

# New York R-IV Student Handbook



## 2022 - 2023

### Contact Us:

Phone: (816) 583-2563  
Fax: (816) 583-4065  
Email: [nyk8bulldogs@newyork.k12.mo.us](mailto:nyk8bulldogs@newyork.k12.mo.us)  
School Hours: 7:45 a.m.- 3:15 p.m.

### NOTICE OF NON-DISCRIMINATION

The New York R-IV School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities.

Dear Parents and Guardians,

Welcome to the 2022 – 2023 school year at New York, home of the Bulldogs! Our dedicated staff is excited to work with you in a team effort to ensure a successful year for you and your student.

We invite you to become an active participant in our school community through volunteering or attending and supporting school events. All children are more successful when we work together to achieve educational, social, and emotional goals.

Stay connected to what is happening at New York by utilizing these resources:

- School Webpage: View important dates, lunch menus, and much more [www.newyork.k12.mo.us](http://www.newyork.k12.mo.us) – under construction!
- Text Caster: Receive weather related texts, event updates, etc. Sign up on the school webpage or in the office.
- Also, be sure to check out the New York School Alumni Facebook page. The alumni members like to post pictures and keep in touch with current New York School events!

I am looking forward to a positive school year! If I can assist you in any way, please feel free to call me at (816)583-2563.

Mrs. Ashley Bardwell

Principal/Superintendent

### **New York Mission Statement:**

*It is the mission of the New York R-IV School District to hold high expectations for all our students as they grow and progress. The school environment will be a safe and healthy place for them to learn.*

### **New York Vision Statement:**

*The New York R-IV School District believes that learning is an on-going process, and we will provide a solid base that will give our students the learning skills to accomplish this life-long commitment.*

### **New York Staff 2022-2023**

Principal/Superintendent	Ashley Bardwell	<a href="mailto:abardwell@newyork.k12.mo.us">abardwell@newyork.k12.mo.us</a>
Preschool/Kindergarten	Mecalia Thompson	<a href="mailto:mthompson@newyork.k12.mo.us">mthompson@newyork.k12.mo.us</a>
First/Second/Third	Candy Hughes	<a href="mailto:chughes@newyork.k12.mo.us">chughes@newyork.k12.mo.us</a>
Fourth/Fifth/Special Education	Jodee Norton	<a href="mailto:jnorton@newyork.k12.mo.us">jnorton@newyork.k12.mo.us</a>
Seventh	Taylor Moore	<a href="mailto:tmoore@newyork.k12.mo.us">tmoore@newyork.k12.mo.us</a>
Fourth-Seventh Math	Sharon Henderson	<a href="mailto:shenderson@newyork.k12.mo.us">shenderson@newyork.k12.mo.us</a>
Art/Library/Music	Debbie Allen	<a href="mailto:dallen@newyork.k12.mo.us">dallen@newyork.k12.mo.us</a>
Paraprofessional	Ryah Branson	<a href="mailto:rbranson@newyork.k12.mo.us">rbranson@newyork.k12.mo.us</a>
Secretary/Bookkeeper	Michelle Kelley	<a href="mailto:mkelley@newyork.k12.mo.us">mkelley@newyork.k12.mo.us</a>
Speech	Judy Alden	<a href="mailto:nyk8bulldogs@newyork.k12.mo.us">nyk8bulldogs@newyork.k12.mo.us</a>
Janitor	Mecalia Thompson	<a href="mailto:nyk8bulldogs@newyork.k12.mo.us">nyk8bulldogs@newyork.k12.mo.us</a>
Transportation	Sandy Gasper	<a href="mailto:nyk8bulldogs@newyork.k12.mo.us">nyk8bulldogs@newyork.k12.mo.us</a>
Food Service	Jamie Moon	<a href="mailto:jmoon@newyork.k12.mo.us">jmoon@newyork.k12.mo.us</a>

## Arrival and Dismissal Procedures

Breakfast is served at 7:30 a.m. Students who are transported by their parents should arrive at school no earlier than 7:30 a.m. because this is when adult supervision begins.

The bus will be loaded by 3:20 p.m. Parents who transport their children can pick up students and leave at 3:15 p.m. All children should be picked up by 3:20 p.m., unless they are participating in a supervised activity. These procedures are designed for the safety and well-being of your children.

If your child needs to leave school early, please contact the school and state when and whom will be picking up your child. When picking up your child, please call the office and your child will be sent out to you.

## Snow Days or Early Dismissal

School could be called off or dismissed early due to inclement weather. Announcements will be made on text caster and the following stations:

**Television** Channels 4, 5, 9 and 41

## Attendance

The Board of Education has established the following rules and regulations regarding attendance and absences for students. These rules and regulations are intended to comply with Missouri Compulsory Attendance Law (167.031 RSMo.) which establishes compulsory attendance for all children between the ages of seven and sixteen unless their education is provided by other acceptable means or otherwise excusable under the law. (See complete Policy and Regulation 2310 & 2340 on the school website.)

For the school to ensure the safety of our students, please notify the school if your child is going to be absent by calling the office at 583-2563. We will call you to ask about your child if they are not in the building by 8:00 am. Absences of any amount will be recorded, students will be marked as Tardy if they arrive after 7:45 am. **We are required by law to report irregular attendance or an abnormal number of absences.**

- Excused Absence – Student misses school due to illness, death of a family member, scheduled religious activity, unavoidable medical or dental appointment, and school sponsored activities. **After a student misses four days in a semester, parent/guardian will be notified** by mail, and a doctor's excuse may be required.
- Individual teachers reserve the right to set and modify due dates of absent work at any time and will notify the household once set. Each absence, the terms may vary. If there are questions the parent/guardian will need to notify the teacher that assigned the work.
- The district will contact the Division of Family Services or the local prosecutor in cases where the district has a reasonable suspicion that a student's lack of attendance constitutes educational neglect on the part of the parent/guardian or that parent/guardian are in violation of the compulsory attendance law. No such action will be taken unless other strategies and interventions have been implemented and proven ineffective. (School Board Policy 2310: This policy can be read in full in the Policy Handbook)

Please understand that we truly care about your child. We must inquire about illness as we are mandated to turn in reports to the Caldwell County Health Department regarding types of illnesses in the area. If you do not call when your child is absent, you will receive a call from the school inquiring about the welfare of your child.

### **Birthday Treats at School**

Students are welcome to celebrate their birthday with their class by bringing in treats. We encourage parents to make healthy choices when selecting birthday treats to share. You will need to contact the classroom teacher in advance and arrange for an appropriate time and make sure there are no allergies. Invitations to personal birthday parties at students' homes may be handed out at school ONLY if all students in the classroom receive one.

### **Bus Rules**

The safety of students during their transportation to and from school is a responsibility which they and their parents/guardians share with the bus drivers and school officials.

Transportation rules in conformance with Missouri State Transportation Code and School Board Policy 2652. All students riding buses operated for the New York R-IV School District, either on daily routes or activity trips, shall follow these rules:

1. The bus is an extension of school property and authority. Rules applying to the school premises apply equally to the school bus.
2. The driver oversees the students and the bus. Students must follow all directions given to them by the bus driver.
3. Students are to be seated immediately after boarding the bus. They are to remain seated while the bus is in motion, facing forward with their feet on the floor. There will be no standing or walking on the bus while the vehicle is in motion. Three students will use each seat when necessary. The driver will assign seats.
4. Conversation is to be carried on in normal tones. Loud, unnecessary noise, shouting, cursing, and foul language are strictly prohibited.
5. Students must not at any time extend arms, head, or any objects out of the bus windows. All trash shall be placed in the trash can located at the front or rear of the bus.
6. No open food/drink containers will be allowed on the bus without driver permission.
7. No balloons and/or glass items allowed.
8. The use or possession of tobacco, alcohol, and/or illegal drugs is prohibited.
9. Students must be on time; the bus cannot wait beyond its regular bus schedule for those who are tardy.
10. The driver will not discharge riders at places other than the regular bus stop unless by proper authorization by a parent or school official.
11. Students who cross the road after leaving the bus or to board the bus shall cross in front of the bus.
12. New York School buses operate at or near the seating capacity of the bus. Students other than those assigned shall obtain permission from the principal before being permitted to board the bus for transportation to a specified destination.

**A bill for damages may be sent to the parents of any student causing intentional damage to a school vehicle. Students may be deprived of the use of school buses if they violate their privilege or misbehave in any way. Any offense committed by a student on a district-owned or**

contracted bus will be punished in the same manner as if the offense had been committed at the student's school building. Misconduct will be treated the same as school building misconduct.

### **Consequences:**

All infractions will be reported to the principal and a "Bus Violation Report to Parents" will be sent home.

1. The first report is a WARNING and requires a parent signature to be returned to the driver.
2. The second report will require a parent signature and have the student off the bus 1 day.
3. The third report will require parent signature and have the student off the bus 3 days.
4. The fourth report will have the student off the bus the rest of the school year.

### **Cell Phones and Electronic Devices**

Cell phones, iPods, mp3 players, video games, and all other non-educational devices are prohibited from being used during the school day. Educational electronic devices may be allowed with prior approval by the teacher and principal. The school day is defined as being from the time the student enters the building (7:30 am) until they leave at 3:15 pm. If a cell phone and/or electronic device is seen during the school day it may be confiscated. The first offense will result in the item being taken away and returned at the end of the day. Subsequent offenses will result in the item being taken away and will require a parent to pick it up from the office. Continued use may result in detention or suspension. (See Policies and Regulations 2660, 2661, & 2662 on school website.) It is recommended that students leave all iPods, mp3 players, video games, and all other non-educational electronic devices or toys at home. If a student possesses electronic pictures or texts, the district will consider it the same as a hard-copy possession. New York School is not responsible for lost or stolen items.

### **Cheating**

Cheating is not tolerated. Any student caught cheating on a test and/or assignment (and any individual assisting a student) may receive a zero for the work. The teacher will notify the parent and office immediately as to the action taken. The parent shall be notified that a second offense may bring automatic suspension from school.

### **Conferences with Teachers**

Parent-Teacher conferences are scheduled in October but are recommended throughout the year as needed. Should a student experience academic or behavior issues, it is recommended that the parent call the teacher and schedule a conference, first. If the problem cannot be resolved, then contact the principal. If there is still a problem, contact Mrs. Bardwell twenty-four (24) hours in advance to request to be placed on the school board agenda, for a meeting with the Board of Education. School Board Members should not have to deal with school problems until the proper steps have been taken. Even if there are no problems, do not let that stop you from visiting with your child's teacher or classroom when appropriate.

## Discipline

One of the most important lessons education should teach, is discipline. While it does not appear as a subject, it underlies the whole educational structure. It is the training that develops self-control, character, orderliness, and efficiency. It is the key to good conduct and proper consideration for other people.

Effective school discipline is a result of a combined effort; administration, staff, parents and most importantly the student must recognize and promote appropriate behavior. Each member of the staff is responsible for enforcing the school district policies and regulations. All students are expected to cooperate with all staff members in this respect. Failure to do so will result in referral to the principal for appropriate action.

To promote a safe learning environment for all students, the New York R-IV School district prohibits all forms of bullying. The district also prohibits reprisal or retaliation against any person who reports an act of bullying among or against students. (See Policy 2655 on school website.)

*The definition of bullying* is defined as: intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his/her physical safety or property; that substantially interferes with the educational performance, opportunities or benefits of any student without exception; or that sustainably disrupts the orderly operation of the school. Bullying includes, but is not limited to physical actions, including violence gestures, slurs, theft, or property damage; oral, written, or electronic communication, including name-calling, put-downs, extortion, or threats; or threats or reprisal retaliation for reporting such acts.

*The definition of cyberbullying* is a form of bullying committed by transmission of a communication including, but not limited to, a message, text, sound, or image by means of an electronic device including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer or pages. The district has jurisdiction over cyberbullying that uses the district's technology resources or that originates on district property, at a district activity or on district transportation. Even when cyberbullying does not involve district property, activities or technology resources, the district will impose consequences and discipline for those who engage in cyberbullying if there is a sufficient connection to the educational environment, the behavior materially and substantially disrupts the educational environment, the communication involves a threat as defined by law, or the district is otherwise allowed by law to address the behavior.

**The complete written discipline policy has been adopted by the Board of Education and is included on the school website.** This includes, but is not limited to, the following policies, regulations, and procedures: 2610, 2620, 2630, 2640, 2641, 2650, 2653, 2654, 2670, 2671, 2672, & 2673. No discipline will be administered with anger or malicious intent. Students who demonstrate appropriate behavior will be positively reinforced by staff members. Bus drivers have the right to direct students in proper behavior while on, getting on or off, or in the vicinity of the bus. The teachers and principal can always direct student behavior while on school property and at any school-sponsored activity. All teachers will have posted in the classroom, a discipline plan based on the age and grade level of the students in their charge.

### If a Student Chooses to Break a Rule...

1. The first time a rule is broken - one warning with the student writing their name on the board and 5 minutes off recess.
2. The second time a rule is broken - one check mark by student name and 10 minutes off recess.

3. The third time a rule is broken – another check by student name and 15 minutes off recess.
4. The fourth time a rule is broken – visit to the office, phone call to parent, no recess for the week.

These steps may be followed or skipped at the discretion of the teacher, depending on the nature of the incident. Repeated incidents of a previous infraction results in office visit and phone call made to parent.

Most discipline will be handled by the teacher; but in the case of serious problems the student will be sent to the principal.

Actions to correct misbehavior will be selected by the principal as the details, reasons, and seriousness of each individual case are judged within the policies of the Board of Education, the Revised Statutes of the State, and Administrative Discipline Policy of students which may include:

- 1st referral:** Principal will counsel child about behavior, no recess, and parents contacted.
- 2nd referral:** Principal will contact parents; student will serve 1 day in-school suspension.
- 3rd referral:** Principal will contact parents; student will serve 2 days in-school suspension.
- 4th referral:** Principal will contact parents; student will serve 3 days in-school suspension.  
Principal will contact School Board and decision made on 1-180 days out of school suspension or expulsion. Documentation in student file.

Students serving in-school suspension or out of school suspension, will not participate in any student activities during their suspension.  
All work must be completed during suspension and students may receive up to 75% credit during suspension.

### Dress Code

The Board of Education expects student dress and grooming to be neat, clean and in keeping with community standards, so that each student may share in promoting a positive, healthy and safe atmosphere within the School District. This expectation includes the school day and school sponsored extracurricular activities.

The responsibility for the appearance of the students, rests with the parents and the students themselves. They have the right, within certain prescribed bounds, to determine such student's dress, providing such attire is not destructive to school property, complies with health and/or safety standards, and does not interfere with the educational process.

Students and Staff are not to wear:

1. Blouses or shirts that allow the midriff, back, cleavage, or undergarments to be visible at any time.
2. Shirts or dresses that have less than a three-inch strap over each shoulder unless covered by an outer shirt that is buttoned.
3. Clothing with actual or implied obscenities (*inappropriate pictures or words*).
4. Clothing or jewelry that advertises alcohol, tobacco, gang or drug-related logos.
5. Shoes are required.
6. Students will be allowed to wear appropriate length shorts year-round. Jeans with holes or rips should be at the knee or below.



## Field Trips

Properly supervised and planned educational field trips are an important part of the instructional program. A signed permission form from a parent or guardian is required for all field trips. All students **must** ride the bus on the way to field trips. A student may ride home from a field trip with their parent/guardian if the parent/guardian has signed the student out. Parents/guardians are always welcome to attend.

## Holiday Classroom Parties

Our school has four classroom parties a year: Halloween, Christmas, Valentine's Day, and Easter. Parents can volunteer to help at any time by contacting the homeroom teacher. The homeroom teacher will arrange room parents to provide treats, supplies and/or activities. If a party falls on a full day of school, it will start at 2:30 pm; if it is a half day of school it will start at 12:00 pm.

## Grade Cards

Report cards will be sent home at the end of each nine (9) weeks. Weekly grades are posted in each student's assignment book. Both are a means of informing parents/guardians of the student's progress in each subject.

The grading scale includes letter grades (A, B, C, D, and F) as well as check marks, percentages, and Satisfactory and Unsatisfactory. In certain areas, letter grades may be omitted in Kindergarten and Preschool.

## School-Wide Grading Scale

97-100	A	73-76	C
90-96	A-	70-72	C-
87-89	B+	67-69	D+
83-86	B	63-66	D
80-82	B-	60-62	D-
77-79	C+	59 & below	Failing

Report cards will not be issued until all charges, fees, and fines have been paid.

## Head Lice Policy

If a student is found to have head lice, they will be sent home immediately. For a student to return to school after having a case of head lice two (2) steps must occur:

1. Child must be treated with appropriate head lice treatment product
2. Child must be brought to school by an ADULT for re-screening by the school nurse.

If it is found that the child does not have nits or live head lice during re-screen, they will be allowed to go to class. The school nurse will conduct a re-screen of student in 7-10 days after original case of lice. If nits or live lice are found during re-screening, the child will again be sent home to start treatment/re-screening process over. Siblings and/or other students in the household will also be screened once a case of head lice has been found. A child should not need to miss more than one day of school to be properly treated for head lice.

## Breakfast and Lunch

### Prices:

#### Students:

- Breakfast: \$ .75 (reduced \$ .30)
- Lunch: \$ 1.45 (reduced \$ .40)
- Extra milk or milk with lunch from home: \$ .35

#### Visitors:

- Breakfast \$1.00
- Lunch \$2.50

### Lunch Schedule:

Preschool- Seventh 10:50 - 11:30

At the beginning of each school year, information is sent home explaining the free & reduce lunch program. We encourage everyone to fill out the forms. Our school receives money from the state for participating. We are reimbursed more for students on the free/reduce program than students paying the regular student price. **This information is kept strictly confidential in the office.**

Lunches and afternoon milk may be charged for a month. A lunch bill will be sent home a week after the month has ended. All bills need to be paid within two weeks after the bill is received. The lunch bill is usually sent home on Friday with the weekly bulletin. If payment is not made in a timely manner, students will be placed on a cash-in-advance method of payment.

***\*For the 2022-2023 School year, the New York R-IV School board is providing breakfast, lunch and milk.***

Students may bring their lunch from home, but please send a nutritious lunch.

No soda pop. 100% fruit juice is recommended, or students can buy milk or drink water.

## Cafeteria Rules

1. Students may talk quietly.
2. Students are expected to use good table manners.
3. Students may have seconds, but only after they have eaten everything on their plate. If seconds

are taken, they must be eaten.

4. If students get extra food that is offered but not served on the plate, such as bread and peanut butter, they must eat the extra food taken.
5. Students may bring their lunch from home, but please send a nutritious lunch. No soda pop. 100% fruit juice is recommended. Students can buy milk or drink water.

### **Medicine**

The following policy has been adopted by the school district regarding medication administration. For prescription medications: the medication **MUST** be in the original container from the pharmacy with the label attached containing the student's name, directions, etc. A medication will only be administered according to the physician's order on the label. If parents request medication be given differently, a new order from the physician must be given to the Office.

For over the counter medications: medication must be in original container and labeled with student's name.

**ALL MEDICATIONS MUST BE ACCOMPANIED WITH A PARENT NOTE** with instructions on when to administer. Medications should be brought to the Office by an adult. Do **NOT** send medications with your child on the bus. Students are not allowed to carry and/or administer medications to themselves while at school unless prior arrangements have been made with the Office and agreed upon by the administration and prescribing physician.

If you have any questions, please feel free to call the school or the Caldwell Co. Health Department at 586-2311.

### **Physical Education (PE)**

Physical Education is an integral part of the instructional program. All children will be required to participate. If on a particular day your child cannot participate, please send a signed note to your child's teacher. A daily note will be satisfactory for up to three (3) consecutive days. After that time, a doctor's statement is required. Please have your child wear tennis shoes on PE day.

### **Safety Drills**

Every precaution is taken to ensure the safety of your child during normal school hours. Safety drills are held on a regular basis throughout the school year. These drills may include fire, building & bus evacuation, tornado, earthquake, bomb threat and lock-ins. Crisis and policy manuals including emergency drill practices and procedures are in the office.

### **Transportation**

Students are required to ride the bus home unless we have written or verbal permission from a parent or guardian. When a student needs to ride home with another student, the bus driver needs a note and the office needs to be notified. If a student is going to be picked up by someone other than a parent, the office needs to be notified. **If we receive no instructions from the parent or guardian - we will ALWAYS send the student home via the home bus.**

Students who are not riding the bus home will be sent out to their designated person at 3:15 pm. Any student released earlier will be recorded as leaving early. People picking up students will need to be loaded and left before the bus pulls in, once the bus is being loaded, all pick-up people need to wait until the bus leaves before leaving.

## Visiting

Students are not allowed to invite visitors to the school during the school day except for parents, guardians, or grandparents.

Parents are encouraged to visit their child's classroom. Parents and patrons of the school district may visit the district school and join the Board in improving the instructional program. However, all visitors during the regular school day, including Board members, must check in at the office prior to proceeding elsewhere in the building.

Parents must request in writing, to the principal 24 hours prior to visiting any classroom. (Form KK-1 on school website must be used). Classroom visits will be limited to 45 minutes per week. Classroom parties and special activities planned by the teacher (and approved by the principal) will be excluded from this time.

Parents are also welcome to eat lunch with their child, please contact the school by 9:00 a.m. to be included in the lunch count. Lunch is \$2.50 for an adult.

Dear Parent/Guardian,

Please review the handbook with your student(s). When you have done so, please fill in the information below and return it to school.

My student(s) \_\_\_\_\_ and I have reviewed and understand the 2022-2023 Student Handbook.

\_\_\_\_\_  
Student(s) Signature

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

\_\_\_\_\_  
Date

Please return this page only, keep the handbook for reference.

# Thank you!

