is monitored approximately every two (2) weeks with teachers reporting students with poor grades (D & F) to the office. This list is compiled for use by extracurricular sponsors in an effort to encourage academic success before ineligibility occurs. The school uses the four (4) week and trimester grading periods to determine eligibility. And student* failing a class at that time becomes ineligible until the next reporting period shows academic success. Parents are notified at those times (four (4) weeks and each trimester) by mail or report card. It is encouraged but not required that teachers notify parent(s) by e-mail or phone when a student's grades dramatically drop into the failing range. It is still the responsibility of the student to be cognizant of his/her own status and make appropriate adjustments to raise his/her grades. This policy does not override the state eligibility guidelines.

*If a student has an IEP that specifically addresses the deficient subject and reason for failing grades, the ineligibility may be waived.

Retention

The parents of students in danger of not being recommended for promotion to the next grade level will be sent a letter from the principal after the 2nd trimester grades have been issued. There will be a conference for each student in danger of failing more than one class. The conference will be attended by the following: the parents, principal, guidance counselor and classroom teacher. The student may also attend if such attendance is deemed appropriate. If parents are concerned about appropriate academic growth, they may initiate the process.

Standardized Tests

The No Child Left Behind Act requires that students be given standardized tests semiannually. These tests will be used to determine academic progress for individual students, for groups of students and for the school district.

Student Eligibility for Extracurricular Activities

The Board of Directors of Andrew Community School District offers a variety of voluntary activities designed to enhance the classroom education of its students. Students who participate in extracurricular activities serve as ambassadors of the school throughout the calendar year, whether away from or at school. Students who wish to exercise the privilege of participating in extracurricular activities must conduct themselves in accordance with board policy and must refrain from activities that are illegal, immoral, unhealthy, or highly inappropriate. Participation in these activities is a privilege, conditioned upon meeting the eligibility criteria established by the state, the Board of Education, administration, and individual activity coaches and sponsors. The principal shall keep records of violations of the Good Conduct Rule.

Students must be passing all subjects at the midterm and trimester. Students failing one or more subjects will be ineligible to play interscholastic extracurricular activities until their grades are all passing by the next reporting period of 30 calendar days per state guidelines.

The following activities are covered by the board's policy and these rules: athletics, instrumental and vocal music performances (with the exception of Andrew school concerts), Quiz Bowl, all honorary and elected offices (e.g. class officer, student government officer or representative), or any other activity where the student represents the school outside the classroom.

If a student is required to perform as part of a grade (e.g., band, chorus, drama), and that student violates the Good Conduct Rule, the student may either be allowed to participate or withheld from participation but without any impact on the student's grade for the course.

Talented and Gifted

Talented and Gifted students are served at Andrew Community School in grades K-8.

Identification procedures: Students may qualify for the TAG (Talented and Gifted) program through a combination of the following processes:

Parent referral

Teacher recommendation.

- Iowa Assessments
 - Reading Comprehension 95%+
 - Math Total 95%+
 - Core Total 95%+
 - Composite Score 95%+
- Cognitive Abilities Test
 - Raw Score 125+
- K-2 Screening
- Other Reviews

Creativity as determined by observed projects and abilities

Talent as determined by demonstration in activities

The participation in the program will be determined by a percent of students in the Andrew School and those who meet the goal on the personal education plans (PEP).

Program: Students in TAG will meet a minimum of 2 class periods weekly. Projects and independent study areas are selected based on student interest and strengths.

Telephone Use During the School Day

Generally, students receiving telephone calls during school hours are not called to the telephone. The office will take a message and forward it to the student. Only in emergency situations are students removed from class or another school activity to receive a telephone call.

Use of the office phone will be limited to emergencies only. Office personnel will determine emergency need.

Cell phones are not to be used during school time. Exceptions are during lunch and before and after regular school hours. Violators' phones will be confiscated, taken to the office where the student may pick them up after school. Any offense beyond the first will require a parent/guardian to come to the school office and pick up the cell phone for their child.

School Announcements

Daily bulletins and announcements are posted on the Andrew web site during the school year.

Visitors/Guests

Visitors to the school grounds during school hours must check in at the main office. If a student wishes to bring a guest to school, the student must receive permission from the principal prior to the guest's visit. The typical length of a visit should be age appropriate one-hour to one-half day.

Legal Status of Student

If a student's legal status, such as the student's name or the student's custodial arrangement, should change during the school year, the parent or guardian must notify the school district. The school district needs to know when these changes occur to ensure that the school district has a current student record.

Physical Education

K-5 will have an assigned time for physical education and are expected to have shoes appropriate for the class.

Appropriate clothing (other than clothes worn for school):

- Shorts
- Socks (white)
- Tennis Shoes

Provision of Special Education

Parents who suspect their child has a disability requiring accommodation or special education are urged to contact their child's school or the Mississippi Bend Area Education Agency (1-800-947-2329) for additional information and a copy of the booklet entitled Parental Rights in Special Education.

District Transportation

Buses and Other School District Vehicles

Buses are primarily used to transport students to and from school. Students who ride the bus and other school district vehicles to and from school, extracurricular activities or any other destination must comply with school district policies, rules and regulations. Students are responsible to the driver while on the bus or in another school vehicle, loading or unloading or leaving the bus. The driver has the ability to discipline a student and may notify the principal of a student's inappropriate bus conduct.

Regulations Governing Pupil Transportation

Riding a school bus is a privilege, not a right. This privilege can be denied at any time for misconduct.

In these days of growing traffic congestion, increasing traffic hazards, and mounting costs, it is essential that school bus drivers receive the wholehearted cooperation from students and parents. In general, any activity, which worries or distracts the driver is objectionable. The bus driver needs to concentrate on driving and on the traffic situation. If the driver is worried about the activity in the bus, he/she cannot be a safe driver. Students and parents should un-

derstand that the students riding the bus must obey all rules and regulations or forfeit the privilege to ride school transportation.

1. Pupils are under the authority of the bus driver.
2. Pupils shall not fight on the bus.
3. Pupils shall not throw objects about the bus or out the window.
4. Pupils shall be on time for the bus both morning and evening. Contrary to popular belief, Iowa law does not require the school bus to wait if it is on time.
5. Pupils shall remain seated facing forward while the bus is in motion.
6. Pupils shall not extend their hands, arms or head through the bus windows.
7. Pupils shall converse in normal tones; loud or vulgar language is prohibited. When the bus is crossing a railroad track, all conversation must stop until the bus has crossed the tracks.
8. Pupils shall not open or close the bus windows without the permission of the driver.
9. Pupils shall keep the bus clean, and refrain from damaging it.
10. Pupils shall be courteous to the driver, to fellow pupils, and to passersby.
11. Pupils shall enter and leave the bus, at school loading stations and at highway bus stops, in orderly fashion and in accord with instruction.
12. Pupils must refrain from crowding or pushing.
13. Pupils shall refrain from talking to the driver while the bus is in motion.
14. Each pupil must go directly to his or her seat upon entering the bus.
15. Pupils must keep feet off the seats.
16. Pupils must keep sharp objects off the upholstery.
17. Pupils must avoid playing or loitering on the highway when waiting for a bus that is late.
18. Pupils shall keep the aisles clear.
19. Pupils shall not eat or drink on the bus.
20. The Good Conduct Rule is in effect.

Bus Discipline

Each bus driver shall go over his/her discipline policy with the students he/she transports to school. Students who are disciplined will be made aware of subsequent disciplinary action for future problems.

Class I Offense:

First Offense: Loss of bus service for the remainder of the school year.**

Class II Offense:

First Offense: Written Warning and 1-5 day suspension of transportation privileges, written notification of parent/guardian, and in-building disciplinary consequences if no suspension of transportation privileges.**

Second Offense: 3-5 day suspension of transportation privileges and parent conference.

Third Offense: 10 day suspension of transportation privileges and parent conference. Must attend Saturday Safety Class.

Fourth Offense: 30 day suspension of transportation privileges and parent conference. Must attend Saturday Safety Class with parent / guardian.

Fifth Offense: Loss of transportation privileges for remainder of year. *

Class III Offense

First Offense: Written warning and 0-5 day suspension of transportation privileges, written notification of parent/guardian, and in building disciplinary consequences if no suspension of transportation privileges.**

Second Offense: 3-5 day suspension of transportation privileges and parent conference.

Third Offense: 10 day suspension of transportation privileges and parent conference. Must attend Saturday Safety Class.

Fourth Offense: 30 day suspension of transportation privileges and parent conference. Must attend Saturday Safety Class with parent / guardian.

Fifth Offense: Loss of transportation privileges for remainder of year. *

If a student commits offenses of different classes during the same incident, the consequences associated with the more serious class of offense will be applied.

* Loss of transportation for the remainder of the year is classified as a minimum of 60 school days. In the event of less than 60 school days left, the remainder of the suspension will be served in subsequent years.

** Description of each class of offense can be found on the bus discipline handout

Serious discipline problems will be considered on an individual basis and will probably result in detentions and or loss of transportation privileges. The Principal/Superintendent shall retain the right to increase levels of discipline due to misbehavior on the bus.

Library

The school library is available to students during school hours. The library is a place for study and research. It is not a place to socialize. Students are expected to conduct themselves as if they were in class while in the library. All books, which may be checked out for two (2) weeks, should be returned promptly on/by the date due or renewed in a timely manner.

Student Activities

Academic Consequences

Unless the student violated the Good Conduct Rule while on school grounds or at a school event or activity off school grounds, there will be no academic consequences (e.g., detention, suspension from school) for the violation.

Academic Eligibility

To be eligible for an extracurricular activity, students:

1. Must be enrolled and in good standing in school,
2. passing all classes,
3. if not passing all classes at the end of a grading period (quarter), the student is ineligible for the first 30 calendar days in the extracurricular event.
4. A student with a disability and an IEP is judged based on progress made towards IEP goals.

If a student is deemed ineligible, they may not dress for events or travel to away in which school time is missed. Students are still able to practice with their teams.

Athletic Eligibility - Special Education

Special education students or students covered by a section 504 plan shall not be denied eligibility on the basis of scholarship of the student is making adequate progress, as determined by the staffing team towards the goals and objectives on the student's IEP or accommodation plan.

Assemblies/Class Activities

Throughout the year, the school district sponsors school assemblies. Attendance at these assemblies is a privilege. Students must act in an orderly fashion and remain quiet on their way to an assembly, during an assembly and on their way back to the classroom after an assembly. Teachers shall attend assemblies with their students. Students at-

tend assemblies unless, for disciplinary reasons, the privilege is taken away. Students who are not attending assemblies shall report to the office during assemblies.

Attendance Eligibility

Students will be eligible to participate in activities (e.g., rehearsals, practices, games, and performances) only when they have been present in school at least one half of the day. This means to be present 4 consecutive class periods even if it is a study hall. With respect to Saturday activities, students are required to attend on Friday at least one half day with the exception of illness. Individual exceptions must be approved by the principal.

Parent and Community Lighthouse Team

The Andrew Parent and Community Lighthouse Team will assume much of the fund raising responsibilities in an effort to coordinate the number and nature of the fund raising activities that go on during the school year. Major fund raising activities of each class/ activity should be coordinated with administration prior to undertaking a sales campaign.

Class Activities

Activities and class trips must be chaperoned by adults. The number of male and female chaperones required for each activity or trip will be determined by the principal to insure proper supervision.

The principal may declare students ineligible for any class activity or trip if he/she believes a student is a danger to himself or others or that the student will not represent the Andrew School District with the good conduct necessary to uphold and build the school's reputation. Class trips and activities are considered a privilege and high standards of student behavior will be expected and enforced.

The criteria for acceptable class activities shall include, but not be limited to, activities of an educational nature and be highly structured with clear expectations of student benefits, time schedules and student responsibilities.

Dances

School dances will be held from time to time. To schedule a dance, party or other activity students should receive the permission of their principal. Hours and the date will be arranged by the principal. The principal will determine the appropriate number of chaperones needed, based on the nature of the activity.

Field Trips

In certain classes, field trips and excursions are authorized and may be taken as an extension of the classroom to contribute to the achievement of the educational goals of the school district. If a field trip is required for a course, students are expected to attend the field trip. Absences in other classes or school activities due to attendance on field trips or excursions are considered excused absences.

While on field trips, students are guests and considered ambassadors and representatives of the school district. Students must treat employees, chaperones and guides with respect and courtesy.

Non-School Team Participating Rule

Participation in school activities is a privilege. School activities provide the benefits of promoting additional interests and ability in the students during their school years and for their lifetime.

Students will have an opportunity to participate in a school activity unless the activity is not offered, the activity is an intramural or interscholastic athletic activity or the student cannot participate for disciplinary reasons. If the activity is an intramural or interscholastic athletic activity, students of the opposite sex will have a comparable opportunity for participation. Comparable opportunity does not guarantee boys and girls will be allowed to play on each other's teams when there are athletic activities available that will allow both boys and girls to reap the benefits of school activities, which are the promotion of additional interests and abilities in the students.

Student activity events must be approved by the superintendent unless it involves unusual travel expense, in which case the board will take action. The events must not disrupt the education program or other school district operations.

It shall be the responsibility of the superintendent to develop administrative regulations for each school activity. These regulations shall include, but not be limited to, when physical examinations will be required, how and when parents will be informed about the risk of the activity, academic requirements, and proof of insurance on the student participating in certain activities. Students wanting to participate in school activities must meet the requirements set out by the school district for participation in the activity.

Student Funds and Fund Raising

School classes and activity organizations may raise funds for school activities upon approval of the principal at least two (2) weeks prior to the fund raising event or the start of a fund raising campaign. Funds raised remain in the control of the school district activities department. School-sponsored student organizations must have the approval of the principal prior to spending the money raised. Classes that wish to donate a gift to the school district should discuss potential gifts with the principal prior to selecting a gift.

Students may not solicit funds from teachers or employees during the school day. Students who violate this rule will be asked to stop. Violations of this rule may result in future fund raising activities being denied.

Student Transportation To and From Away Activities

Students will ride to and from all away school activities in the school provided transportation. Variations from this rule may only be made by the administration.

Students going on away trips will be allowed to ride home from the event with their parents or the parents of other students if the following guidelines are met:

1. The student must give a note from his or her parents to the school sponsor stating with whom their son or daughter has permission to ride.
2. The parent transporting the student must personally sign the school roster that they will be taking the student home.

Sunday and Wednesday Activities

There is to be no student activity of any kind in the building on Sunday without the consent of the principal. Wednesday night is also set aside for family activities; and therefore, there won't be school-related activities scheduled without the prior consent of the principal. No junior high school activities are to be scheduled on Wednesday after school.

Use of School District Facilities by Student Organizations

School district facilities are available during the non-school hours to school-sponsored and non-school-sponsored student organizations for the purpose of meetings or activities. Students wishing to use the school district facilities should contact their principal to reserve a room. School district policies, rules and regulations are in effect during these meetings.

Attendance

Attendance Eligibility

Students will be eligible to participate in activities (e.g., rehearsals, practices, games, and performances) only when they have been present in school at least one half of the day and absent no later than 12:00 noon. With respect to Saturday activities, students are required to attend on Friday at least one half day unless ill. The principal must approve individual exceptions.

Checking Students Out Of School

For the children's safety, we require that any child being taken out of the school during class hours be signed out at the office. The office personnel will then call the room to get the child released. Students returning to school from an appointment or other absence must notify the office upon their return.

Daily Attendance

Daily, punctual attendance is an integral part of the learning experience and is required of all students to receive the maximum benefit of the educational program. The habit of good attendance established early is one that helps a person be successful throughout his/her lifetime.

The education that goes on in the classroom builds from day to day and as a result, absences always cause some disruption in the educational progress of the absence student. Students who are absent may not understand what the teacher is currently presenting and may also become discouraged with the double burden of keeping current and making up missed work (for more information on make up work policy, please see the Academic section of the handbook). In order to maintain interest and understanding in the program of instruction, students should not expect to be absent any more than is absolutely necessary. Irregular attendance or tardiness by students not only hurts their own studies but also interferes with the progress of those students who are regular and prompt in attendance. Attendance is a shared responsibility that requires cooperation and communication among students, parents and school.

Excused Absence

An excused absence may include, for example, illness, family emergencies, emergency doctor or dental appointments, doctor or dental appointments that cannot be scheduled outside of school time, recognized religious observances, and school-sponsored or approved activities. A family trip may be excused if the student's work is finished prior to the trip or has received faculty approval for completion of work at another time. The principal makes the sole decision on whether an absence is excused or unexcused.

After three consecutive days of a student being absent from school, the district will require a note from a physician excusing the student from school. If a doctor's note is not given to the office, the student will be considered unexcused for the absences beyond three days.

Parent Notification of Absence

Parents are expected to telephone the school office to report a student's absence prior to 8:10 a.m. on the day of the absence. If notification is not received, the office will attempt to contact the parents at their emergency number. Before a student is excused after an absence, the student must bring a note signed by the student's parents to the office explaining the reason for the absence. If there is no call from the parents or no acceptable note within twenty-four hours of the absence, it will be unexcused. Please notify the school two days in advance of any planned absences, if possible. The school makes the determination on whether an absence is excused or unexcused.

Tardy Policy

Attending class in a timely and prompt fashion is an important life skill. This skill demonstrates appropriate organizational skills, good manners, and respect for the teacher, self, and other students. An interruption of the educational process is likely to occur upon the entrance of a tardy student. Chronic disruption of class instruction causes significant interference to the educational process. Students tardy at the beginning of the day should sign in at the office and report to their classroom. A written note explaining the tardiness may be required.

Truancy/Unexcused Absence

For the purposes of this handbook, truant and unexcused are used interchangeably. It may be noted that any reference to the Iowa Code 299 will only use the term "truancy."

Students are required to be in attendance 170 days per school year unless the absences have been excused by the principal. If a student accumulates ten unexcused absences in a year, the student's name will be turned over to the county attorney for prosecution.

The administration and guidance staff shall make reasonable efforts to advise and counsel and may impose discipline upon any student approaching five unexcused absences in a semester. Such advice, discipline and counseling includes, but is not limited to, oral or written notices to the student and parents, conferences with the student and parents, written contracts, or loss of nonacademic privileges such as extracurricular activities.

In cases of truant students within the compulsory attendance age, the county attorney will be notified with a request for mediation or prosecution as provided in Iowa Code 299.5A.

Unexcused Absence/Tardy

Students receiving an unexcused absence or tardy will receive no credit for the time they missed although it may be necessary to complete the work to be able to keep current with instruction. This will also include missing quizzes, tests, and projects due that day.

Emergencies

Emergency Drills

In accordance with state guidelines, tornado, fire, and other safety drills will be held on a regular basis. A tornado is signaled by repeated announcements on the school public address system. A fire is signaled by the fire alarm system. Students will be instructed by the staff on the proper procedure to follow at these times.

Students are expected to remain quiet and orderly during a drill or emergency. Students who pull the fire alarm or call in false alarms, in addition to being disciplined under the district's policies, rules and regulations, may be reported to law enforcement officials.

Emergency Storm Drill

In the event of an emergency storm drill, the following locations are recommended for specific rooms:

- Room 110-turn left and go to lower hall and stairs by preschool/kindergarten room.
- Room 201 to 3rd Grade Classroom (Room #101)
- Room 202 and 203 to Elementary SPED Classroom (Room #102)
- Rooms 206, 207, 208, 209, and 210 to the elementary hallway along the 1st Grade and Preschool/Kindergarten classrooms (Rooms #106 and #108) (as space allows, move students into Teacher Lounge).
- Rooms 216 and 217 to the old gym.
- Lunchroom and New Gym to the new locker rooms
- Upstairs Library and Resource Room to 2nd Grade Classroom (Room #103)

Student Conduct

The board believes inappropriate student conduct causes material and substantial disruption to the school environment or presents a threat to the health and safety of students, personnel, and visitors on school premises.

Students shall conduct themselves in a manner fitting to their age level and maturity and with respect and consideration the rights of others while on school premises, while on school owned and/or operated school or chartered buses, while attending or engaging in school activities, or while away from school grounds. Conduct will directly affect the good order, efficient management and welfare of the school district.

Students who fail to abide by this policy and the administrative regulations supporting it may be disciplined for conduct which disrupts or interferes with the educational program, conduct which disrupts the orderly and efficient operation of the school or school activity, conduct which disrupts the rights of other students to obtain their education or participation, or conduct which interrupts the maintenance of a disciplined atmosphere. Disciplinary measures include, but are not limited to, removal from the classroom, detention, Saturday detention, probation, and restriction from the activity of school grounds, suspension, and expulsion.

Anti-Bullying/Harassment Policy

Harassment and bullying of students and employees are against federal, state, and local policy, and are not tolerated by the board. The Andrew Community School District is committed to providing all students with a safe and civil school environment in which all members of the school community are treated with dignity and respect. To the end,

the board has in place policies, procedures, and practices that are designed to reduce and eliminate bullying and harassment as well as processes and procedures to deal with incidents of bullying and harassment. Bullying and harassment of students by students, school employees, and volunteers who have direct contact with students will not be tolerated in the school or school district. "Volunteer" means an individual who has regular, significant contact with students.

The board prohibits harassment, bullying, hazing, or any other victimization, of students, based on any of the following actual or perceived traits or characteristics, including but not limited to, age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, of familial status.

This policy is in effect while students or employees are on property within the jurisdiction of the board; while on school-owned or school-operated vehicles; while attending or engaged in school-sponsored activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school or school district.

If, after an investigation, a student is found to be in violation of this policy, the student shall be disciplined by appropriate measures up to, and including exclusion from school grounds.

Harassment and bullying mean any electronic, written, verbal, or physical act or conduct toward a student which is based on any actual or perceived trait or characteristic of the student and which creates an objectively hostile school environment that meets one or more of the following conditions:

- Places the student in reasonable fear of harm to the student's person or property
- Has a substantially detrimental effect on the student's physical or mental health
- Has the effect of substantially interfering with the student's academic performance; or
- Has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.

"Electronic" means any communication involving the transmission of information by wire, radio, optical cable, electromagnetic, or other similar means. "Electronic" includes but is not limited to communication via electronic mail, internet-based communications, pager service, cell phones, electronic text messaging or similar technologies.

Harassment and bullying may include, but are not limited to, the following behaviors and circumstances:

- Verbal, nonverbal, physical or written harassment, bullying, hazing, or other victimization that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim.
- Repeated remarks of a demeaning nature that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim.
- Implied or explicit threats concerning one's grades, achievements, property, ect. that have the purpose or effect of causing injury discomfort fear or suffering to the victim.
- Demeaning jokes, stories, or activities direct at the student that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim; and/or
- Unreasonable interference with a student's performance or creation of intimidating, offensive, or hostile learning environment.

Sexual harassment means unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

- Submission to the conduct is made either implicitly or explicitly a term or condition of the student's education or benefits;
- Submission to or rejection of the conduct by a school employee is used as the basis for academic decisions affecting that student; or

- The conduct has the purpose or effect of substantially interfering with the student's academic performance by creating an intimidating, hostile, or offensive education environment.

In situation between students and school officials, faculty, staff, or volunteers who have direct contact with students, bullying and harassment may also include the following behaviors:

- Requiring that a student submit to bullying or harassment by another student, either explicitly or implicitly, as a term or condition of the targeted student's education or participation in school programs or activities; and/or
- Requiring submission to or rejection of such conduct as a basis for decisions affecting the student.

Students who feel that they have been harassed should:

- Communicate to the harasser that the student expects the behavior to stop if the student is comfortable doing so. If the student needs assistance communicating with the harasser, the student should ask a teacher, counselor or principal to help.
- If the harassment does not stop or the student does not feel comfortable confronting the harasser, the student should:
 - Tell a teacher, counselor or principal; an
 - Write down exactly what happened, keep a copy, and give another copy to the teacher, counselor, or principal including;
 - What, when and where it happened;
 - Who was involved;
 - Exactly what was said or what the harasser did;
 - Witnesses to the harassment;
 - What the student said or did, either at the time or later;
 - How the student felt; and
 - How the harasser responded.

Any person who promptly, reasonably, and in good faith reports an incident of bullying or harassment under this policy to a school official, shall be immune from civil or criminal liability relating to such report and to the person's participation in any administrative, judicial, or other proceeding relating to the report. Individuals who knowingly file a false complaint may be subject to appropriate disciplinary action.

Retaliation against any person, because the person has filed a bullying or harassment complaint or assisted or participated in a harassment investigation or proceeding, is also prohibited. Individuals who knowingly file false harassment complaints and any person who gives false statements in an investigation shall be subject to discipline by appropriate measures, as shall any person who is found to have retaliated against another in violation of this policy. Any student found to have retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion. Any school volunteer found to have retaliated in violation of this policy shall be subject to measures up to, and including, exclusion from school grounds.

The school or school district will promptly and reasonably investigate allegations of bullying or harassment. The principal or their designee will be responsible for handling all complaints by students alleging bullying or harassment.

It is the responsibility of the superintendent, in conjunction with the investigator and principals, to develop procedures regarding this policy.

Assault on Staff

A student who commits an assault against an employee on school district property or on property within the jurisdiction of the school district; while on school owned or school operated chartered buses; or while attending or engaging in school district activities shall be suspended by the principal and law enforcement officials may be contacted. Notice of the suspension shall be sent to the board president. The board shall review the suspension to determine whether to impose further sanctions against the student, which may include expulsion. Assault for purposes of this section of this policy is defined as:

- An act which is intended to cause pain or injury to, or which is intended to result in physical contact which will be insulting or offensive to another, coupled with the apparent ability to execute the act; or
- Any act which is intended to place another fear of immediate physical contact which will be painful, injurious, insulting or offensive, coupled with the apparent ability to execute the act; or
- Intentionally points any firearm toward another or displays in a threatening manner any dangerous weapon toward another.

The act is not an assault when the person doing any of the above and the other person are voluntary participants in a sport, social, or other activity, not in itself criminal, when the act is a reasonably foreseeable incident of such sport or activity, and does not create an unreasonable risk of serious injury or breach of the peace.

Discipline

The general aim of all discipline at Andrew School is to enable the students to acquire self-discipline and to acquire habits of control, which enable the child to develop into a responsible law abiding citizen of the community.

When consequences for behavior are necessary, the following will be observed:

Loss of Privileges:

Determined by the classroom teacher and/or by the principal.

Detention

When necessary the teacher or principal will assign a detention before or after school. Parents will be notified in advance if their child is to be detained. Saturday detentions or other disciplinary action are also an option.

Suspension May be Given For:

Fighting, use of vulgar language, harassment, destroying school property, deliberately injuring another student, serious or repeated violations of school regulations, leaving the school grounds without permission, and outright disrespect.

Suspensions may be either in school or at home, depending on the circumstance. The principal/superintendent will decide which type of suspension is appropriate.

Suspensions may be from one to five days and in extreme cases, with superintendent approval, up to 10 days suspensions are possible. During the suspension or prior to returning to the classroom, the parents, student, teacher, and principal shall meet.

Expulsion: After a student has been repeatedly suspended and behavior has not changed, the principal/superintendent may recommend expulsion from school. The Board of Directors, by majority vote, may expel any student. Reasons for expulsion may also include: serious misconduct that cannot be remedied in the school program, seriously endangering the physical or moral well being of another student.

Drinking or Drug use at School and School-Sponsored Activities

Students who attend school or school-sponsored activities that are suspected of drinking alcoholic beverages will have their breath analyzed for alcoholic content. The following steps will be taken when a student tests positive:

1. The parents/guardians of the student will be notified to come after the student and take the student for a drug/alcohol test and/or
2. The county sheriff will be called
3. The student will be suspended from school for 5 days
4. The student will be suspended from extracurricular activities according to the Good Conduct Rule.

Chapter 123 – Iowa Beer and Liquor Control Act Division I – General Provisions Relating to Alcoholic Liquor and Beer – 123.46 – Consumption in public places – Intoxication. It is unlawful for any person to use or consume alcoholic liquors or beer upon the public streets or highways, or alcoholic liquors in any public place, except premises covered by a liquor control license, or to possess or consume alcoholic liquors or beer on any public school property or while attending any public or private school related functions, and (no person shall be intoxicated nor simulate intoxication in a public place). As used in this section “school” means a school or that portion thereof, which provides teaching for any grade from kindergarten through grade twelve. Any persons violating any provisions of this section shall be guilty of a simple misdemeanor.

Any student “acting” intoxicated or under the influence of drugs may be suspended from school.

Fighting

Any student engaged in an aggressive physical assault on another person with intent to do bodily harm will be suspended immediately after the incident. Efforts will be made to determine facts surrounding the incident but both parties may need a “cooling off” period to be determined by the principal or designee. An investigation will be conducted and appropriate charge made. Parents will be notified by phone, if possible, otherwise in writing along with appropriate notification to the superintendent and president of the school board.

Interference’s in School

Any student with water pistols, spray bottles, water balloons or any water squirting/throwing device found on their person or in their possession may be suspended from school. Should an incident occur on the last day of school, the student may be suspended during the first days of school in the fall.

The danger with fireworks is obvious and will carry penalties as outlined above.

The preceding policy also includes behaviors on school buses and other school-provided transportation.

Illegal Items Found in School or in Students’ Possession

Students are prohibited from distributing, dispensing, manufacturing, or possessing, using, and being under the influence of alcohol, drugs or look-alike substances; and possessing or using tobacco, tobacco products or look-a-like substances. Suspensions to expulsions may result if students are identified as participants in the above actions.

Tobacco or Tobacco Product Use

Possession and/or use of any tobacco product by pupils on school property and at school-sponsored activities are prohibited. This rule is adopted on two grounds – first, that smoking or chewing tobacco by students on school property presents a safety hazard which cannot be controlled by the school, and second, as covered by the Code of Iowa (279.9) “The Use of Tobacco.” Such rules shall prohibit the use of tobacco and the use and possession of alcoholic liquor or beer or any controlled substance as defined in section 204.101, subsection 6, by any students of such schools and the Board may suspend or expel any student for violation of such rule. (C73,279.9)

Violations

- Examples of conduct for which a student could be disciplined include, but are not limited to:
- Refusal to conform to school policies, rules or regulations;
- Refusal to comply with directions from teachers, administrators or other school personnel; physical attack, threats of physical attack or behavior intended to provoke students, teachers, administrators or other school personnel;

- Possession of weapons, contraband or dangerous objects;
- Extortion;
- Criminal or illegal behavior;
- Theft or robbery;
- Damaging, altering, injuring defacing or destroying any building, fixture or tangible property;
- Causing a fire or explosion, or placing any burning or combustible material, or any incendiary or explosive device or material, in or near any school property, whether or not any such property is actually damaged or destroyed;
- Threatening to place or attempting to place any incendiary or explosive device or material, or any destructive substance or device in or about the school premises or premises where a school-sponsored activity will be held;
- Fighting or engaging in disruptive or violent behavior at school or at school events;
- Making noise in the vicinity of the school or school-sponsored activities which disrupts the orderly, efficient and discipline atmosphere of the school or the school-sponsored activity;
- Abusive epithets, threatening gestures, or behavior intended to provoke other students, teachers, administrators, or other school personnel;
- By words or action initiating or circulation a report or warning of fire, epidemic, or other catastrophe knowing such report to be false or such warning to be baseless;
- Obstructing school premises or access to school premises or premises where a school activity is being held.

Weapons

The board believes weapons and other dangerous objects in school district facilities cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees and visitors on the school district premises or property within the jurisdiction of the school district.

School district facilities are not an appropriate place for weapons or dangerous objects. Weapons and other dangerous objects shall be taken from students and others who bring them onto the school district property or onto property within the jurisdiction of the school district or from students who are within the control of the school district.

Parents of students found to possess a weapon or dangerous objects on school property shall be notified of the incident. Confiscation of weapons or dangerous objects shall be reported to the law enforcement officials, and the student will be subject to disciplinary action of mandatory suspension or expulsion.

Students bringing a weapon to school or possessing a weapon shall be expelled for not less than twelve months unless the Superintendent recommends to the Board a different penalty. For purposes of this portion of this policy, the term "weapon" includes any firearm that is designed to expel a projectile by the action of an explosive or any other means of propulsion. The frame or receiver of any such weapon, a muffler or silencer for such a weapon, or any explosive, incendiary or poison gas and any object considered a bomb by the administration or any device that can or does cause deliberate injury will be considered as a violation of this policy. For the purposes of this policy, a knife or other dangerous objects is not considered a weapon for which the mandatory twelve-month expulsion applies unless there is a threatening display or action whereby the expulsion policy would still apply.

Weapons under the control of law enforcement officials shall be exempt from this policy. The principal may allow authorized persons to display unloaded weapons or other dangerous objects for educational purposes. Such a display shall also be exempt from this policy.

Student Conduct: Clarification of Consequences

Detention

1. Detention means the student's presence is required during non-school hours for disciplinary purposes. The student can be required to appear prior to the beginning of the school day or after school has been dismissed for the day.
2. Whether a student will serve detention and the length of the detention shall be within the discretion of the certified employee disciplining the student or the building principal.
3. The detention shall be served with the person issuing the detention. (With the exception of the detentions given for unexcused tardies which will be in an assigned room.)
4. Detentions given in the last week of school and not served will be carried over to the next school year.

Expulsion

1. Expulsion means an action by the board to remove a student from the school environment, which includes, but is not limited to, classes and activities for a period of time set by the board but no longer than one school year.
2. It shall be the responsibility of the superintendent, in conjunction with the principal, to develop administrative regulations regarding this policy.

In-School Suspension

1. In school suspension is the temporary isolation of a student from one or more classes while under administrative supervision. In school suspensions may be imposed by the principal for infractions of school rules which are serious but which do not warrant the necessity of removal from school.
2. The Principal shall conduct an investigation of the allegations against the student prior to imposition of an in school suspension. Such an investigation shall include, but not limited to, written or oral notice to the student and parents of the allegations against the student and an opportunity to respond. In school suspensions shall not be imposed for a longer period than ten (10) school days. Upon conclusion of the investigation, written notice of the suspension and the reasons therefore shall be sent to the parents.

Out of School Suspension

1. Suspension is the removal of a student from the school environment for a period of short duration. Suspension is to be employed when other available school resources are unable to constructively remedy student misconduct.
2. The principal may suspend a student for a period not to exceed five school days. The superintendent may extend the suspension upon the principal's request, for a total of no more than 10 school days.
3. A student may be suspended for the commission of gross or repeated infractions of school rules, or when the presence of the student will cause interference with the maintenance of the educational environment or the operation of the school. The Principal may suspend such students after conducting an investigation of the charges against the student, giving the students and parents:
 - 3.1. Oral and written notice of the allegations against the student
 - 3.2. The basis of fact for the charges, and
 - 3.3. The opportunity to respond to those charges
4. Notice of the suspension shall be mailed to the student's parents, superintendent, and board president no later than the end of the school day following the suspension. Written notice to the parents shall include the circumstances involving the student, which led to the suspension and a copy of the board policy and rules pertaining to the suspension. A reasonable effort shall be made to notify the student's parents by telephone or personal contact, and such effort shall be documented by the person making or attempting to make the contact.

Probation

1. Probation is conditional suspension of a penalty for a set period of time. Probation may be imposed by the principal for infractions of school rules, which do not warrant the necessity of removal from school.
2. The Principal shall conduct an investigation of the allegations against the student prior to imposition of probationary status. Such investigation shall include but not limited to, written or oral notice to the student of the allegations against him and an opportunity to respond. Probationary status will not be imposed for a period longer of then ten (10) school days during the investigation. Upon conclusion of the investigation, written notice of the probation and any additional consequences plus the reasons therefore shall be sent to the parents.
3. Should the student breach the condition(s) imposed for probation, the penalty temporarily suspended shall take effect. Further investigation shall be made to determine whether the condition imposed has been breached.

Removal

1. Removal from the classroom means a student is sent to the building principal's office.
2. It shall be within the discretion of the person in charge of the classroom to remove the student.
3. It shall be the discretion of the principal for the length of time out of class and any additional consequences considered.

Restriction from School Activities

1. A restriction from school activities means a student will attend school and classes but will not attend or participate in school activities.
2. Any student suspended or expelled from school is automatically restricted from school activities.
3. A restriction from activities will not exceed ninety days.

Student Complaints

Students may file a complaint regarding school district policies, rules and regulations or other matters by complying with the following procedure. This procedure is strictly followed except in extreme cases.

1. If an employee is involved, discuss the complaint with the employee within five (5) school days of the incident;
2. If dissatisfied with the employee's response or if there is no employee involved, talk to the principal within five (5) school days of the incident;
3. If dissatisfied with the principal's response, talk to the superintendent within ten (10) school days of the principal's response;
4. If dissatisfied with the superintendent's response, students may request to speak to the School Board within 30 days of the superintendent's response. The School Board determines whether it will address the complaint at their next regularly scheduled Board meeting.

Suspension and Expulsion

The board of directors may, by a majority vote, expel any student from school for a violation of the rules and regulations approved by the board or when the presence of the student is detrimental to the best interest of the school.

The principal may suspend a student temporarily for a period of time not to exceed five days. The superintendent may suspend for a period of time not to exceed ten days. Notice of the suspension shall be in writing, issued immediately by the administrator, and copies of the action sent to the superintendent and the President of the Board.

When a student has been suspended he/she may be admitted by the administrator who suspended him/her, or the student may be requested to appear before the board of directors with their parents for readmittance. When expelled by the board, a student may be readmitted only by the board or in the manner prescribed by it.

Legal Reference (Code of Iowa) Chapter 282.4, 282.5

Suspensions and Special Education Students

1. Following the suspension of a special education student, an informal evaluation of student's placement shall take place. The IEP shall be evaluated to determine whether it needs to be changed or modified in response to the behavior responsible for the suspension.
2. Students who have not been identified as special education students may be referred for evaluation after the student's second out-of-school suspension to determine whether they student is disabled and in need of special education.
3. Alternative educational placements may be considered.

Expulsion and Special Education Students

1. Expulsion means an action by the board to remove a student from the school environment, which includes, but is not limited to, classes and activities for a period of time set by the School Board but no longer than on school year.
2. It shall be the responsibility of the administration to develop administrative regulations regarding this policy.
3. Following the expulsion of a special education student, an informal evaluation of the student's placement shall take place. The Individual Education Program (IEP) shall be evaluated to determine whether it needs to be changed or modified in response to the behavior that led to the expulsion.
4. If a special education student's out-of-school expulsion is equal to ten days on a cumulative basis, a staffing team shall meet to determine whether the IEP is appropriate.

Student Health, Well-Being, and Safety

Abuse

All school staff is by law, Mandatory Reporters. All school personnel are required to report any suspected instances of child abuse to the Department of Human Resources.

Administration of Medication

Students may need to take prescription or over the counter medication during school hours. Students may carry prescription medication only with the permission of the parents, guardian(s) and principal. The school must know the medications a student is taking in the event the student has a reaction or illness. Students must provide written instructions for administration of the medication as well as parental authorization to administer the medication.

Medication that is dispersed by office personnel is held in a locked cabinet and distributed by the appropriately designated individual. Medication must be in the original container with the following information either on the container, in the instruction sheet or in the parental authorization: name of the student; name of the medication; directions for use including dosage, times and duration; name, phone number and address of the pharmacy (if applicable); date of the prescription (if applicable); name of the physician (if applicable); potential side effects; and emergency number for parents.

Communicable And Infectious Diseases

Students who have an infectious or communicable disease are allowed to attend school as long as they are able to do so and their presence does not pose an unreasonable risk of harm to themselves or does not create a substantial risk of illness or transmission to other students or employees. If there is a question about whether a student should continue to attend classes, the student shall not attend class or participate in school activities without their personal physician's approval and clarification with the school. Infectious or communicable diseases include, but are not limited to, mumps, measles, flu and chickenpox.

Guidance Counselor

The guidance counselor is here to help with any and all problems or concerns that one might have. Please take advantage of this educational resource to help with day-to-day school problems as well as career planning. Let him/her know how he/she can help.

HAWK-I Insurance for Children

Parents can apply for low- or no-cost health insurance for their children through the state's Healthy and Well Kids in Iowa (HAWK-I) Program. Children, birth to 19, who meet certain criteria, are eligible. The coverage includes doctors visits, hearing services, dental care, prescriptions, immunizations, physical therapy, vision care, speech therapy and hospital services to name a few. Parents are urged to call 1-800-257-8563 (toll free) or go to the web site at <http://www.hawk-i.org/> for more information or call the school board secretary at 563-672-3221 for a brochure.

Lice, Head; Pediculosis

The Iowa Department of Education has determined that maintaining a “louse-free” environment at the school is the responsibility of the parent.

Parents are encouraged to screen their children at least on a weekly basis and follow accepted procedures to correct the problem. It is the schools responsibility to provide teaching. For a handout, please request one from the office.

Physical Abuse

Physical abuse is a non-accidental physical injury that leaves a mark at least 24 hours after the incident. While employees cannot use physical force to discipline a student, there are times when the use of physical force is appropriate. The times when physical force is appropriate include, but are not limited to:

- When necessary to stop a disturbance
- To obtain a weapon or other dangerous object
- For purposes of self-defense or to protect the safety of others
- To remove a disruptive student
- To protect others from harm
- For the protection of property
- To protect a student from self-inflicted harm

The Andrew Board of Education has developed a policy concerning **Abuse of Students By School Employees**. This Policy is available in the Board Secretary's office.

The board has also identified the following investigators of complaints filed with the district:

Level One Investigators:

Demi Adrian – Guidance Counselor: School - 672-3221

Level Two Investigator:

Jackson County Sheriff's Dept. - 563-652-3312

Complaints may be filed by anyone having knowledge of a case of physical or sexual abuse of a student by a school employee during the course of their employment.

Complaints should be filed with the appropriate Level One Investigator.

For more information contact any of the Level One Investigators.

Physical Examinations

All athletes and cheerleaders need to have a current physical before they can participate in extracurricular sports. Students may not practice until a copy of the physical is returned to the school. They physicals will be kept on file by the school and should be given to the coach, or the school office. Special forms are required and are available in the school office.

Procedures for Reporting Harassment--Students

Students shall follow these procedures when reporting harassment:

1. Communicate to the harasser that you expect the behavior to stop. You may do so verbally or in writing. If this is too difficult to do alone, seek help from a teacher, counselor, or principal you trust.
2. If the behavior is repeated, do all of the following:
 - a. Tell a teacher, counselor, or principal
 - b. Document exactly what happened and keep a copy for yourself and give one to the teacher, counselor, or principal. The documentation should include the following:

- What happened	- What you said / did
- When it happened	- How you felt
- Where it happened	- How harasser responded
- Who harassed you	- Note exactly what was said
- List any witnesses	
3. The building principal shall then file a copy of your documentation with the person accused of harassment. The principal's notification to the harasser shall include direct instructions that the harassment must stop, and shall include notification of possible disciplinary action. If the alleged harassment is of a sexual nature the incident shall be referred to the district's investigator for sexual harassment.
4. If the behavior is repeated, go directly to the building principal. If the harassment is of a sexual nature go directly to the district's sexual harassment investigator.

Sexual Abuse and Harassment

Sexual harassment will not be tolerated in the school district or at school sponsored activities. Students found in violation of this policy will be subject to discipline including, but not limited to reprimand, suspension, expulsion, or other sanction as determined by the school administration or school board.

Sexual harassment shall include, but not be limited to, unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature when:

- Verbal, physical or written harassment or abuse;
- Pressure for sexual activity;
- Repeated remarks to a person/s with sexual or demeaning implications; and
- Suggesting or demanding sexual involvement, accompanied by implied or explicit threats

Employees or students, who believe they have suffered sexual harassment, shall report such matters to the building principal, who shall be the complaint officer for sexual harassment complaints. However, claims regarding sexual harassment may also be reported to the guidance counselor, who shall be the alternate complaint officer for such complaints.

Complaints reported to a complaint officer, shall be handled by they complaint officer in a timely and confidential manner. Information regarding an investigation of sexual harassment shall be confidential, and those individuals who are involved in the investigation shall not discuss information regarding the complaint outside the investigation.

It shall be the responsibility of the complaint officer to promptly investigate claims of sexual harassment and determine their validity using an informal process. Upon receiving a complaint, the complaint officer shall confer with the person making the complaint to obtain an understanding of and a statement of the facts from the person. Once the complaint officer has obtained a statement of the facts from the person filing the complaint, the complaint office shall attempt to meet with the person charged with sexual harassment to obtain a response to the complaint. The complaint officer may meet with the parties involved in the complaint as often as the complaint officer determines to be necessary. Upon completion of the investigation, the complaint officer shall make a recommendation to the superintendent.

It shall be the responsibility of the superintendent to determine what further action should be taken on a complaint of sexual harassment after receiving a report from the complaint officer. If termination or expulsion is determined by the superintendent to be necessary, the superintendent shall make a recommendation to the board regarding the termination or expulsion. If the complaint is made against the superintendent, the complaint officer will make his/her complaint to the board.

It shall be the responsibility of the board members, administrators, certified and support personnel, students and any others having business or other contact with the school district to act appropriately under this policy. It shall be the responsibility of the superintendent to inform and educate school district personnel about sexual harassment.

Sickness Or Injury

Students who become sick or injured during the school day may go home only with the consent of the Parent or the person designated by the Parent on the student emergency card on file. We ask that Parents inform the school of changes in address or phone numbers.

Students Rights and Responsibilities

Breakfast

Breakfast will be served on all regular school days but will not be served on late start days. Breakfast is served from 7:40 a.m. - 8:00 a.m. for grades 6-8 and 7:40 a.m. - 8:10 a.m. for grades PK-5. Breakfast is designed to give the students a healthy start to the school day.

Students with a deficit higher than -\$50.00 will not be allowed to charge breakfast. No alternative meal will be provided unless authorized by administration. Authorization will only be given in special circumstances.

Cafeteria Food

No cafeteria food is to be taken out of the cafeteria including milk cartons during serving times except when requested by an activity sponsor/teacher so a meeting can be held outside the lunchroom at the same time.

Care of School Property

Students are expected to take care of school property including desks, chairs, books, lockers, and school equipment. Vandalism will not be tolerated. Students found to have destroyed or otherwise harmed school property may be required to reimburse the school district. In certain circumstances, students may be suspended and or reported to law enforcement officials.

Cellphones/Laser Pointers

Students should not have pagers or laser pointers in the building (pagers only for members of the fire department of EMTs) Cellular phones brought to school must be turned off during class time unless authorized by the classroom teacher for educational purposes. Offenders may have their phones confiscated and kept in the office until after school. After the second offense, parents will be required to pick up the cell phone. Cell phone use is only appropriate

during lunch, before or after school or with permission of the office. Cameras and camera phones are not allowed in areas where privacy is a concern (restroom and locker rooms). Violations will be considered a violation of privacy.

Dress Code

There is a strong connection between academic performance, students' appearance and students' conduct. Inappropriate student appearance may cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees and visitors on school grounds. Students are expected to adhere to reasonable levels of cleanliness and modesty. Students are expected to wear clothing that is appropriate to their age level and that does not disrupt the school or educational environment.

Students are prohibited from wearing clothing advertising or promoting items illegal for use by minors including, but not limited to, alcohol or tobacco; and from wearing clothing displaying obscenity, profanity, vulgarity, racial or sexual remarks, making reference to prohibited conduct or similar displays. Under certain circumstances or during certain classes or activities a stricter dress code may be appropriate, and students must comply with the stricter requirement. The administration makes the final determination of the appropriateness of the student's appearance. Students inappropriately dressed are required to change their clothing or leave the school. Student must receive parental permission prior to going home to change inappropriate clothing.

The following will not be allowed:

- Articles of clothing, or personal attire displaying or promoting tobacco, alcoholic beverages, or other contraband.
- Headgear inside the school building (this includes hats, caps, scarves, sweatbands and bandanas).
- Articles of clothing with obscenities, pornography or suggestive remarks or graphic art.
- Revealing clothing (no spaghetti strap tops, tube tops, midriff shirts, shirts covering only one shoulder, or muscle shirts). Uniforms on game days are allowed.
- Tights or long underwear unless shorts, pants or skirt are worn on the outside.
- Jackets/coats worn between 8:15 a.m. and 3:30 p.m. unless you have the classroom instructor's approval.
- Billfold chains, chains or ropes as belts.
- Handcuffs.
- Signing articles of clothing on the front of the article.
- Items that demonstrate "gang" affiliation.

Gum, Candy, Pop, and Food

These are not permitted in the school during school hours. This is a protective measure for classroom furniture, floors, buses, and materials. (Birthday treats will be permitted in the classroom.) Teachers will confiscate and dispose of items secured by students without proper authorization.

Invitations to Parties (K-5)

Preferably invitations should be done on non-school time.

Internet

Internet access is available to students and teachers in the Andrew School. The District's computers, computer network, and/or Internet connection is not a public access service or a public forum. The District has the right to place reasonable restrictions on the material accessed and/or posted through use of its computers, network or Internet connection.

The Internet is an electronic highway connecting millions of computers all over the world and millions of individual subscribers. For example, students and teachers have access to:

- electronic mail communication with people all over the world by using a school provided email account.
- public domain software and shareware of all types;
- access to many University Library Catalogs, the Library of Congress and ERIC.
- other educationally appropriate services and applications

With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. Andrew School District has taken precautions to restrict access to controversial materials. However, on a global network it is impossible to control all materials; and an industrious user may discover controversial information. We (Andrew School District) firmly believe that the valuable information and interaction available on this worldwide network far outweighs the possibility that users may procure material that is not consistent with the educational goals for the District. Andrew Community School District has installed a network filter to prevent the improper use of the network and to comply with Federal Rules and Regulations to insure the continued funding of the Schools and Libraries Corporation.

Internet access is coordinated through a complex association of government agencies and regional and state networks. In addition, the smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines. These guidelines are provided here so that you are aware of the responsibilities you are about to acquire. In general, this requires efficient, ethical and legal utilization of the network resources. Inappropriate use and/or access will result in the restriction and/or termination of this privilege and may result in further discipline for students up to and including expulsion and/or other legal action.

Internet Terms and Conditions

1. **Acceptable Use** – The purpose of NSFNET, which is the backbone network to the Internet, is to support research and education on and among academic institutions in the U. S. by providing access to unique resources and the opportunity for collaborative work. Your use of the Internet must be in support of education and research and consistent with the educational objectives of the Andrew School District. Transmission of any material in violation of any U. S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by copyright. Use for commercial activities is generally not acceptable. Use for product advertisement or political lobbying is also prohibited.
2. **Privileges** – The use of the Internet and district provided hardware is a privilege, not a right; and inappropriate use may result in a cancellation or removal of those privileges. Each student will receive an account. The system administrators will deem what is inappropriate use and their decision is final. Also, the system administrators may close an account at any time as required. The administration, faculty and staff of Andrew School District may request the system administrator to deny, revoke, or suspend specific user accounts.
3. **Network Etiquette** – You are expected to abide by the generally accepted rules of network etiquette if using an e-mail account of a teacher. These include but are not limited to the following:
 - 3.1. Be polite. Do not get abusive in your messages to others.
 - 3.2. Use appropriate language. Do not swear, use vulgarities or any other inappropriate language. Illegal activities are strictly forbidden.
 - 3.3. Do not reveal your personal address or phone numbers of students or colleagues.
 - 3.4. Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities may be reported to the appropriate authorities.
 - 3.5. Do not use the network in such a way that you would disrupt the use of the network by other users.
 - 3.6. All communications and information accessible via the network should be assumed to be public property.

- 3.7. Unauthorized costs gained by access to any service via the Internet, which has a cost involved, or if a student incurs other types of costs, the student accessing such a service will be responsible for those costs.
 - 3.8. If a user encounters potentially inappropriate information, the user shall immediately terminate contact with such information and notify the technology coordinator or other appropriate personnel of the contact with inappropriate information as soon as possible.
 - 3.9. The use of e-mail is limited to District and educational purposes only. Students and staff waive the right to privacy in anything they create, store, send, disseminate or receive on the District's computers, network, and/or Internet access is assumed by and is the responsibility of the user.
4. The Andrew School District makes no warranties of any kind, whether expressed or implied, for the service it is providing. Andrew School District will not be responsible for any damages you suffer. This includes loss of data resulting from delays, non-deliveries, mis-deliveries or service interruptions caused by its own negligence or your errors or omissions. Use of any information obtained via the Internet is at your own risk. Andrew School District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

See Board Policy for complete Internet guidelines. Failure to do so does not excuse or waive any errors or omissions committed by the Andrew user.

Lockers

Students' lockers are the property of the school district. Students shall use the lockers assigned to them for storing their school materials and personal items while in attendance at school. It shall be the responsibility of each student to keep the student's assigned locker clean, undamaged, and closed. The expenses to repair damage done to a student's locker may be charged to the student.

Students are encouraged to put locks on their lockers with a key or combination available in the office. Padlocks are available from the office and are strongly encouraged to be used. The school is not responsible for valuables taken out of a student's locker.

A student's locker may be searched at random times by canine units or whenever an administrator or teacher has a reasonable and articulable suspicion that a criminal offense or a school district policy, rule or regulation bearing on school order has been violated; and the administrator or teacher has a reasonable and articulable belief that the search will produce evidence of the violation. Items in violation of school district policies, rules or regulations found in student lockers will be confiscated. Illegal items may be given to law enforcement officials.

An inspection shall either occur in the presence of the students whose lockers are being inspected or the inspection shall be conducted in the presence of at least one other person. Locker inspections are conducted periodically throughout the school year. These inspections are generally for the purpose of ensuring that lockers are clean and well kept.

Parents/students should be aware that school officials may periodically search any area on school property, including lockers without advance notice.

Lockers will need to be cleaned out no less than one time per trimester. Locker fronts should be cleared at the end of each season in which decorations are attached.

Locker doors are expected to be closed when not in use. If you have a locker malfunction, report it to the office for repair immediately.

Students should be aware that larger-size book bags do not fit in the lockers appropriately and may be requested not to be placed in lockers. Also remember that many lockers are shared and equal space for the locker partner is necessary.

Lost and Found

Articles are kept in the office for one month and then disposed of. Parents may check at the office any time for lost items.

Lunch

Free and reduced breakfast and lunches are available for families whose income falls at or below the Federal Guidelines. To apply for these free or reduced price meals, an application must be filled out by the parent or guardian and returned to the school. Those who do not qualify for free lunches may deposit any amount of money into their child's account. A milk is provided with each lunch for that price. Additional milk may be purchased if a student has a positive balance in their lunch account.

Students are not allowed to charge lunches over -\$50.00. If a student lunch account runs out, they will receive a notice through email and a letter. Once a student has a balance of -\$50.00 or higher in their lunch account, they will be given an alternate lunch in lieu of the hot lunch entree.

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, or call (800) 795-3272 (voice) or (202) 720-6382 (TTY). USDA is an equal opportunity provider and employer.

Parties (K-5)

Grades K - Activity Committees are organized for the school year. These committees will organize and supervise class parties. Parties are usually held for Halloween, Christmas, Valentines Day, and End-of-the-Year.

Grades 1-3 - Each child serves on one committee. Planning is done by students and the teachers with notes being sent home. Each child is expected to contribute to a party. Parties are usually held for Halloween, Christmas, Valentines Day, and End-of-the -Year.

Grades 4-5 - Parties are usually held for Halloween, Christmas and Valentines Day. Students plan, organize and conduct the parties. It is hoped that all students/parents contribute equally to the preparation and expenditures necessary for these activities.

Posting of Information

Students who wish to post or distribute information must receive permission from the principal before the posting or distribution. This applies whether the information deals with school-sponsored or non school-sponsored activities. The principal can explain or answer questions regarding the school's rules on posting and distributing materials.

Recess

In inclement weather, students will have recess in the school gym. They are required to wear gym shoes. No stocking feet will be permitted.

Recess Playground Policy

The playground as referred to in this policy statement is the area directly to the west of the school building where students of the elementary school are regularly released for a supervised recess period.

The purpose of the playground is to provide recreation and relaxation for students in a supervised setting during periods designated for recess.

It is the policy of the Andrew Community School to provide a safe, pleasant, and fully supervised atmosphere in which all students may enjoy the benefits of recess.

In order to keep a safe place for our students the Andrew Community School has adopted the following regulations in regard to playground usage.

Common sense must prevail. No set of regulations can be all-inclusive. General rules of good conduct and acting in a way that is generally accepted in school will be required of all students.

The above includes, but is not limited to:

- (A) Respecting other people's rights and property.
- (B) Foul language is prohibited.

(C) In all situations someone must be in charge. On the playground that person is the recess supervisor (teacher or teacher's assistant).

The supervisor on duty shall have the authority to decide whether or not a misbehaving child remains on the playground or not during a given recess. The child may be asked to stand at the wall outside for the remainder of the recess, or in more extreme cases is sent back to the teacher or to the principal.

Students are specifically prohibited from climbing or sitting on the fence that has been installed on the west side of the front playground.

The swings located on the front playground are meant for one person to swing on in a normal fashion. Double swinging and any abnormal use of the swings are disallowed.

Students must at all times remain on school property during recess. Specifically, students are not to be on the basketball courts in the city park.

Playground equipment, in general, is to be used for its intended purpose. (i.e. ropes for jumping, balls for throwing, slides for going down, not up.)

Students may bring appropriate balls to school to use during recesses however; toys (trucks, dolls, etc.) and electronics (radios, portable games, etc.) should be left at home. These types of items often cause misunderstandings as to ownership or possible breakage. The school will not be responsible for breakage or loss of such items.

No hard balls will be allowed on the front playground. This is to avoid possible window breakage. Hard balls, such as regulation softball will be allowed on the field in back of the building when recess is held there.

Roller skates and skateboards will be prohibited.

Games involving tackling will be prohibited.

Ball games will be discouraged on the sidewalk under the classroom windows in front of the building as they distract classroom activities. Games should be held on the grass, or on the street in front of the school.

The throwing of objects such as snow, ice or rocks is prohibited.

Once outside for recess, students will not reenter the building without permission until recess is over.

The decision to go out or stay inside for recess will be made by the recess supervisor in consultation with the Elementary Principal in such cases where weather or other considerations come into play.

Inside Recess Regulations

1. The same general rules stated above will apply when recess is moved inside to the gymnasium.
2. Tennis shoes must be worn on the gym floor for recess. Students who do not have tennis shoes on will be required to sit out recess.
3. Students are not to go on the stage in the gym.
4. No footballs will be allowed in the gym.

Repeated violations of recess regulations will result in temporary or permanent loss of recess privileges.

The following procedures will be in effect for repeated infractions of the regulations:

1. An official warning.
2. Sitting down for the remainder of a recess.
3. Loss of recess privileges for a day.
4. A note to the parent explaining the repeated infractions. This note must be signed and return to the school.

5. An in-school conference with the parent.
6. If the issue cannot be resolved, the child will forfeit recess period and be held inside for a period of time deemed appropriate by the principal.

Romance

School is not the place for romancing. Therefore, holding hands, and intimate physical contact will not be allowed in school.

Student Publications

Students may produce official school district publications as a part of the curriculum under the supervision of a faculty advisor and principal. Official school district publications include, but are not limited to, the yearbook or web page. Expressions made by students, including student expression in the school district publications, is not an expression of official school district policy. The school district, the School Board and the employees are not liable in any civil or criminal action for student expression made or published by students unless the employees or School Board have interfered with or altered the content of the student speech or expression.

A faculty advisor supervises student writers and speakers to maintain professional standards of English and journalism and to comply with the law including, but not limited to the restrictions against unlawful speech. No student shall express, publish or distribute in an official school district publication material which is:

- Obscene;
- Libelous;
- Slanderous; or
- Encourages students to:
 - commit unlawful acts;
 - violate school district policies, rules or regulations;
 - cause the material and substantial disruption of the orderly and efficient operation of the school or school activity
 - disrupt or interfere with the education program;
 - interrupt the maintenance of a disciplined atmosphere; or
 - infringe on the rights of others.

Students who believe they have been unreasonably restricted in their exercise of expression in an official student publication should follow the complaint procedure outlined in this handbook.

Student Searches

In order to protect the health and safety of students, employees and visitors to the school district and for the protection of the school district facilities, students and their belongings and school-justified when there are reasonable grounds for the suspicion that the search will turn up evidence that student has violated or is violating the law or school district policy, rules, or regulations affecting school order.

- Reasonable suspicion may be formed by considering factors such as the following:
 - eyewitness observations by employees;
 - information received from reliable sources;
 - suspicious behavior by the student; or

- the student's past history and school record, although this factor alone is not sufficient to provide the basis for reasonable suspicion.

A search will be permissible in its scope or intrusiveness when the measures adopted are reasonably related to the objectives of the search. Reasonableness of scope or intrusiveness may be determined based on factors such as the following:

- the age of the student;
- the sex of the student;
- the nature of the infraction; and
- the emergency requiring the search without delay.

A student's body and/or personal effects (e.g., purse, backpack, etc.) may be searched when a school official has reasonable suspicion to believe the student is in possession of illegal or contraband items or has violated school district policies, rules, regulations or the law affecting school order. As a safety factor, a canine unit may be used at random to conduct searches.

Personally intrusive searches will require more compelling circumstances to be considered reasonable. If a pat-down search or a search of a student's garments (such as jackets, socks, pockets, etc.) is conducted, it will be conducted in private by a school official of the same sex as the student and with another adult witness of the same sex present, when feasible. A more intrusive search, short of a strip search, of the student's body, is permissible in emergency search may only be conducted in private by a school official of the same sex as the student, with an adult of the same sex present unless the health of safety of students will be endangered by the delay which may be caused by following these procedures.

Theft

Bringing large sums of money or valuable items of any kind to school is strongly discouraged. When valuables or cash have been brought, please check them in with the office, where they can be stored until you are able to take them home. If you have experienced a theft, please report it to the office as quickly as possible. Please be as specific with details as possible.

Harassment Complaint Form

Name of complainant: _____

Position of complainant: _____

Date of complaint: _____

Name of alleged harasser: _____

Date and place of incident or incidents: _____

Description of misconduct: _____

Name of witnesses (if any): _____

Evidence of harassment, i.e., letters, photos, etc. (attach evidence if possible):

Any other information: _____

I agree that all of the information on this form is accurate and true to the best of my knowledge.

Signature: _____

Date: _____

Witness Disclosure Form

Name of witness: _____

Position of witness: _____

Date of testimony, interview: _____

Description of instance witnessed:

Any other information:

I agree that all of the information of this form is accurate and true to the best of my knowledge.

Signature: _____

Date: _____

Good Conduct Rule Contract

Andrew Middle School

To retain eligibility for participation in Andrew Middle School extracurricular activities, students must conduct themselves as good citizens both in and out of school at all times. Students who represent the school in an activity are expected to serve as good role models to other students and to the members of the community.

Any student who after a hearing is found to have violated the Good Conduct Rule will be deemed ineligible for a period of time as described below.

- A student may lose eligibility under the Good Conduct Rule for any of, but not limited to, the following behaviors:
- Possession, use or purchase of tobacco products, regardless of the student's age;
- Possession, use, or purchase of alcoholic beverages, including beer and wine ("use" includes having the odor of alcohol on one's breath);
- Possession, use, or purchase of illegal drugs or the unauthorized possession, use, or purchase of otherwise lawful drugs;
- Engaging in any act that would be grounds for arrest or citation in the criminal or juvenile court system, excluding minor traffic offenses, regardless of whether the student was cited, arrested, convicted, or adjudicated for the act(s) (e.g. stealing, fighting, damage of property)
- Inappropriate or offensive conduct such as fighting, insubordination (talking back or refusing to cooperate with authorities).
- Hazing
- Found guilty of a violation of any school board policy, school rule or state law
- If a student was called as a designated and is not charged, they will not be held in violation of this "good conduct rule."

For full policy, see in Student Handbook.

Students and parents/guardians must sign and return this contract before the student can participate in any Andrew extracurricular activity.

I HAVE READ, UNDERSTAND AND AGREE TO ABIDE BY THE ANDREW SCHOOL GOOD CONDUCT POLICY.

Student's Signature

Parent's Signature

Date

Date