

***Savannah High School***  
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<http://savannah3.com>

HIGH SCHOOL WEB SITE:  
<http://savannah.schoolwires.net/Domain/8>

*The mission of the Savannah R-III School District is to nurture, inspire, challenge and encourage every student by providing the education to become a productive member of society.*

## PRINCIPAL'S MESSAGE

Welcome,

The staff at Savannah High School would like to welcome you to the 2017-18 school year. We are preparing to have another great year.

Savannah High School has a proud tradition of excellence, and we are committed to continuing that tradition while providing new opportunities to meet the changing needs of 21<sup>st</sup> century learners. Our goal is to prepare students for any challenge they face after graduation, whether that is in college or the workforce.

At Savannah High School, three core values will guide us as we strive to create the best educational experience for our students:

1. *A culture of personalization*-SHS is a place where everyone will be treated with respect and appreciated. We will work to create a personalized learning experience for all students by building on strong student, staff, family, and community partnerships. For students, SHS should feel like their home away from home.
2. *A culture of collaboration*- SHS is a place where students, staff, family, and community work **together** to achieve. We will collaborate to expand on our strengths and improve our weaknesses. The sum of our collective ability is greater than our individual parts.
3. *A culture of excellence*- SHS is an environment of academic excellence. We will achieve this by not resting on our past, but striving to do whatever it takes to prepare students for the challenges they will face beyond our doors. We will always look for ways to grow and to become better.

Savannah High School offers a wide array of co-curricular opportunities for students to get involved in the school and community. All students are encouraged to find a team, club, or organization to get involved. Enjoy your time at SHS, and remember that being “#SHSProud” means excellence in the classroom and in the community. Strive for excellence every day in all you do, and you will add to the great tradition of Savannah High School.

Have a great year!

Dr. Robert Sigrist

## **MISSION STATEMENT**

The mission of Savannah High School is to provide quality education through dedication and cooperation in a safe and secure environment.

### **GOALS:**

- 1.) To encourage student involvement
- 2.) To promote responsibility
- 3.) To instill pride
- 4.) To develop life long learning
- 5.) To prepare for a successful future

## TRADITIONS

### **School Song**

*Loyal voices raise in a song of praise  
My dear school of thee.  
You are like a shrine where this heart of mine  
Worships reverently.  
As the days pass by in old Savannah High,  
Life is just a song,  
And its melodies will be haunting me as through  
Life I march along  
And I pledge my heart that I will ne'er  
Depart from love and loyalty  
For old Savannah High, and until I die,  
Will I praise and honor thee.*

### **Fight Song**

*Come on Savannah,  
fight with all of your might.  
Come on Savannah,  
win this game, ...*

*Don't let your spirits down,  
We'll fight to the end.  
We'll cheer to let them  
know our name,  
FIGHT FIGHT, so ...*

*Answer our call Savannah,  
answer our call.  
We'll put the other  
team to shame.*

*Victory will be our motto,  
Victory our cry.  
Come on,  
Let's win this game!*

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*WIN! WIN! WIN!*

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*FIGHT, FIGHT, so ...  
Answer our call Savannah,  
answer our call.  
We'll put the other  
team to shame.*

*Victory will be our motto,  
Victory our cry.  
Come on,  
Let's win this game!  
FIGHT!*

School Colors – Black and Gold  
Mascot – Savage



## EXTRACURRICULAR & CO-CURRICULAR ACTIVITIES AND CLUBS

All students are invited to participate in the extracurricular activities.

### **Clubs/Organizations**

Art Club		
Anti-Bullying Club		Foreign Language Club
Natural Helpers		National Honor Society
Band		Psychology Club
Chess Club		Quiz Bowl
Choir		Savage Ambassadors
DECA		Savage Ink
Debate & Forensics		Smokebusters
Drama Club		Social Studies Club
FBLA		STUCO
FCA		Teen Outreach
FCCLA		
FFA		
FTA		

### **Fall Sports**

Cross Country  
 Girls' Golf  
 Volleyball  
 Boys' Soccer  
 Football  
 Girls' Tennis  
 Girls' Softball  
 Cheerleading  
 Gold Standard Dance Team

### **Winter Sports**

Boys' Basketball  
 Wrestling  
 Girls' Basketball  
 Cheerleading  
 Gold Standard Dance Team

### **Spring Sports**

Baseball  
 Boys' Tennis  
 Track  
 Boys' Golf  
 Girls' Soccer

## ACTIVITIES

**All school rules are in effect at all school-sponsored activities.**

**Fall Homecoming** –The Student Council coordinates the activities, which may include a spirit week, town parade, pep rally on the square, and other competitions.

**Drama Performances** -- A minimum of one play a year is performed with auditions open to all SHS students.

### **Dances --**

1. Homecoming--Fall and Winter Homecoming sponsored by Student Council.
2. Prom --Sponsored by the Junior Class.
3. Winter--Sponsored by Student Council.
4. Student ID's **are** required for admission.

**Student Body Campaigns and Elections** – Student Body Officers will be elected once a year. The candidate for President who receives the most votes will be President first semester the following year. A primary election will be held if necessary.

## 2017-2018 Daily Schedule

### M/T/Th/F no Savage Time

1--7:45-8:32      47 minute classes-4 minute passing periods  
2--8:36-9:23  
3--9:27-10:14  
4--10:18-11:05  
5--11:09-12:25  
1<sup>st</sup> Lunch--11:09-11:33      **All students locker and then take  
belongings to 5<sup>th</sup> hour or 1<sup>st</sup> lunch.**  
2<sup>nd</sup> Lunch--11:35-11:59  
3<sup>rd</sup> Lunch--12:01-12:25      **No lockers between lunch shifts.**  
6--12:29-1:16  
7--1:20-2:07  
8--2:11-2:58

### Wednesday with Savage Time

1--7:45-8:29      44 minute classes-4 minute passing periods,  
2--8:33-9:17  
3--9:21-10:05  
4--10:09-10:53  
Sav. Time--10:53-11:18      **25 minute Savage Time**  
5--11:22-12:35  
1<sup>st</sup> Lunch--11:22-11:45      **All students locker and then take  
belongings to 5<sup>th</sup> hour or 1<sup>st</sup> lunch.**  
2<sup>nd</sup> Lunch--11:47-12:10  
3<sup>rd</sup> Lunch--12:12-12:35      **No lockers between lunch shifts.**  
6--12:38-1:22  
7--1:26-2:10  
8--2:14-2:58

### GENERAL INFORMATION

**I.D./Lunch/Activity Card** – Cards must be presented to purchase a hot lunch in the cafeteria and check out books from the library. The card also provides admission to

home games with the exception of tournament games. Replacement cards are \$5.00. Students must present card to receive free admittance to athletic contests.

**Activities**--Students who leave an activity will not be re-admitted unless they have made prior arrangements with the administrator on duty to leave and return.

**Lost and Found** – Articles found should be taken to the office or to the locker room lost and found. If something is misplaced or stolen, it should be reported immediately.

**The school district assumes no responsibility for loss to students' personal property.**

**Stolen Items** – Students are responsible for locking and securing all personal property. The school cannot accept responsibility for personal items. Reports of theft should be made to the office immediately.

**All Students Are Responsible For Their Lockers** – Locker assignments are made at the first of the school year, two students per locker. Students may not change lockers unless they request to do so in the office. Students who change lockers without permission will receive disciplinary consequences. Students are responsible for keeping lockers tidy and reporting any damage or malfunctions of the locker to the office immediately. Students will be responsible for the lockers that they are assigned. Any damage or vandalism will be covered by the assignee. Lockers may have locks placed on them. A duplicate key or the combination should be turned into the office to be put on file. Non-registered locks may be cut off. If students change lockers, they should notify the office or disciplinary consequences could be levied. Lockers may be inspected periodically to assure that students maintain applicable rules and regulations as specified in the handbook. **The school is not responsible for items stolen from lockers.**

**Cellular Phones** – Students may not send or receive communications to or from wireless devices during class without teacher approval. Wireless devices include cellular phones, camera phones, text messaging devices, and portable computers such as laptops, notebooks, and PDA's. Students must further ensure that their wireless devices are **away during class.** Failure to silence wireless devices can disrupt the school environment.

**Phones during Non-Educational Time** – students will be allowed to have cell phones out during lunch and passing periods. Phones must be put away before returning to class. Phones should be silenced to prevent unnecessary disruptions. Students who do not put phones away before returning to class will be subject to consequences. Administration reserves the right to revoke cell phone privileges.

**Lunch Regulations** – Savannah High School maintains a closed campus. **All students are required to eat their lunch in the cafeteria.** Failure to follow the guidelines below may result in school consequences.

Students are expected to:

1. Keep all food and drink in the cafeteria.
2. Return trays/eating utensils, paper/cans in proper containers.
3. Not cut in line and present assigned card for lunch purchase.
4. Not throw items in the lunchroom.
5. Replace lost lunch card for fee of \$5.

**Hall Passes -- The teacher allowing the student to leave the classroom must sign the student's pass.** The pass should include the student's name, time, and destination. When the student returns to class, the pass should include the name of the teacher visited and the time left.

**Arriving at School and Leaving** – Once students arrive on school grounds either by bus or other vehicle, they are to remain on the school grounds. Failure to do so may result in disciplinary action. Parental permission to leave school does not excuse the absence, but does allow them to leave school without being considered truant. A parent

or parent-designee named on the Student Information Card may check students out through the office with a telephone call or personal visit. **Students are responsible for checking with the office to ensure they are signed out before they leave campus.** Students are not to be in the building without proper supervision. Violation will result in disciplinary action. Students waiting for rides after school and extracurricular activities will be asked to wait in the commons area.

**Library Media Center** – The library is open during regular school hours.

**Pop, Snacks, etc.** – These items are not allowed in the gym or classrooms without teacher approval.

**Closing Due to Inclement Weather** – School closings will be broadcast on K-JO-105.5 and KFEQ radio stations or KQTV. Other forms of media and communication may also be utilized.

**Telephone** – Students will not be dismissed from class to answer a call except in the case of an emergency. Office personnel may deliver messages from parents.

**Immunizations** – All students entering the R-III School District as new students will be given a form that must be returned to the school nurse for school records. State regulations require all students to be immunized in order to attend school.

**Visitors** – Parents are always welcome to visit the school. Please sign in and out of the building at the principal's office. Visitors will be given a pass to wear. In maintaining Savannah High School as a safe campus, visitors other than parents will not be permitted during the school day.

**Discontinuing School/Moving** – The sign-out sheet to discontinue school or transfer to another school is found in the guidance office.

**Transportation** – The school will provide transportation to school-sponsored activities unless prior arrangements have been made with administration due to unusual circumstances. Students are required to return by that means of transportation to the school or drop-off point unless released to the custody of their parent/guardian.

**Student of the Quarter** – Savannah High School faculty/administration make Student of the Quarter selections.

**Sportsmanship** – Students are expected to display appropriate sportsmanship at all activities.

**Scholarships** – Scholarship information may be obtained in the counseling office.

**Student Information (Directory)** - Student Information such as parent's name, address, and telephone number will be released to local organizations, institutions of higher education, and military recruiters that request them, unless the parent informs the office in writing that this information should be kept confidential.

## **Savannah R-III High School Final Exam Regulations**

1. Final Exams will be administered in all subject areas unless an exemption has been granted by the administration. The decision as to whether final exams are comprehensive will be left to the discretion of each department.



2. Each department will coordinate the style of testing for their courses, i.e. written, oral, projects, etc.
3. Each department will decide the percentage of the semester grade that should be determined by the final exam with the following parameters: the percentage is not less than 10% or more than 20%. Teachers will inform students of the percentage at the beginning of each semester.
4. The final exam is not part of the quarter grade.
5. Testing will be administered over a time period approved by the administration.

### **Opting out of Finals**

Students may be eligible to opt out of taking finals in some/all non (1.5) weighted classes. In order to be allowed to skip a final, students must meet the following conditions:

1. 95% overall attendance
2. No ISS/OSS for the semester
3. Grade no lower than C-  
**OR (second semester only)**
1. Proficient/Advanced score on EOC test in specific content area (i.e. a student who scores Proficient on the Algebra I EOC can choose to skip the Algebra I final)

Students who are eligible to opt out of finals may choose to take the final. If they choose to take the final, the score can only be used to help the student's final grade and cannot hurt his/her final grade.

**Grading** – The following grading system will be utilized:

4.00	=	A	2.00	=	C
3.67	=	A-	1.67	=	C-
3.33	=	B+	1.33	=	D+
3.00	=	B	1.00	=	D
2.67	=	B-	0.67	=	D-
2.33	=	C+	0.00	=	F

### **Honor Points**

The following is a general description of the three levels of honor points courses offered at Savannah High School.

- 1.0** Entry level courses that do not require a great deal of research or library work. Regular assignments and various types of testing will be required.
- 1.3** Advanced-level courses requiring higher expectations. Competent writing skills must be displayed and some research, library work, and homework will be required. Various types of assessments will be required.
- 1.5** Entry-level courses to post-secondary education or college-level courses. In addition to the requirements for 1.3 courses, extensive research and/or projects will be required. Cumulative finals or projects will be part of the class assessment.

**Individual class honor points can be found in the Curriculum Guide.**

**Grade Point Average** – On the basis of the above scale, the student will be given a Grade Point Average (GPA). This is computed by adding the points for the grades earned and dividing by the number of classes taken. The GPA is cumulative (for all classes taken in high school) and is calculated on a semester basis.

**Class Rank** – Class rank is based on a numerical computation that is a combination of honor points and grades earned. This computation is calculated using the grade earned in a class and multiplying it by the Honor Point factor assigned to that specific class.

**Honor Graduates** – Students achieving an A- cumulative average will be considered honor graduates and wear white tassels during Commencement.

**Mid-Quarter Grade Notification** – Reports will be provided for all students, parents and/or guardians.

**Report Cards** – Grade cards will be issued to the students at the end of the first and third quarters. Semester grade cards will be mailed to the students' homes.

**Incomplete Grades** – Students will have two weeks to change any incomplete grades at which time teachers will assign a grade on the basis of work completed.

**Honor Roll** – Honor roll will be calculated at the close of each semester.

**Calculation of Honor Roll** – Honor roll status shall be determined by a grade average of all classes in which the full-time student is enrolled. Students who attain a grade point average at or above 3.58 will be designated High Honor Students. Students who attain a grade point average from 3.00 to 3.574 will be designated as Honor Students. Any class grade below a C- will disqualify a student from the honor roll.

## MISCELLANEOUS CREDITS/SCHEDULING INFORMATION

- A Learning Center can be scheduled for a maximum of one period per semester.
- A student may participate in only one of the Student Assistant Programs (share aide, helper) per semester.
- A junior or senior student with administrative approval may consider dually enrolling in college classes for a maximum of two units of credit that will substitute for high school requirements.

### **Credit can be earned as follows:**

- a. 2 or 3 credit-hour class equals ½ high school unit
  - b. 4 or 5 credit-hour class equals 1 high school unit
- Transcribing of coursework (college coursework, school flex program, etc.) College courses for Juniors and Seniors will be transcribed as electives with the following exceptions: College Math, ELA, Social Studies, and Science courses numbered 100 and above will count as meeting general requirements in those subject areas. A college government class will NOT replace the required American Government class at SHS (due to state-required EOC testing). Courses will be transcribed for Freshmen and Sophomores, but they will only be transcribed as an elective outside of their 8 required courses at SHS and will not be calculated into GPA. College courses cannot replace any required courses for Freshmen and Sophomores.

**Schedule Changes** – Student-initiated course changes will be reviewed based upon the following criteria:

1. Student will submit the course change request form with the course changes being requested, reasons for the request, and other extenuating circumstances accounting for the request.
2. Both the student and parents/guardians must sign and date the form.
3. The form must be submitted to the counseling center by 8:00 AM on the course change date deadline for each semester First Semester Deadline: August 24, 2017 Second Semester Deadline: Jan. 11, 2018
4. Once received, administration will review course change requests and make a final determination to either grant or deny the course change request.
5. Students will receive notification of the decision regarding their course change.
6. If granted, course change requests will be submitted to the student's counselor, who will make the corresponding changes to the student's schedule.

Multiple considerations are made regarding course change requests. Students, parents, and guardians should understand that not all course change requests will be granted. No requests received after the deadline will be accepted for consideration. **NO STUDENT-INITIATED CLASS CHANGES** will be dealt with during registration. In an attempt to keep registration moving in a timely fashion, the only students who will be allowed to make schedule adjustments during registration are those with incomplete schedules.

**Early Graduation--** Seniors wanting to graduate at the end of the 7<sup>th</sup> semester must have an application filed with the principal by May 1 of the junior year. The Board of Education will rule on the Administration's recommendation for approval.

### **GRADUATION REQUIREMENTS**

Communication Arts	4 Units
Social Studies	3 Units
Mathematics	3 Units
Science	3 Units
Fine Arts	1 Unit
Practical Arts	1 Unit
Physical Education	1 Unit
Health	½ Unit
Personal Finance	½ Unit
Electives	11 Units
<b>Total</b>	<b>28 Units</b>

### **ATTENDANCE POLICY**

#### **RATIONALE**

Attendance affects the student's behavior, attitude, learning, and overall high school success. We trust parents will emphasize to their students the importance of regular attendance. We believe that schools can make a positive difference in young people's education when they attend regularly.

#### **Monitoring Attendance**

1. When a student is absent from school, his/her absence is considered either "excused" or "unexcused". Excused absences include but are not limited to:
  - a. Personal illness (hospitalization)
  - b. Emergency in the family
  - c. Religious reasons
  - d. Doctor or dentist appointment
  - e. Driver's test
  - f. Court appearance
  - g. College visit
  - h. Unusual opportunities for educational experiences, family vacation (permission, **in advance**, from the high school administration)

An absence that fails to fall within the area listed under excused absences is considered an unexcused absence. Examples include:

- a. Photo appointments
- b. Employment interviews
- c. Hair appointments
- d. Personal reasons
- e. Shopping

Please feel free to contact an administrator if you have any questions about whether an absence is excused.

2. Authorized school business (i.e. field trips/school activities) is not an absence.

Students are responsible for missed assignments/homework **due no later than** the day they return to class.

3. No student is allowed to sign out for lunch.
4. If it is necessary to leave campus for medical appointments or for any other reason, all students **must** check out through the office **before** departing. It is the student's responsibility to follow this procedure. The student will be released if a parent/guardian has called and checked him/her out.
5. A student absent from school for an excused reason will be given a minimum of one day for each day missed to make up missed work.
6. Parents requesting homework assignments must do so before 10 a.m.
7. Students who are absent without a valid reason may be subject to disciplinary action by the school administration and the Andrew County Juvenile Office may be notified.
8. The office staff will make every attempt to keep parents informed about their student's attendance record.
9. Upon the 9<sup>th</sup> semester absence, a registered letter will be sent to the parent(s) by the attendance officer informing them their student's absences will be reported to Juvenile Office.
10. Students participating in co-curricular/extracurricular activities must be in attendance by 2<sup>nd</sup> hour of that school day. Activities governed by MSHSAA do not allow a student to participate if they have an unexcused absence during any class period. A parent call does not necessarily excuse an absence unless an administrator grants permission.

#### **Absences**

1. If a student is absence, a parent/guardian should call the high school (324-3128) the day of the absence. **Notes will not be accepted excusing a student unless the family does not have phone service. (Students absent with doctors' notes still require a parent call concerning their absence).**
2. If this is not possible, **a telephone call excusing the absence should be provided for the office by the end of the following school day** after which the student was first absent or it will be considered unexcused/truant. The responsibility rests with the student.

#### **Suspension**

1. Students who attend Hillyard Technical Center should realize that if they are suspended from SHS, they will also be suspended from Hillyards.
  1. In-School Suspensions do not count toward an absence when calculating attendance at SHS.
  2. Students will not be eligible for any school activities until OSS is satisfactorily completed and they have attended school for one full school day. they meet MSHSAA guidelines
  3. Students suspended out of school during finals may make up written finals during the next regularly scheduled school day. Second semester makeup of any finals missed will be scheduled as soon after school is dismissed for the summer as arranged by the administration. Final projects or oral presentations will have to be arranged with the individual instructor.

#### **Attendance Codes:**

**EA=Excused absences (documentation provided)**  
**UV=Unverified (excused w/o documentation)**  
**UA=Unexcused**  
**TR=Tardy**  
**SA=School Activity**  
**IS=In-School Suspension**  
**OS=Out of School Suspension**

### **TARDY POLICY**

Tardies will be monitored by teachers in their individual class periods. For 1st period, a teacher will notify the student's parent/guardian after 3 tardies in a semester. After 5 tardies in a semester, teachers will submit an office referral and students will receive a 3 hour detention. After 7 tardies, teachers will submit an office referral and students will receive 1 day ISS. Tardies will start over after 7 and will start over at semester.

**A student will be considered absent to 1<sup>st</sup> hour when arriving to school 25 minutes after the beginning of class.**

## **STUDENT CONDUCT**

***It is impossible to develop school policies to govern all circumstances; therefore, those that are not directly covered by school policy will be left to the discretion of building administrators with consideration given to the severity of the individual case and the impact a given situation has upon the best interests of the student and school.***

### **Mission Statement**

Part of the educational responsibility of Savannah High School calls for a disciplined setting to provide a productive learning environment. To achieve this environment, responsibility is to be shared by everyone involved: students, faculty, administration, parents, and members of the community.

### **Discipline Code**

To accomplish this mission requires effective communication of the discipline policy to all students, parents, staff, and community members. Students should be responsible and accountable for their actions; parents should be supportive of staff and administration; members of the community should be informed and know how concerns are to be expressed. Active participation of faculty and staff in implementing an effective discipline policy is a necessity.

By sharing this responsibility, the cooperative effort will enhance our educational setting and benefit every student.

Our primary goal is to educate, not discipline. This high school will not tolerate any student stopping another student from learning or a teacher from teaching. The teacher is in charge of the classroom.

A student at Savannah High School is constantly representing the entire student body. A student should keep that in mind in the classroom, on the bus, at activities, and driving to and from school.

No policy can be expected to list each and every offense that may result in the use of disciplinary action. The purpose of this code is to list certain offenses and actions to be taken by the administration. The administration reserves the right to accelerate the consequences based on the intent of the student.

The administration will act to investigate all discipline complaints and referrals. Prior to any suspension, a student shall receive oral or written notification of the charge against him/her, the conduct that forms the basis of the charge, and the policy, rule, or regulation violated. If the student denies the charge, he/she has an opportunity to present his/her side of the story.

### **DEFINITION OF TERMS**

**Detention** – 15-minute time period assigned and supervised by the classroom teacher. A missed detention results in a 9<sup>th</sup> hour.

**9<sup>th</sup> Hour** – Assigned by the administration. A 9<sup>th</sup> hour is a 45-minute detention that is served at a designated place in the building. It is the student's responsibility to be on time, have materials to work on, exercise appropriate behavior and make prior transportation arrangements. Failure to serve a 9<sup>th</sup> Hour will result in a 3 hour detention.

**3 Hour Detention** – Assigned by the Administration. 3 Hour Detention is served at a designated place in the building. It is the student's responsibility to be on time, have materials to work on, exercise appropriate behavior and make prior transportation arrangements. Failure to serve a 3 hour detention will result in in-school suspension.

**In-School Suspension** - Assigned by the Administration. In-School Suspension is a confined behavior modification setting, designed to place students in a controlled environment, attempting to meet their emotional, educational, and social needs.

**Out-of-School Suspension** – Assigned by the administration. The student is not to be on school grounds before, during, or after school hours until the full suspension is completed. This includes activities such as athletic events, dances, performances, etc. (Students will not be eligible for any school activity until OSS is satisfactorily completed.)

**Make-up Work for Absences Due to Suspension** – Work is due the day students return to school. It is the student's responsibility to make arrangements in the office to obtain assignments.



## **IN-SCHOOL SUSPENSION POLICY**

In-School Suspension will be assigned by the administration. Students will not attend their regular class schedule. Studies may be completed in the ISS Room under the supervision of assigned personnel. Students are not allowed interaction with others, must stay on task, and should complete work assigned.

### **RULES**

1. Student is to be present for the full regularly scheduled day- Hillyard students and other off-campus programs will remain in ISS.
2. Tardies will be accepted at the administration's discretion. Students who are tardy may be required to make up the missed time in reassigned ISS or 9<sup>th</sup> hour.
3. Student is to bring books from all classes, writing utensils, paper, and any material needed to complete daily work assignments.
4. Student will be assigned a desk and is responsible for the condition of that desk and the area around it.
5. Student may read library materials if the assigned work is completed and turned into the ISS supervisor.
6. Student should complete assigned work and hand into the supervisor by the end of the day served.
7. Student will eat lunch in the ISS room.
8. Student must follow all rules specified in the SHS Student Handbook and by the in room supervisor.

### **ISS Consequences**

1. If assigned work is not turned in, the classroom teacher should treat the ISS student work the same as those students who attended class and did not hand in assigned work.
2. Misbehavior or failure to comply with the above guidelines may result in the student being assigned additional in-school suspension. A student who continues to engage in unacceptable behavior will be referred to the administration, which may assign a period of out-of-school suspension.

## STUDENT DISCIPLINE

The Student Code of Conduct is designed to foster student responsibility, respect for others, and to provide for the orderly operation of district schools. No code can be expected to list each and every offense that may result in disciplinary action; however, it is the purpose of this code to list certain offenses that, if committed by a student, will result in the imposition of a certain disciplinary action. Any conduct not included herein, any aggravated circumstance of any offense, or any action involving a combination of offenses may result in disciplinary consequences that either extends beyond or is less than code of conduct as determined by the principal, Superintendent and/or Board of Education. In extraordinary circumstances where the minimum consequence is judged by the superintendent or designee to be manifestly unfair or not in the interest of the district, the superintendent or designee may reduce the consequences listed in this policy, as allowed by law. This code includes, but is not necessarily limited to, acts of students on district property, including playgrounds, parking lots, and district transportation, or at a district activity, whether on or off district property. The district may also discipline students for off-campus conduct that negatively impacts the educational environment, to the extent allowed by law

### **Consequences**

1. **Academic Dishonesty (Plagiarism/Cheating)**

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

1<sup>st</sup> offense – Student involved given a zero for the assignment, test, or project; parents/guardians contacted by teacher; administration documents offense.

**Repeated offenses may result in student failing the course.**

2. **Arson** – Starting or attempting to start a fire, or causing or attempting to cause an explosion.

1<sup>st</sup> offense – up to 10-day out-of-school suspension, recommendation to superintendent for long-term suspension, notify authorities and document in student's discipline record

2<sup>nd</sup> offense – up to 10-day out-of-school suspension, recommendation to superintendent for long-term suspension, notify authorities and document in student's discipline record

3. **Assault** – Hitting, striking, and/or attempting to cause injury to another person; placing a person in reasonable apprehension of imminent physical injury; physically injuring another person

1<sup>st</sup> offense – up to 10-day out-of-school suspension, recommendation to superintendent for long-term suspension, notification of law enforcement officials, documentation in student's discipline record.

Subsequent offenses – up to 10-day out-of-school suspension, recommendation to superintendent for expulsion, notification to law enforcement officials, and documentation in student's discipline record.

Attempting to kill or cause serious physical injury to another.

1<sup>st</sup> offense-- 10-day out-of-school suspension, recommendation to superintendent for long-term suspension, notify

authorities and document in student's discipline record

4. **Automobile/Vehicle Misuse** –Discourteous or unsafe driving on or around district property, unregistered parking, failure to move vehicle at the request of school officials, failure to follow directions given by school officials or failure to follow established rules for parking or driving on district property.  
1<sup>st</sup> offense – 9<sup>th</sup> hour or principal-student conference  
2<sup>nd</sup> offense – 9<sup>th</sup> hour and possible driving privileges restricted
5. **Bullying, Cyber bullying, Disruptive Speech or Conduct (Harassment)** – Intimidation or harassment of a student or multiple students perpetuated by individuals or groups. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft, or damaging property; oral or written taunts, including name-calling, put-downs, extortion, or threats; threats of retaliation for reporting such acts; sending or posting materials that threaten or raise concerns about violence against others, suicide or self-harm. Students will not be disciplined for speech in situations where the speech is protected by law.  
1<sup>st</sup> offense – Principal/Student conference, up to 10 days out-of-school suspension.  
2<sup>nd</sup> offense – Up to 10 days out-of-school suspension  
3<sup>rd</sup> offense – Up to 10 days out-of-school suspension
6. **Bus or Transportation Misconduct** – Any offense committed by a student on transportation provided by or through the district shall be punished in the same manner as if the offense had been committed at the student's assigned school, transportation privileges may be suspended or revoked.
7. **Dishonesty** – Any act of lying, whether verbal or written, including forgery  
1<sup>st</sup> offense – Nullification of forged document. Principal/Student conference, 9<sup>th</sup> hour, or in-school suspension  
2<sup>nd</sup> offense – Nullification of forged Document, in-school suspension, or 1-up to 10 days out-of-school suspension.
8. **Disrespectful Conduct or Speech** – Disrespectful verbal, written or symbolic language or gesture which is inappropriate and directed at a staff member.  
1<sup>st</sup> offense – Teacher overhears about another teacher up to 3 days in-school suspension  
2<sup>nd</sup> offense – Teacher overhears about another teacher up to 5 days in-school suspension  
  
1<sup>st</sup> offense – Directly to the teacher up to 5 day out-of-school suspension, parent-teacher conference  
2<sup>nd</sup> offense – up to 10 days out-of-school suspension
9. **Dress Code**  
If any clothing or accessories are worn by students in violation of the Dress Code, the student should be referred to the office and will be required to change or cover said clothing, or remove said accessories, or will be sent home to change.. Refusal to change or cover said clothing or accessories would result in the student not being allowed to attend class until he/she has complied with this policy. Time missed from school will be recorded as unexcused absence.  
1<sup>st</sup> offense – Change clothing and warning  
2<sup>nd</sup> offense – Change clothing and up to 9<sup>th</sup> hour assigned

3<sup>rd</sup> offense – Change clothing and up to 1 day in-school suspension

**Drugs/Alcohol** – Possession of or in attendance while under the influence of any unauthorized prescription drug, alcohol, narcotic substance, counterfeit drugs, or while attending school or school sponsored events. Materials/substances may be confiscated by administration and turned over to law enforcement officials.

1<sup>st</sup> offense – Up to 10 days out-of-school suspension and suspension from activities for a minimum of 40 school days. Referral to school intervention group for rehabilitative strategies.

All honors, privileges, earned letters, prom, offices, special trips, and all other extracurricular activities are forfeited during the suspension.

Subsequent offenses – 10 days out-of-school suspension and recommendation to superintendent for long-term suspension/expulsion for 90 school days. Administrative approval for re-admittance.

**Sale, purchase, or distribution of any prescription drug, alcohol, narcotic substance, counterfeit drugs, and/or drug-related paraphernalia or materials represented as such.** *Materials/Substances may be confiscated by administration and turned over to the law enforcement officials.*

1<sup>st</sup> offense – up to 10 days out-of-school suspension and recommendation to superintendent for long-term suspension/expulsion, contact authorities.

10. **Extortion** – Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value.

1<sup>st</sup> offense – up to 10 days out-of-school suspension

2<sup>nd</sup> offense – up to 10 days out-of-school suspension and recommendation to superintendent for long-term suspension

11. **False Alarms** – Tampering with emergency items, making false reports.

1<sup>st</sup> offense – Principal/Student conference, up to 10 days out-of-school suspension, notification of parents, notify authorities, document student's discipline record.

Subsequent offenses – up to 10-day out-of-school suspension, notification to law enforcement officials, possible recommendation to superintendent for long-term suspension and documentation in student's discipline record.

**Bogus Calls** – For dismissal or absence of a student

1<sup>st</sup> offense – 9<sup>th</sup> Hour

Subsequent offenses – up to 1 day in-school suspension

13. **Fighting** – Combat in which one or both parties have contributed to a conflict physically. Law enforcement officers notified.

- 1<sup>st</sup> offense – up to 10 days out-of-school suspension  
 2<sup>nd</sup> offense – up to 10 days out-of-school suspension  
 3<sup>rd</sup> offense – up to 10 days out-of-school suspension  
 /recommendation to superintendent for a long-term suspension.
14. **Gambling** – Betting on an uncertain outcome, regardless of stakes; engaging in any game of chance or activity in which something of real or symbolic value may be won or lost. Gambling includes, but is not limited to, betting on outcomes of activities, assignments, contests, and games.  
 1<sup>st</sup> offense - Principal/Student conference  
 2<sup>nd</sup> offense - Principal/Student conference and up to 3 days ISS
15. **Harassment, including Sexual Harassment** –
1. Use of material of a sexual nature or unwelcome verbal, written , or symbolic language based on gender, race, color, religion, sex, national origin, ancestry, disability, or any other characteristic protected by law. Examples of illegal harassment include, but are not limited to, racial jokes, or comments; requests for sexual favors and other unwelcome sexual advances; graffiti; name calling; or threatening, intimidation or hostile acts based on a protected characteristics.  
 1<sup>st</sup> offense – up to 10 days Out-of-school suspension  
 2<sup>nd</sup> offense – up to 10 days Out-of-School suspension, recommendation to superintendent for long-term suspension.
2. Unwelcome physical contact of a sexual nature or that is based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law. Examples include, but are not limited to, touching or fondling of the genital areas, breasts, or undergarments, regardless of whether the touching occurred through or under clothing; or pushing or fighting based on protected characteristics.
- a. Use of verbal, written /symbolic sexually harassing language  
 1<sup>st</sup> offense – Conference, up to 5 days out-school suspension  
 2<sup>nd</sup> offense – up to 10 day out-of-school suspension, recommendation to superintendent for long-term suspension/expulsion.
- b. Physical contact that is sexually harassing  
 1<sup>st</sup> offense – up to 10 days out-of-school suspension.  
 Subsequent offense – up to 10 days out-of-school suspension, recommendation to superintendent for long-term suspension/expulsion.
16. **Hazing** – Any activity that a reasonable person believes would negatively impact the mental or physical health or safety of a student or put the student in a ridiculous, humiliating, stressful, or disconcerting position for the purposes of initiation, affiliation, admission, membership, or maintenance of membership in any group, class, organization, club, or athletic team including, but not limited to, a grade level, student organization, or district-sponsored activity. Hazing may occur even when all students involved are willing participants.  
 1<sup>st</sup> offense – up to 3 days in-school suspension  
 2<sup>nd</sup> offense – up to 10 days out-of-school suspension, recommendation for long-term suspension

17. **Incendiary Devices or Fireworks** – Possessing, displaying, or using matches, lighters, or other devices used to start fires unless required as part of an educational exercise and supervised by district staff; possessing or using fireworks.
  - 1<sup>st</sup> offense – Confiscation, principal/student conferences, 9<sup>th</sup> hour
  - 2<sup>nd</sup> offense – up to 1 day in-school suspension
  - 3<sup>rd</sup> offense – up to 3 days in-school suspension
18. **Inappropriate Hall/Classroom Behavior** – Running, pushing, spitting, etc.
  - 1<sup>st</sup> offense – up to a 9<sup>th</sup> hour
  - Subsequent offenses – up to 1 days in-school suspension
19. **Inappropriate Lunch Behavior** – Cutting, leaving trash, no lunch card, etc.
  - 1<sup>st</sup> offense – Warning
  - 2<sup>nd</sup> offense – up to 9<sup>th</sup> hour
  - 3<sup>rd</sup> offense – up to 1 day in-school suspension
20. **Insubordination** – Disobedient to authority
  - 1<sup>st</sup> offense – up to 9<sup>th</sup> hour
  - Subsequent offenses-- up to 3 days in-school suspension
21. **Public Display of Affection** Hugging, kissing, etc, on school grounds, buses, or school-sponsored activities
  - 1<sup>st</sup> offense – Principal/Student conference
  - Subsequent offense – 9<sup>th</sup> hours up to in-school suspension
22. **School Assemblies** – Inappropriate behavior at assemblies
  - 1<sup>st</sup> offense - 9<sup>th</sup> hour
  - 2<sup>nd</sup> offense- Suspended from assemblies for one semester and up to 1 day in-school suspension.
23. **Sexting and/or Possession of Sexually Explicit, Vulgar, or Violent Material** - Students may not possess or display, electronically or otherwise, sexually explicit, vulgar, or violent material including, but not limited to, pornography or depictions of nudity, violence, or explicit death or injury. This prohibition does not apply to curricular material that has been approved by district staff for its educational value. Students will not be disciplined for speech in situations where it is protected by law.
  - 1<sup>st</sup> offense – Confiscation, Principal/Student conference, up to 10 days out-of-school suspension.
  - 2<sup>nd</sup> offense – Confiscation, up to 10 days out-of-school suspension.
24. **Sexual Activity** – Acts of sex or simulated acts of sex including, but not limited to, intercourse or oral or manual stimulation, or indecent exposure.
  - 1<sup>st</sup> offense – Principal/Student Conference, up to 10 days out-of-school suspension
  - 2<sup>nd</sup> offense – up to 10 days out-of-school suspension with recommendation of long-term suspension
25. **Streaking** – up to 10 days out-of-school suspension
26. **Technology Misconduct**– Attempting, regardless of success, to: gain unauthorized access to a technology system or information; use district technology to connect to other systems in evasion of the physical limitations of the remote system; copy district files without authorization; interfere with the ability of others to utilize district technology; secure a higher level of privilege without authorization; introduce computer viruses,

hacking tools, or other disruptive/destructive programs onto or using district technology; or evade or disable a filtering/blocking device.

- 1<sup>st</sup> offense – Restitution, Principal/Student conference, loss of user privileges, up to 10 days out-of-school suspension.
- 2<sup>nd</sup> offense – Restitution, loss of user privileges, up to 10 days out-of-school suspension. Recommendation for long-term suspension.
27. **Theft** – Theft, attempted theft or willful possession of stolen property.
- 1<sup>st</sup> offense – up to 10 days in-school suspension, restitution, contact authorities.
- 2<sup>nd</sup> offense – up to 10 days out-of-school suspension and recommendation to superintendent for long-term suspension, restitution, and contact authorities.
28. **Threats or Verbal Assault** – Verbal, written, pictorial, or symbolic language or gestures that create a reasonable fear of physical injury or property damage.
- 1<sup>st</sup> offense – up to 3 days out-of-school suspension
- 2<sup>nd</sup> offense – up to 5 day out-of-school suspension
- 3<sup>rd</sup> offense – up to 10 days out-of-school suspension
29. **Tobacco** – 1. Possession of any tobacco products (including electronic cigarettes) on district property, district transportation or at any district activity. 2. Use of any tobacco products (including electronic cigarettes) on district property, district transportation, or at any district activity.
- Possession:**
- 1<sup>st</sup> offense – up to 3 days in-school suspension
- 2<sup>nd</sup> offense – up to 5 days in-school suspension
- 3<sup>rd</sup> offense – up to 5 days out-of-school suspension
- Use:**
- 1<sup>st</sup> offense – up to 5 days in-school suspension
- 2<sup>nd</sup> offense – up to 3 days out-of-school suspension
30. **Truancy – Tardiness** Absence from school without the knowledge and consent of parents/guardians and the school administration; excessive non-justifiable absences, even with the consent of parents/guardians.
- 1<sup>st</sup> offense – up to 3 days in-school suspension, parent notification and authorities may be notified
- Subsequent offenses – up to 10 days out-of-school suspension and parent notification, recommend long term suspension
31. **Unauthorized Entry** – Entering or assisting any other person to enter a district facility, office, locker, or other area that is locked or not open to the general public; entering or assisting any other person to enter a district facility through an unauthorized entrance; assisting unauthorized persons to enter a district facility through any entrance.
- 1<sup>st</sup> offense – up to 9<sup>th</sup> hour
- 2<sup>nd</sup> offense – up to 1 day in-school suspension
- 3<sup>rd</sup> offense – up to 3 days in-school suspension
- 4<sup>th</sup> offense – up to 5 days out-of-school suspension
32. **Vandalism** - Willful damage or the attempt to cause damage to real or personal property belonging to the school, staff, or students.
- 1<sup>st</sup> offense - up to 10 days in –school suspension, restitution, contact authorities

2<sup>nd</sup> offense - up to 10 days out-of-school suspension and recommendation to superintendent for long-term suspension, restitution, and authorities contacted

33. **Weapons** - A weapon is defined to mean one or more of the following:

1. A firearm is defined in 18 U.S.C. 921.
2. Any device defined in SS 571.010, RSMo., including a blackjack, concealable firearm, firearm, firearm silencer, explosive weapon (including firecrackers), gas gun, knife, knuckles, machine gun, projectile weapon, rifle, shotgun, spring gun, razors, or switchblade knife. \*
3. Any instrument or device customarily used for attack or defense against an opponent, adversary, or victim; or any instrument or device used to inflict injury or harm to another person.

1st and subsequent offenses- up to 10 days OSS and recommendation to Superintendent's office for long term suspension

In accordance with federal and state law, any student who brings to or possesses a firearm as defined in 18 U.S.C. 921 or a device as defined in SS 571.010, RSMo. on school property or any school activity may be **suspended from school for at least one (1) calendar year or expelled and will be referred to the appropriate legal authorities. The superintendent may modify the suspension or expulsion on a case-by-case basis upon recommendation. Students who use or possess other weapons defined in this policy will be subject to suspension and/or expulsion from school and may be referred to the appropriate legal authorities.**

34. **Wireless Devices - Used during School Day (except when permitted)**

(Includes cellular phones, camera phones, text messaging devices, and portable computers such as laptops, notebooks, and PDA's that are used as telecommunication devices or to transmit text messages, as well as any other electronic telecommunication devices.)

**Prohibited use of wireless devices**

1<sup>st</sup> offense cell phones –Teacher confiscation, detention

2<sup>nd</sup> offense – 9<sup>th</sup> hour, confiscate device returned at end of school day

Subsequent offenses- up to 1 day in-school suspension, confiscate device and return to parent

**Prohibition on Camera Phones** (used to take or record a photograph or photographic image without advance written consent of school administration, thus protecting the privacy of all individuals.)

1<sup>st</sup> offense – up to 10 days out-of-school suspension, confiscate device and return it to parent.

35. **Graduation** – A student will lose the privilege of participating in graduation exercises if financial obligations are not met or currently serving an out-of-school suspension.



**BULLYING, RACIAL, RELIGIOUS, VERBAL, PHYSICAL,  
OR SEXUAL HARASSMENT AND RACIAL, RELIGIOUS, OR  
SEXUAL VIOLENCE POLICY**

It is the policy of Savannah R-III District to maintain learning and working environment that is free from any type of harassment. This specifically includes, but is not limited to, racial, religious, verbal, physical, or sexual harassment and racial, religious, or sexual violence. Any form of this behavior is strictly prohibited.

It shall be a violation of this policy for any student or employee of Savannah R-III to harass a student or employee through conduct or communication of a verbal, physical, or sexual nature or regarding race and religion as defined by this policy

The school district will act to investigate all complaints, formal or informal, verbal or written, regarding racial, religious, verbal, physical, or sexual harassment or racial, religious or sexual violence or any other form of harassment which may be considered offensive to others, and to discipline any student or employee who is found to have violated this policy. Students who witness or are the victims of any harassment should immediately notify the administration. First offense may result in suspension.

In order to provide a safe learning environment for all students, the Savannah R-III School District prohibits all forms of hazing, bullying and student intimidation. Students participating in or encouraging inappropriate conduct will be disciplined in accordance with board policy. Such discipline may include, but is not limited to, suspension or expulsion from school and removal from participation in activities. Students who have been subjected to hazing or bullying are instructed to report such incidents to school officials immediately.

**NOTICE OF NONDISCRIMINATION**

Applicants for admission or employment, students, parents of elementary and secondary school students, employees, sources of referral and applicants for employment, and all professional organizations that have entered into agreements with the Savannah R-III School District are hereby notified that the Savannah R-III School District does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission or access to, or treatment or employment in, its programs and activities. In addition, the Savannah R-III School District provides equal access to the Boy Scouts of American and other designated youth groups.

Any person having inquiries concerning the Savannah R-III School District's compliance with the laws and regulations implementing Title VI or the Civil Rights Act of 1964 (Title VI), Title IX of the Education Amendments of 1972 (Title IX), the Age Discrimination Act, Section 504 of the Rehabilitation Act of 1973 (Section 504), Title II of the Americans with Disabilities Act of 1990 (ADA) or the Boy Scouts of America Equal Access Act is directed to the respective Compliance Coordinator listed below, who oversees the Savannah R-III School District's efforts to comply with the laws and regulations implementing the laws and regulations cited above.

The Savannah R-III School District has established grievance procedures for persons unable to resolve problems arising under the statutes above. The Savannah R-III School District's Compliance Coordinator will provide information regarding those procedures upon request.

Any person who is unable to resolve a problem or grievance arising under any of the laws and regulations cited above may contact the Office for Civil Rights, Region VII, 8930 Ward Parkway, Suite 2307, Kansas City, Missouri 64114; telephone (816) 268-0550.

**COMPLIANCE COORDINATOR**

**DR. TIM MATTSON, ASSISTANT SUPERINTENDENT**

**408 WEST MARKET, SAVANNAH, MO 64485**

**(816) 324-3144**

**EQUAL EDUCATIONAL OPPORTUNITIES**

Each student, being limited only by individual differences, should be given the opportunity to develop and achieve to the maximum extent possible. Therefore, the school district will foster an educational environment that provides equal educational opportunities for all students.

Educational programs, services, vocational opportunities, and extracurricular activities will be designed to meet the varying needs of all students, and will not discriminate against any individual for reasons of race, creed, color, sex, national origin, economic status, or disability.

### **Distribution of non-curricular publications**

Distribution of non-curricular student publications such as petitions, buttons, badges, or other insignia is allowed under specific guidelines. These guidelines are found in Board Policy IGBDA and can be found in the library.

## **STUDENT AUTOMOBILE POLICY**

**Students may drive vehicles to school and park in designated student parking areas.**

1. Any automobile parked on school grounds must be registered at the High School Main Office.
2. Students must park in assigned areas not in the faculty parking area (upper west/south lots).
3. Students' vehicles should not block another vehicle or roadway. On campus vehicles must be handled in a safe and courteous manner.
4. Upon arriving at school, students must park their vehicles and exit them until they are ready to leave campus at the end of the school day or until provisions for other departure are made with school administration.
5. Administrative permission is required for students to go to the parking lot during school hours.
6. Students are not to "cruise" the parking lots at any time and are not to remain in the parking lots after the vehicle is parked.
7. Violation of standards set for driving shall result in disciplinary action.
8. Vehicles shall be subject to a "tow away" by local police at the owner's expense.
9. ATVs are not allowed on school grounds.

## **STUDENT DRESS CODE**

Board Policy: Students' apparel and personal appearance shall be such as to be judged suitable for school, reasonable, and acceptable in relation to cleanliness, health, and decency. Students not conforming to school policy will be sent home **unexcused** to change clothing.

**Student dress and grooming will be the responsibility of the student and parent/guardian:**

1. All students must wear shoes, boots, or other types of acceptable footwear.
2. Dress and grooming will not disrupt the teaching/learning process.
3. Students shall not wear clothing or accessories bearing the following messages:
  - a. Obscene or profane statements, pictures, or implications;
  - b. Statements indicating immoral, illegal, sexual, or violent behavior;
  - c. Statements advertising, promoting, or picturing alcohol, tobacco, or drugs, including bars and grills;
  - d. Language or symbolism that reflects the occult or gang affiliation.
4. Students should **not** wear the following:
  - a. Low-cut muscle shirts (sleeves and collar must be hemmed) or dresses/tops, halters, midriffs, tube tops, or bustiers;
  - b. Mesh or transparent shirts worn alone;
  - c. Clothing with tears or holes in inappropriate places;
  - d. Sagging or improperly fitted shorts or pants;
  - e. High-cut skirts or dresses, bare-back tops, or one-shoulder "sling" tops;
5. Class activities that present a concern for student safety may require the student to adjust hair and/or clothing during the class period to maintain safety standards.
6. Shirts, shorts, and pants must cover undergarments, including bra straps. Shorts/skirts/dresses must at least be mid-thigh in length. The torso must be covered **AT ALL TIMES**.
7. Males and females shall not wear hats, caps, scarves, or other head apparel inside the building during school time.
8. Additional rules may be imposed for students participating in extracurricular activities.
9. Regulations may be altered according to special school-sponsored activities.

### **Separated, Divorced, or Unmarried Parents**

Under Missouri law, it is presumed that natural parents who live together have equal authority to make educational decisions regarding their children. Similarly, when parents are informally separated, they continue to have equal rights to custody and control of their children until the marriage dissolution action is filed and ruled upon by a court. Such equality is altered only if a formal separation agreement between the parents limits one parent's rights regarding child custody and/or educational decision-making powers.

Divorced parents should provide the school with a copy of the most recent court-approved legal documentation defining parental custody rights. Maintenance of this documentation is the most effective step that a parent can take to minimize the chances of a child custody battle at school. If there is any doubt as to whether a decree or order is presently valid, school officials will notify law enforcement or assistance.

### **ADMINISTERING MEDICINES TO STUDENTS**

If under exceptional circumstances a child is required to take oral medication during school hours and the parent cannot be at school to administer the medication, the school nurse and or designee will administer the medication in compliance with the regulations that follow:

#### **Prescription Drugs**

1. Medication shall be in the original container labeled with the physician's script.
2. Parents shall authorize school personnel to give medication. The authorization can be in the form of a note to the school acknowledging the parent's approval, dosage, times, amounts, date prescribed, name of medicine, purpose of medicine, possible side effects, and the termination date for administering the medicine.

#### **Non-Prescription Drugs**

1. Medication shall be in the original container.
2. Oral medication that is non-prescriptive shall be administered under the supervision of the school nurse and/or principal's designee if authorized by the parent.
3. Parents shall authorize school personnel to give medication. This authorization can be in the form of a note to the school acknowledging the parent's approval, dosage, times, amounts, date prescribed, name of medicine, purpose of medicine, possible side effects, and the termination date for administering the medicine.

#### **Procedures**

1. Students and parents shall inform appropriate personnel of the medication.
2. School personnel shall keep a record of all medication they administer.
3. School personnel shall keep medication in a locked cabinet or other secured area.
4. School personnel shall return unused medication in the same manner it was delivered to school or dispose of the medication if the parent requests disposal.
5. Students will be allowed to carry medication with the permission of the school nurse and/or school administration.
6. The school district retains the right to reject requests for administering medication. The parent or guardian of the student must assume the responsibility for informing school personnel of any change in the student's health or change in medication.

### **GRIEVANCE PROCEDURE**

Some students may believe they have been treated unfairly under the code of student conduct and other school rules and regulations. The following steps provide a fair resolution of student grievance, including alleging any action, which would be prohibited by Title IX or complaints alleging any action, which would be prohibited by Title IX or Section 504.

1. Student verbally informs staff/high school administrator immediately
2. Student/high school administrator/guidance counselor conference
3. Student submits written statement to high school administration office
4. Student/principal/parent conference

If a grievance is not resolved after initial contact, the student may involve the parent(s), guidance counselor, the administration, or any other person of the student's choice. If the grievance goes beyond the informal conference, the student must submit a written statement signed by the parent(s) to the next level of the Grievance Procedure. The statement must contain:

1. Name(s) of any person(s) involved.

2. Date(s) on which the student feels there was unfair treatment.
3. A brief statement as to why the student feels there was unfair treatment.
4. What corrective action the student would like to see taken.

### **PUBLIC NOTICE**

All responsible public agencies are required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the agency, regardless of the severity of the disability, including children attending private schools, children who live outside the district but are attending a private school within the district, highly mobile children, such as migrant and homeless children, children who are wards of the state, and children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade. The Savannah R-III School District assures that it will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction. Disabilities include autism, deaf/blindness, emotional disorders, hearing impairment and deafness, mental retardation/intellectual disability, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness and young child with a developmental delay.

The Savannah R-III School District assures that it will provide information and referral services necessary to assist the State in the implementation of early intervention services for infants and toddlers eligible for the Missouri First Steps program.

The Savannah R-III School District assures that personally identifiable information collected, used, or maintained by the agency for the purposes of identification, evaluation, placement or provision of FAPE of children with disabilities may be inspected and/or reviewed by their parents/guardians. Parents/guardians may request amendment to the educational record if the parent/guardian believes the record is inaccurate, misleading, or violates the privacy or other rights of their child. Parents have the right to file complaints with the U.S. Department of Education or the Missouri Department of Elementary and Secondary Education concerning alleged failures by the district to meet the requirements of the Family Educational Rights and Privacy Act (FERPA). The Savannah R-III School District has developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA). This plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency's assurances that services are provided in compliance with the General Education Provision Act (GEPA). This plan may be reviewed at the Special Services Department office at 401A N 8<sup>th</sup> St, Savannah, MO 64485 between the hours of 7:30 a.m. to 3:30 p.m.

This notice will be provided in native languages as appropriate.

### **INTERROGATIONS AND SEARCHES**

#### **Searches by School Personnel**

School lockers and desks are the property of the Board of Education and are provided for the convenience of students, and as such, are subject to periodic inspection without notice. The lockers and desks may be searched by school administrators who have a reasonable suspicion that the lockers or desks contain drugs, alcohol, material of a disruptive nature, stolen properties, weapons, or other items posing a danger to the health or safety of students and school employees.

Students or student property may be searched based on reasonable suspicion of a violation of district rules, policy, or state law. Reasonable suspicion must be based on facts known to the administration, credible information provided, or reasonable inference drawn from such facts or information. Personal searches and searches of student property shall be limited in scope based on the original justification of the search. The privacy and dignity of students shall be respected. Searches shall be carried out in the presence of adult witnesses. Students shall not be required to undress, although they may be asked to empty pockets, or remove jackets, coats, shoes, and other articles or exterior clothing for examination if reasonable under the circumstances.

Students are permitted to park on school premises as a matter of privilege, not of right. The school retains the authority to conduct routine patrols of the student parking lots. The interior of a student's automobile on school premises may be searched if the school authority has reasonable suspicion to believe that illegal, unauthorized, or contraband items are contained inside.

Law enforcement officials shall be contacted if the administration reasonably suspects that a student is concealing controlled substances, drug paraphernalia, weapons, stolen goods, or evidence of a crime beneath his or her clothing and the student refuses to surrender such articles. A law enforcement official may be contacted in any case involving a violation of law when a student refuses to allow a search, or where the search cannot safely be conducted. Parents may also be contacted.

### **Removal of Student from School By Law Enforcement**

Before a student at school is arrested or taken into custody by law enforcement or other legally authorized person, the principal will verify the official's identity as well as verify the official's authority to take custody of the student. The school principal will attempt to notify the student's parent/guardian.

### **Firearms/Weapons**

Possession of firearms and weapons are prohibited from all school premises and school activities. This prohibition specifically applies to meetings and activities of the Board of Education and applies to all attendees, including members of the Board. The firearm prohibition includes permitted weapons. (See Policy 1432)

### **Hazing**

Student hazing is expressly prohibited by Board of Education policy. For purposes of this policy, hazing is defined as willful conduct directed at another student, whether occurring on or off school property, for purposes of initiation or admission to any school-related activity or athletic team. Conduct prohibited by this policy includes, but not limited to, exposure or contact of genitals, buttocks, or breasts (female students), directly or indirectly through contact with undergarments; threats of physical harm; and infliction of physical or mental harm or humiliation. Students found to have violated this policy will be subject to suspension/expulsion from school and suspension and exclusion from activities/athletic participation depending on the severity of the misconduct.

Non-students who participate or enable the hazing of students may be excluded from attendance at school activities and school athletic events. District employees, including sponsors and coaches, who have knowledge of school hazing but fail to take corrective action will be subject to discipline up to and including termination.

### **Interview with Police/Juvenile Officers/Law Officials**

The Savannah R-III School District has legal jurisdiction over students during the school day and hours of approved extracurricular activities. The school administration is responsible for making an effort to protect each student's rights with respect to interrogations by law enforcement officials. When law enforcement officials find it necessary to question students during the school day or periods of extracurricular activities, the school principal or designee will be present and the interview will be conducted in private. The principal will verify and record the identity of the officer or other authority and request an explanation of the need to question or interview the student at school. The principal ordinarily will make reasonable efforts to notify the student's parent/guardian. If the interviewer raises a valid objection to the notification, parents will not be notified. Students will be afforded the same rights in dealing with law enforcement officials that exist outside the school; parents must be notified; the law officials must inform students of their constitutional rights; students may remain silent if they so desire, and they must not be subjected to coercion or illegal restraint. However, within the framework of legal rights, students have the responsibility to cooperate with law enforcement officials.

## **STUDENT ALCOHOL/DRUG ABUSE**

The Board recognized its share of responsibility for the health, welfare, and safety of the students who attend the Savannah R-III School District. Therefore, the use, sale, transfer, possession, or being under the influence of alcoholic beverages or controlled substances on any school property, on any school-owned vehicle, or in any school-approved vehicle used to transport students to and from school activities; or off school property at any school-sponsored or school-approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district, is prohibited.

For the purpose of this policy a controlled substance shall include any controlled substance, counterfeit substance, or imitation controlled substance as defined in the Narcotic Drug Act, Section 195.010, RSMo.

All medications prescribed by a physician, as well as all non-prescription medications, will be cleared with the school nurse or respective principal or superintendent before being taken. In the absence of a physician's instructions, parental permission in writing is required for any student medication to be possessed or taken by the student while under the jurisdiction of the district.

The school administration or teachers shall have the right to conduct searches, which are reasonable in scope, of persons reasonably suspected to be in violation of this policy during or after school hours on school property, or at any school event, whether at the school or at some alternate location. Such searches shall be conducted in accordance with Board policy JFG.

Any student who, after being given an opportunity to present his or her version of the incident, is found by the administration and/or staff to be in violation of this policy shall be subject to disciplinary action up to and including suspension, expulsion, or other discipline as provided in the district's discipline policy and referral for prosecution. Strict compliance is mandatory. All controlled substances shall be turned over to the local law enforcement agency.

The district, pursuant to the requirements of the 1989 amendments of the Drug-Free School and Communities Act, and for the purpose of preventing the use of illicit drugs and alcohol by students, shall provide age-appropriate, developmentally-based drug and alcohol education and prevention programs to all students in all grades from early childhood level through grade 12.

Such programs shall (a) address the legal, social, and health consequences of drug and alcohol use, and (b) provide information about effective techniques for resisting peer pressure to use illicit drugs or alcohol.

The District shall provide information about any drug and alcohol counseling and rehabilitation and reentry programs that are available to students. Students will be required to participate in such programs. All students and interested parents shall annually be provided with a copy of this policy.

The District shall certify that it has adopted and implemented the drug prevention program described in this policy in the form required by the Department of Elementary and Secondary Education or the U.S. Department of Education. The District shall conduct a biennial review of such program to determine its effectiveness, to implement necessary changes, and to ensure that the disciplinary sanctions are consistently enforced.

## **BUS REGULATIONS**

Bus regulations are for your safety. If they should be violated, a pupil may be refused the privilege of riding the bus. All students riding busses operated for Savannah School District on daily routes shall follow these rules and regulations:

**\*\*Always RESPECT the driver.**

1. Stay seated while the bus is in motion.
2. You must stay in your assigned seat.
3. Cell phones are not to be used on the bus.
4. Keep arms, legs, coats, and backpacks out of aisle.
5. Place books and backpacks in your lap or under your seat.
6. No food or candy is to be eaten on the bus.
7. Pop is not allowed to be consumed on the bus, only water in a clear plastic container is allowed.
8. Keep all objects, including your arms, legs, and head inside the bus at all times.
9. Do not throw anything out the bus window while on the bus.
10. Don't lean against the windows.
11. Be on time at your bus stop (5 minutes prior to pick up).
12. Large, heavy objects need to be transported by other means (band instruments must be able to fit in the student's lap or under the seat).
13. Tobacco and alcohol use is prohibited.
14. Use only acceptable language.
15. Leave arguments and disagreements off the bus, never resort to fighting or hitting.
16. Radios, cd players, and iPods are not allowed to be on the bus without earphones.
17. No live animals and no glass containers.
18. Students must obtain permission from the school in which they are enrolled to be discharged at any stop other than their designated stop. Student may only have one guest accompany them home when necessary. The guest must obtain permission from their school to ride. If more than one guest is expected, permission must be granted by the transportation manager and the student's school prior to loading.

## **School Bus Discipline**

Riding the bus is a privilege. Students are expected to follow the above rules. When the rules are violated, students are subject to the following discipline.

**1<sup>st</sup> Offense: Warning** A school bus incident report is filled out by the driver and is given to the student to take home for review by the parent/guardian. This report must be signed and returned to the driver the next day the student rides. A copy is forwarded to the student's principal.

**2<sup>nd</sup> Offense: Up to 3-Day Bus Suspension** A school bus incident report is filled out by the driver and returned to the Savannah branch office. The incident report is then taken to the student's school and discussed with the principal and the student. The student must have the report signed by a parent and return it to the driver the day the student is allowed to ride, following suspension.

**3<sup>rd</sup> Offense: Up to 5-Day Bus Suspension** Same procedure as above.

**4<sup>th</sup> Offense: Up to 10-Day Bus Suspension** Same procedure as above.

**5<sup>th</sup> Offense: Up to Permanent Bus Suspension** Same procedure as above. Student may not ride for the rest of the school year. (Parents may request a meeting about the issue by contacting the Savannah transportation manager and the student's principal.) Discipline may also be investigated and initiated from a complaint received by the office. Each offense will accumulate toward permanent suspension. The accumulation process is disregarded when a student commits a serious offense. The suspension is then decided by the transportation manager. If an emergency day or snow day occurs during the suspension, the amount of days missed will be added to the suspension.

**2016-2017 Calendar**  
**SAVANNAH R-III SCHOOL DISTRICT**

Monday, August 15, 2016 .....Orientation Day  
Tuesday, August 16, 2016.....Professional Development Day  
Wednesday, August 17, 2016.....Professional Development Day  
Thursday, August 18, 2016.....First Day of School  
Monday, September 5, 2016 .....Labor Day - School Closed  
Monday, September 19, 2016 .....Prof. Develop.-School Closed  
Friday, October 14, 2016 .....E.O. 2 hours - Homecoming  
Parade at 2:00  
Friday, October 21, 2016.....Comp Day – School Closed  
Monday, October 24, 2016.....Prof. Develop.-School Closed  
Wed.- Friday, Nov. 23-27..... Thanksgiving School Closed  
Monday, November 28, 2016.....Prof. Develop. – School Closed  
Tuesday, December 20, 2016.....1st Sem. Ends  
Wednesday, Dec. 21, 2016-Jan. 2, 2017... Winter Break No School  
Tuesday, January 3, 2017 .....School Resumes  
Monday, January 16, 2017 ..... M L K Jr. Day - School Closed  
Friday, February 17, 2017.....Prof. Develop. – School Closed  
Monday, February 20, 2017 .....President's Day - School Closed  
Monday, Mar. 20, 2016 .....Prof. Develop.-School Closed  
Friday, April 14-17..... Spring Break – School Closed  
Sunday, May 14, 2017.....Graduation  
Wednesday, May 17, 2017.....2 hour Early Out–Last day of school  
.....End of 4th Quarter