

Savannah Middle School

Student Handbook 2019-2020

Savannah Middle School
10500 St. Rt. T
Savannah, MO 64485

Phone: 816-324-3126
Fax: 816-324-6397

Name _____ Community _____ Locker # _____

	User Name	Password
Computer Log-In		
E-Mail	@savannahr3.com	savages
Tyler		
Study Island		
USA Test Prep		
Canvas		

Benchmark Data

		August	December	+/-	May	+/-
ELA	Study Island					
	SRI					
	RACES					
Math	Study Island					
SS	USA Test Prep					
Science	USA Test Prep					

TECHNOLOGY USAGE

The Savannah R-III School District' technology exists for the purpose of enhancing the educational opportunities and achievement of district students. Research shows that students who have access to technology improve achievement. In addition, technology assists with the professional enrichment of staff and increases engagement of students' families and other patrons of the district, all of which positively impact student achievement. The district will periodically conduct a technology census to ensure that instructional resources and equipment that support and extend the curriculum are readily available to teachers and students.

The purpose of this policy is to facilitate access to district technology and to create a safe environment in which to use that technology. Because technology changes rapidly and employees and students need immediate guidance, the superintendent or designee is directed to create procedures to implement this policy and to regularly review those procedures to ensure they are current.

Definitions

For the purposes of this policy and related procedures and forms, the following terms are defined:

Technology resources- Technologies, devices and services used to access, process, store or communicate information. This definition includes, but is not limited to: computers; modems; printers; scanners; fax machines and transmissions; telephonic equipment; mobile phones, audio-visual equipment; Internet; electronic mail (e-mail); electronic communication devices and services, including wireless access; multimedia resources; hardware; and software. Technology resources may include technologies, devices and services provided to the district by a third party.

User-Any person who is permitted by the district to utilize any portion of the district's technology resources including, but not limited to, students, employees, School Board members and agents of the school district.

User Identification (ID)- Any identifier that would allow a user access to the district's technology resources or to any program including, but not limited to, e-mail and Internet access.

Password- A unique word, phrase or combination of alphabetic, numeric, and non-alphanumeric characters used to authenticate a user ID as belonging to a user.

Authorized Users

The district's technology resources may be used by authorized students, employees, School Board members and other persons approved by the superintendent or designee, such as consultants, legal counsel and independent contractors. All users must agree to follow the district's policies and procedures and sign or electronically consent to the district's User Agreement prior to access or using district technology resources, unless excused by the superintendent or designee.

Use of the district's technology resources is a privilege, not a right. No potential user will be given an ID, password or other access to district technology if he or she is considered a security risk by the superintendent or designee.

User Privacy

A user does not have a legal expectation of privacy in the user's electronic communications or other activities involving the district's technology resources including, but not limited to, voice mail, telecommunications, e-mail and access to the Internet or network devices. By using the district's network and technology resource, all users are consenting to having their electronic communications and all other use monitored by the district. A user ID with email access will only be provided to authorized users on condition that the user consents to interception of or access to all communications accessed, sent, received, or stored using district technology.

Electronic communications, downloaded material and all data stored on the district's technology resources, including files deleted from a user's account, may be intercepted, accessed, monitored or searched by district administrators or their designees at any time in regular course of business. Such access may include, but is not limited to, mobile phones, laptops, and tablets.

Technology Administration

The Board directs the superintendent or designee to assign trained personnel to maintain the district's technology in a manner that will protect the district from liability and will protect confidential student and employee information retained on or accessible through district technology resources. Administrators of district technology resources may suspend access to and/or availability of the district's technology resources to diagnose and investigate network problems or potential violations of the law or district policies and procedures. All district technology resources are considered district property. The district may remove, change or exchange hardware or other technology between buildings, classrooms or users at any time without prior notice. Authorized district personnel may install or remove programs or information, install equipment, upgrade any system or enter any system at any time.

Content Filtering and Monitoring

The district will monitor the online activities of minors and operate a technology protection measure ("content filter") on the network and all district technology with Internet access, as required by law. In accordance with the law, the content filter will be used to protect against access to visual depictions that are obscene or harmful to minors or are child pornography. Content filters are not foolproof, and the district cannot guarantee that users will never be able to access offensive materials using district equipment. Evading or disabling, or attempting to evade or disable, a content filter installed by the district is prohibited.

The superintendent, designee or the district's technology administrator may fully or partially disable the district's content filter to enable access for an adult for bona fide research or other lawful purposes. In making decisions to fully or partially disable the district's content filter, the administrator shall consider whether the use will serve a legitimate educational purpose or otherwise benefit the district.

Online Safety, Security, and Confidentiality

In addition to the use of a content filter, the district will take measures to prevent minors from using district technology to access inappropriate matter or materials harmful to minors on the Internet. Such measures shall include, but are not limited to, supervising and monitoring student technology use, careful planning when using technology in the curriculum, and instruction on appropriate materials. The superintendent, designee and/or the district's technology administrator will develop procedures to provide users guidance on which materials and uses are inappropriate, including network etiquette guidelines.

All minor students will be instructed on safety and security issues, including instruction on the dangers of sharing personal information about themselves or others when using email, social media, chat rooms or other forms of direct electronic communication. Instruction will also address cyberbullying awareness and response and appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms.

This instruction will occur in the district's computer courses, courses in which students are introduced to the computer and the Internet, or courses that use the Internet in instruction. Students are required to follow all district rules when using district technology resources and are prohibited from sharing personal information online unless authorized by the district.

All district employees must abide by state and federal law and Board policies and procedures when using district technology resources to communicate information about personally identifiable students to prevent unlawful disclosure of student information or records.

All users are prohibited from using district technology to gain unauthorized access to a technology system or information; connect to other systems in evasion of the physical limitations or the remote system; copy district files without authorization; interfere with the ability of others to utilize technology; secure a higher level of privilege without authorization; introduce computer viruses, hacking tools, or other disruptive/destructive programs onto district technology; or evade or disable a content filter.

Closed Forum

The district's technology resources are not public forum for expression of any kind and are to be considered a closed forum to the extent allowed by the law. The district's web page will provide information about the school district, but will not use an open forum.

All expressive activities involving district technology resources that students, parents/guardians and members of the public might reasonably perceived to bear the endorsement/approval of the district and that are designated to impart particular knowledge or skills to student participants and audiences are considered curricular publications. All curricular publications are subject to reasonable prior restraint, editing, and deletion on behalf of the school district for legitimate pedagogical reasons. All other expressive activities involving the district's technology are subject to reasonable prior restraint and subject matter restrictions as allowed by law and Board policies.

Records Retention

Trained personnel shall establish a retention schedule for the regular archiving of deletion of data stored on district technology resources. The retention schedule must comply with the *Public School District Records Retention Manual* as well as the *General Records Retention Manual* published by the Missouri Secretary of State.

In the case of pending or threatening litigation, the district's attorney will issue a litigation hold directive to the superintendent or designee. The litigation hold directive will override any records retention schedule that may have otherwise called for the transfer, disposal or destruction of relevant documents until the hold has been lifted by the district's attorney. E-mail and other technology accounts of separated employees that have been placed on a litigation hold will be maintained by the district's informational technology department until the hold is released. No employee who has been so notified of a litigation hold may alter or delete any electronic record that falls within the scope of the hold. Violation of the hold may subject the individual to disciplinary actions, up to and including termination of employment, as well as personal liability for civil and/or criminal sanctions by the courts or law enforcement agencies.

Violations of Technology Usage Policies and Procedures

Use of technology resources in a disruptive, inappropriate or illegal manner impairs the district's mission, squanders resources and shall not be tolerated. Therefore, a consistently high level of personal responsibility is expected of all users granted access to the district's technology resources.

Any violation of district policies or procedures regarding technology usage may result in temporary, long-term or permanent suspension of user privileges. User privileges may be suspended pending investigation into the use of the district's technology resources.

Employees may be disciplined or terminated, and students suspended or expelled, for violating the district's technology policies and procedures.

Any attempted violation of the district's technology policies or procedures, regardless of the success or failure of the attempt, may result in the same discipline or suspension privileges as that of an actual violation. The district will cooperate with law enforcement in investigating any unlawful use of the district's technology resources.

Damages

All damages incurred by the district due to a user's intentional or negligent misuse of the district's technology resources, including loss of property and staff time, will be charged to the user. District administrators have the authority to sign any criminal complaint regarding damage to district technology.

No Warranty/No Endorsement

The district makes no warranties of any kind, whether expressed or implied, for the services, products or access it provides.

The district's technology resources are available on an "as is, as available" basis

The district is not responsible for loss of data, delays, non-deliveries, mis-deliveries or service interruptions. The district does not endorse the content nor guarantee the accuracy or quality of information obtained using the district's technology resources.

SAVANNAH MIDDLE SCHOOL STUDENT/PARENT HANDBOOK

This handbook is issued in an effort to provide needed information for students and parents. It is arranged in alphabetical order according to subject areas. If after reading the handbook you still have questions that need to be answered, feel free to ask any staff member for assistance.

Please keep this handbook for reference to questions and situations, which may arise during the school year. These rules are not inclusive as teachers may have rules specific to their classroom. Those items not covered specifically in the handbook will be judged by the administration after consideration of all the facts.

In striving to make Savannah Middle School a fine school, it will be necessary for all students, parents, and staff to cooperate with each other. Since a school can only be as good as we want it to be, we must work together in an effort to provide the best educational setting for all students. With this concept in mind, it is hoped that students will come to school with an attitude of wanting to learn and achieve. If this can be accomplished, it will be a profitable year for all.

The staff at Savannah Middle School is looking forward to working with you. We hope that you are looking forward to working with us.

MISSION

It is our mission that through collaboration among faculty, staff, students, parents, and all stakeholders, every student can learn, become critical thinkers, and achieve maximum academic growth.

ATTENDANCE POLICY

All students are expected to attend school regularly and be on time for classes in order to benefit from the instructional programs and to develop habits of punctuality, self-discipline, and responsibility. There is a direct relationship between poor attendance and class failure.

Students having good attendance generally achieve higher grades, enjoy school, and school activities more. Students will be allowed a maximum of ten (10) days absence per semester. These ten (10) days described in this policy are to take care of:

NOTE: Students who are absent from school are not allowed to attend school activities on that same day. Special circumstances will have to be approved by the administration.

The following actions will be taken by the administration: (semester basis)

5th absence- parents notified by letter and/or phone call from administration. Doctor notes requested.

10th absence - Attendance referred to the Juvenile Officer and/or Prosecuting Attorney.

Doctors' and dentists notes will need to be provide on student's return to school for verification of an absence, but the absence will still be recorded. An absence is an absence.

School sponsored or sanctioned activities are exempt from and will not count toward the total ten (10) absences.

Parents are to call the school the morning of any absence before 9:00 a.m. (324-3126 or 3127)

Students who are absent from school without parent/guardian knowledge or permission are considered truant and dealt with accordingly.

Makeup work is the responsibility of the student. Students will have one (1) day for each day absent to make up work.If absence occurs at end of a quarter or semester, then work is due on last day of the term. Make-up work will not be collected for students, unless the student is absent for an extended period of time due to illness. The student should request work prior to planned absences.

RIGHTS AND RESPONSIBILITIES

We believe that Savannah students have certain rights, which should be recognized and respected. We also believe that along with every right there are certain responsibilities. Among these student rights and responsibilities are the following:

Every student has the right to:

- have the opportunity for a free and appropriate education.
- have the opportunity of freedom of speech and of the press so long as the exercise of those rights are not disruptive.
- not be discriminated against on the basis of sex, race, color, religion, national origin, or handicap.
- expect to be informed of school rules and regulations.

Every student has the responsibility to:

- know and adhere to the rules and regulations established by the local Board of Education and implemented by school administrators and teachers.
- know and adhere to state and federal laws.
- refrain from libel, slanderous remarks and obscenity in verbal or written expression.
- study diligently and maintain the best possible level of academic achievement.
- be punctual and present in the regular program.
- dress and groom in a manner that meets reasonable standards of health, cleanliness, modesty, and safety.
- help maintain and improve the school environment, preserve school property, and exercise the utmost care while using school facilities.
- refrain from disobedience, misconduct, or other behavior which would lead to any physical harm or to the disruption of the educational process.
- respect the exercise of authority by school administrators and teachers in maintaining discipline in the school and at school sponsored activities.
- obey the law and school rules so as not to possess or use alcohol or illegal drugs and other unauthorized substances.
- carry only those materials on school property or to school-sponsored activities which are acceptable under the law and accept the consequences for unacceptable articles stored in one's locker.

The following pages contain more specific information to help ensure that each student can enjoy these rights and to assist each student in meeting his or her responsibilities in the most effective manner.

ACADEMIC LAB

Savannah Middle School offers an academic lab Monday through Friday from 7:00 a.m. until 7:45 a.m. and after school academic time from 3:05 – 4:00 Monday through Thursday. The purpose of this lab is to assist students in improving their academic performance by giving them time before or after school to work. Teachers will supervise, assist, and tutor students.

ACTIVITIES

The opportunity for participation in a variety of student-selected activities is a vital part of the student's educational experience. Such participation is a privilege that carries with it responsibilities to the school, the activity, to the student body, and to the student. Students interested in participating in an activity should contact the sponsor in charge for more information. Students must maintain grades at or above 60% in order to participate in all activities and /or sports. Students are not eligible to participate in or attend school-sponsored activities while under suspension.

SAVANNAH MIDDLE SCHOOL ACTIVITIES

ATHLETICS: 8th grade football. 7th and 8th grade volleyball, basketball, cross-country, wrestling, and track.

CHEERLEADERS: 6th and 7th grade students are eligible to participate in cheerleading tryouts in the spring. Those selected will be members of the squads for the following year.

*The Missouri State High School Activities Association requires that each student participating in cheerleading and/or sports must have a physical before he or she may participate. Also, it is required that every participant has verification of basic accident insurance coverage.

STUDENT COUNCIL: Student Council provides students with an opportunity to discuss and plan various activities for the student body. Representatives are elected by all students in grades 6, 7, and 8.

GOLD KEY SOCIETY: Composed of students who qualify for this honor academically, by attaining a 3.75 grade point average after 1st semester. Membership provides an opportunity to positively influence the lives of student and staff members. (7th & 8th graders) Second year Gold Key members must maintain a 3.0 GPA.

MATH CLUB: Extracurricular study sessions in advanced math skills are offered to students who wish to participate in math contests that are offered in the area.(6th, 7th & 8th graders)

READERS CLUB: This is a club that promotes reading for fun. Novels are read throughout the year, book discussions are held and movies based on books are shown.

ACADEMIC BOWL: The members of this team, open to all students, prepare themselves for competition with other schools in academic skills by practicing weekly. There are teams for 6th, 7th, and 8th grade.

ASSEMBLIES AND PROGRAMS

An assembly-type program may be presented to middle school students during the day. All students are to attend assemblies with their class as scheduled. Each class will be assigned a special section for the assemblies where the class members are to sit. The teacher may assign special seats for groups or individuals if necessary. Poor student behavior during an assembly program may suspend the student from the remainder of the program and subsequent programs. Students should practice good manners and courtesy by:

1. Giving undivided attention to the presenter.
2. Showing appreciation for the program, but refraining from excessive applause or noise making.
3. Remain seated until dismissed.

BUILDING HOURS

Students are not to arrive at school before 7:00 a.m. unless requested by a member of the school staff.

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. Keep arms, legs, coats, and backpacks out of aisle.
4. Place books and backpacks in your lap or under your seat.
5. No food or candy is to be eaten on the bus.
6. Pop is not allowed to be consumed on the bus only water in a clear plastic container is allowed.
7. Keep all objects, including your arms, legs, and head inside the bus at all times.
8. Do not throw anything while one the bus out the bus window.
9. Don't lean against the windows.
10. Be on time at your bus stop (5 minutes prior to pick up).
11. 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).
- 12.. Tobacco and alcohol use is prohibited.
13. Use only acceptable language
14. Leave arguments and disagreements off the bus, never resort to fighting or hitting.
15. Radios, cd players, and ipod are not allowed to be on the bus without earphones.
16. No live animals and no glass containers.
17. 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 1 guest accompany them home when necessary. The guest must obtain permission from their school to ride. If more than 1 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. Busses are an extension of the classroom so offenses on the bus can be treated the same as if they occurred at school when necessary.

1st Offense: Warning and/or Days Off Bus

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.

2nd Offense: 3 Day 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.

3rd Offense: 5-Day Bus Suspension

Same procedure as above.

4th Offense: 10-Day Bus Suspension

Same procedure as above.

5th Offense: 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. Administration and transportation manager have the right to give suspensions on the first discipline offense.

CAFETERIA RULES AND REGULATIONS

Students are expected to remain in the cafeteria during the lunch period and return to class when the bell rings. Each table and floor area is to be cleaned before a class is dismissed from the cafeteria.

Good student conduct is essential for an orderly lunch period. Students should remember to:

- wait in a single file line along the wall.
- get all food, utensils, napkins, snacks, etc. before sitting down.
- remain seated until dismissed.
- avoid disruptive behavior and loud noise.
- when dismissed take all trash, leaving table and floor area clean.
- although students are allowed to bring a "sack" lunch, food ordered out and brought in may not be eaten in the cafeteria.

CAFETERIA DETENTION RULES

- Report to lunchroom supervisor.
- Sit where supervisor directs.
- No talking is allowed.
- No snacks or soda are allowed.
- When dismissed take all trash, leaving table and floor area clean.

After 6 lunch detentions in one quarter, the student will receive automatic office referral.

CHECKING OUT OF CLASS

Schedules of classes are to be followed by all students. Students MUST check out in planner with the scheduled teacher before reporting to the nurse, office, librarian, counselor, or another teacher.

CLASSROOM BEHAVIOR

The following is EXPECTED behavior of all students:

1. Be in your seat before the announcements begin at the start of the day.
2. Bring charged Chromebook, homework, books, pens, pencils, silent reading book and materials to class.
3. Follow all rules of the classroom teacher. When the teacher has exhausted all discipline efforts in the classroom, the teacher may then refer the student to the office.

COMMUNITY

Community time is a scheduled time in our school day for students to develop personal and interpersonal skills. A variety of activities and projects are done during this time to help foster a sense of belonging to a group within our school.

SAVAGE TIME

Savage Time is a structured time, within the school day that allows teachers and staff time to provide interventions matched to student needs in order to reach educational and behavioral goals.

PARENT/STUDENT/TEACHER CONFERENCES

Conferences are held during the first quarter. Specific information as to date, time, and procedures will be given prior to conferences. Teachers are also available for conferences during their planning periods. Conferences may be arranged before or after school by calling the office at 324-3126.

DANCES AND PARTIES

The school and various groups sponsor dances and parties throughout the year. These events are held for SAVANNAH MIDDLE SCHOOL students ONLY. Visitors and guests from other schools are not permitted to attend. Dates and times will be announced in advance of these events.

STUDENT DISCIPLINE CODE MIDDLE SCHOOL

The student Code of Conduct is designed to foster student responsibility, respect for the rights of others, and to ensure the orderly operation of district schools. No code can be expected to list each and every offense, which may result in the imposition of a certain disciplinary action. Any conduct not included herein, or an aggravated circumstance of any offense or an action involving a combination of offenses may result in disciplinary consequences that extend beyond this code of conduct as determined by the principal, superintendent and/or Board of Education.

Individual school counseling services and school health services will be provided when appropriate.

If deemed necessary by the administration, In-School Suspension and/or Saturday school may be used as an additional consequence.

MISSED DETENTIONS

If a student misses a detention the parent/guardian must notify the school by telephone concerning the reason no later than 8:00 a.m. the following morning or the absence will be considered unexcused

*An unexcused absence from a detention could result in the assignment of ISS or OSS.

Suspension: All work completed during OSS will be expected to be returned upon the student's return to school. If work is not turned in upon student returning to school he/she will receive a zero for his/her incomplete work.

A. Fighting - Mutual combat in which both parties have contributed to the conflict either verbally or by physical action.

First Offense: 3-10 days OSS

Second Offense: 5-10 days OSS

Third Offense: 10 days OSS and/or recommendation to Superintendent for long term suspension. (possible expulsion)

Law enforcement can be notified of any fighting that occurs.

B. Assault - Attempting to cause injury to another person; intentionally placing a person in reasonable apprehension of imminent physical injury.

First Offense: ISS, 1-10 days OSS, notice to law enforcement officials, and documentation in the student's discipline record.

Subsequent Offenses: ISS, 10 days OSS and/or recommendation to Superintendent for long-term suspension, notification to law enforcement authorities, and documentation in the student's discipline record.

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

a. A firearm as defined in 18 U.S.C. 921.

b. Any device defined in OSS 571.010, RSMo., including 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.

c. Any instrument or device customarily used for attack or defense against an opponent, adversary or victim; or any instrument or device used to inflict physical injury or harm to another person.

In accordance with federal and state law, any student who brings or possesses a firearm as defined in 18 U.S.C. 921 or a device as defined in 571.010, RSMo., on school property or at any school activity will be suspended from school for at least one (1) calendar year or expelled and will be referred to the appropriate legal authorities. The suspension or expulsion may be modified on a case-by-case basis, upon recommendation by the superintendent to the Board of Education.

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.

This policy shall not be construed to prohibit the Board from allowing a Civil War reenactor to carry a Civil War era weapon on school property for educational purposes so long as the firearm is unloaded.

This policy will be submitted annually to the State Department of Elementary and Secondary Education along with a report indicating any suspensions or expulsions or expulsion resulting from the possession or use of a firearm as defined in 18 U.S.C. 921. The report will include the name of the school in which the incidents occurred, the number of students suspended or expelled and the types of weapons involved.

D. Disrespectful Conduct or Speech - Disrespectful verbal, written or symbolic language or gesture which is inappropriate to public settings directed at a **staff member**.

First Offense: Conference with student, Detention, ISS, or OSS

Second Offense: Detention, ISS or OSS

Third Offense: Detention, ISS or OSS

Consequences will increase as behaviors progress.

E. Disrespectful Conduct or Speech to Students - Obscene, threatening, or disrespectful language in verbal or written form.

First Offense: Detention, ISS or OSS

Second offense: Detention, ISS or OSS

Third Offense: Detention, ISS or OSS

Consequences will increase as behaviors progress.

F. Harassment/Bully Behavior - to trouble, worry, intimidate, or torment someone (verbal or written). (Which include i.e. cyberbullying, threats of violence, defamation of a person's race, religion, gender, or ethnic origin).

First Offense: Detention(s), ISS, OSS, or long term suspension

Second Offense: Detention(s), ISS, OSS, or long term suspension

Third Offense: 1-180 days OSS or expulsion

*Note: Students/Parents may go online to the school district website to obtain a bully report form and submit any concerns.

G. Sexual Harassment (see Board Policy JBA)

a. Use of verbal, written or symbolic language that is sexually harassing.

b. Physical contact that is sexually harassing.

Consequence(s): Principal Conference, Detention, ISS, or up to 180 days OSS; Law enforcement can be notified

Subsequent Offenses: Recommendation for long-term suspension or expulsion; Law enforcement can be notified

H. Academic Dishonesty- to copy from others or to submit work that does not represent one's own work. (i.e. internet, books, or adult work being passed off as student work.)

Note: Both students will be disciplined (copier and copied).

First Offense: Loss of credit and/or detention

Second offense: ISS and loss of credit

Third Offense: 1-3 days OSS and loss of credit, loss of extracurricular activities

I. Insubordination - defiance of authority, refusal to follow reasonable directions.

First Offense: Detention, ISS or OSS

Second offense: Detention, ISS or OSS

Third Offense: Detention, ISS or OSS

Consequences will increase as behaviors progress.

J. Disorderly Conduct - unruly behavior or behaving as a nuisance by being offensive to public order or decency.

First Offense: Detention(s)

Second Offense: Detention(s), ISS

Third Offense: 3-5 days OSS

K. Tobacco/ Vaping, Vape, Vaping Paraphernalia

a. Possession of any tobacco/vaping products on school grounds, bus or at any school activity.

First Offense: Detention(s). ISS

Second Offense: Detention(s), ISS. 1-10 days OSS

Subsequent Offense will result in detention, ISS, or 1-10 days OSS.

b. Use of any tobacco/ vaping products on school grounds, bus or at any school activity.

First Offense: Detention, ISS, 1-3 days OSS

Subsequent Offenses will result in detention, ISS or 1-10 days OSS

Third Offense: 3-5 days OSS

c. Sale of any tobacco/vaping products on school grounds, bus or at any school activity.

First Offense: Detention, 1-3 days OSS

Second Offense: 1-3 day ISS

Third Offense: 1-10 days OSS

L. Possession/Use of Alcohol or Drugs

a. Possession of or attendance under the influence of any unauthorized prescription drug, alcohol, narcotic substance, counterfeit drug or drug-related paraphernalia, or substances represented to be such. (Which include all school-sponsored activities).

First Offense: 1-10 days OSS, Juvenile officer notification, notification to law enforcement officials, and documentation in student's discipline record. Controlled substances shall be turned over to the local law enforcement agencies. Referral to intervention care group for rehabilitative recommendations.

Subsequent Offenses: 11-180 days OSS, Juvenile officer notification, notification to law enforcement officials, and documentation in student's discipline record. Referral to intervention care group for rehabilitative.

b. Sale, purchase or distribution of any prescription drug, alcohol, narcotic substance, counterfeit drugs, and/or drug-related paraphernalia

First Offense: 10 days OSS, long term suspension/expulsion, notification to law enforcement officials, and documentation in student's discipline record.

Subsequent Offenses: Same as above

M. Vandalism - Willful damage or the attempt to cause damage to real or personal property belonging to the school, staff or students.

First Offense: Detention(s), ISS, 1-10 days OSS, law enforcement contacted.

Second Offense: Detention(s), ISS, 5-10 days OSS, law enforcement contacted.

Third Offense: 11-180 days OSS, Possible expulsion, law enforcement contacted.

* Student to student restitution will be attempted by the administration.

** In cases of extreme vandalism, the student will be referred to the Superintendent for 11-180 days OSS and possible expulsion along with contact of the proper law enforcement authorities.

N. Theft - Theft, attempt or willful possession of stolen property.

First Offense: Detention(s), ISS, 1-3 days OSS, restitution, possible law enforcement authorities contacted.

Subsequent Offenses: 1-180 days OSS, Recommendation for long-term suspension/expulsion, restitution, and law enforcement authorities contacted, documentation in student's discipline record.

O. Truancy - Absence from school without the knowledge and consent of parent and or the school administration.

First Offense: Conference, Detention, ISS. Juvenile Officer notified

Subsequent Offenses: Conference, Detention, ISS, OSS, Juvenile Officer notified, removal from extracurricular activities

P. Arson - Starting a fire or causing an explosion with the intention to damage property or buildings.

First Offense: 1-10 days OSS, possible long term suspension or expulsion, notification to law enforcement officials, and documentation in student's discipline record.

Subsequent Offenses: 10 days OSS, recommendation for expulsion to the superintendent, notification to law enforcement officials, and documentation in student's discipline record.

Q. Bus Misconduct - Any offense committed by a student on a district-owned or contracted bus shall be punished in the same manner as if the offense had been committed at the student's assigned school. In addition, bus-riding privileges may be suspended or revoked.

R. Extortion - Threatening or intimidating any student for the purpose of obtaining money or anything of value.

First Offense: Detention (s), 1-3 days OSS

Subsequent Offenses: ISS, 1-180 days OSS, or expulsion

S. False Alarms - Tampering with emergency equipment, setting false alarms, making false reports.

First Offense: Detention, ISS, 1-3 days OSS

Subsequent Offenses: 3-10 days OSS, law enforcement officials notified, possible long-term suspension, documentation in student's discipline record.

T. Public Display of Affection - Physical contact that is inappropriate for the school setting. (hugging, kissing, holding hands)

First Offense: Administrative warning, Parent contact

Second Offense: Detention(s), Parent Contact

Third Offense: Detention, ISS, OSS

U. Inappropriate Dress - See Dress Code

First Offense:

Warning, student will change clothes, if necessary student will call parent for change of clothes.

Second Offense: Detention, student will change clothes, if necessary student will call parent for change of clothes.

Third Offense: ISS, student will change clothes, if necessary student will call parent for change of clothes.

V. Tardies - Students late and/or not prepared for class are tardy. Each classroom teacher keeps tardies on a quarterly basis.

Three Tardies: 1 lunch detention

Four Tardies: After four tardies in any one class, the student will be assigned detention.

Subsequent Tardies could result in detention or ISS

W. Wireless Devices – (during the school hours) Students are not allowed to have wireless devices out or on during school hours including before and after school.

Devices includes: cellular phones, Smart watches, camera phones, pagers, text messaging devices, portable games devices, ipods, music headphones, etc.

1st offense: Verbal warning, confiscate device

2nd offense: Office referral, Parent contact, confiscate device, 1- hour detention

3rd offense: Office referral, Parent contact, Confiscate device, 2 hour detention, parent pick up

X. Food and/or beverages

No food or drink are allowed in lockers or down hallways. This includes bringing food from lunchroom.

During the school day unflavored water will be allowed in clear bottles only.

1st offense: Warning, food/drink thrown away

2nd offense: 1 hour detention, food/drink thrown away, parent contact

3rd offense: 2 hour detention, food/drink thrown away, parent contact

Subsequent offenses 2 hour detention, Saturday school, ISS.

DRESS AND PERSONAL APPEARANCE

Each student's dress and grooming should be neat, clean, and in good taste so that each student may share in promoting a positive healthy, and safe atmosphere within the school district.

1. Hair must be neat and clean.

2. Shirts and blouses must be fastened properly.

3. No obscene, rude, or suggestive pictures or sayings shall be worn on clothing.

4. No advertising concerning alcohol, drugs, or tobacco shall be displayed on clothing (this includes belt buckles.)

5. Shoes or suitable footwear shall be worn.

6. Hats, caps, or other head apparel shall not be worn inside.

7. The following are considered inappropriate: oversized loose fitting tank tops, spaghetti-strapped tops, biker shorts, halter tops, midriff apparel, and other clothing that is distracting, offensive, or disruptive to the educational process.

8. Dress that could imply gang association is deemed inappropriate.

9. Students are not to write and/or draw on themselves or other people.

FIELD TRIPS

Students taking field trips must have a written permission slip signed by a parent or guardian. The office cannot accept permission from parents over the telephone. Students who do not bring their permission slips will not be able to attend the field trip.

For end of year field trips students must earn points for academics, behaviors, and attendance.

ALL SCHOOL RULES APPLY TO FIELD TRIPS.

GRADING SCALE

100-96	A
95-90	A-
89-87	B+
86-83	B
82-80	B-
79-77	C+
76-73	C
72-70	C-
69-67	D+
66-63	D
62-60	D-
59 Below	F

COUNSELING

The school offers counseling services to students, parents, and teachers. Counselors are available to work with students in finding information or solutions to problems of concern. Students are free to come to the counselor's office before, after, and during the school day. (Remember you must have permission from your teacher before missing a class.) To see a counselor, students should do one of the following:

1. Classroom teacher signs planner and go to the counselor's office.
2. If the counselor is unavailable, you may sign the sign-up sheet and the counselor will get in touch with you.
3. Students or parents may reach the counselor by phone (324-3126).

HALLWAY AND LOCKER BEHAVIOR

1. Any student found not following proper hall behavior shall be asked to behave appropriately. If the inappropriate behavior continues, the student will be referred to the office.
2. Students should walk, not run.
3. Students are not to push, shove, scuffle, or horse play
4. Students should keep their voices down; excessive noise is not necessary.
5. Students should not stop to visit where it might block traffic.
6. Inappropriate displays of affection may warrant disciplinary action.

HONOR ROLL

Honor Roll will be calculated utilizing the following procedure throughout the Savannah R-3 School District. It is the intent of this regulation to provide for due recognition to students who demonstrate good academic achievement through hard work and perseverance.

- Honor Roll distinction may be obtained at two (2) levels known as Honor Roll and High Honor Roll.
- Honor Roll status shall be determined by a grade average of all classes in which the student is enrolled.
- The student must be classified as a full-time student to qualify for Honor Roll distinction.

Honor Roll calculation will be based upon a four-point scale, as follows:

A	4.0 points	B-	2.667 points
A-	3.667 points	C+	2.333 points
B+	3.333 points	C	2.0 points
B	3.0 points	C-	1.667points

The conversion to honor values from letter grades established by teachers shall be completed by the building principal or designee.

- Honor Roll status will be determined by an average value at or above 3.0. Students who attain values at or above 3.58 shall be classified as High Honor Roll students.

3.58 – 4.0	High Honor Roll
3.00 – 3.574	Honor Roll

- Any class grade at the close of the term below a B- will disqualify the student from honor roll consideration.

- Any student on an IEP will be disqualified from honor roll consideration if at the close of the quarter have any grade below a C-.

- Honor Roll will be calculated at the close of each term and will be based upon term grades as finally established.

LIBRARY

1. Students should remain as quiet as possible so as not to disturb others.
2. Remember that the use of the library is a privilege. Any misbehavior could result in the loss of the student's library privileges.
3. Chromebooks are available for checkout in the library before 7:45 am or in between classes. Students must follow check out and check in procedures. Chromebooks checked out in the morning, **MUST** be returned at the end of the day. Students not following this policy, could lose the privilege to check out Chromebooks.

LOCKERS

Students will be assigned lockers in which to store their personal items and books. The student is to use only his/her assigned locker and may not change lockers without checking with the guidance counselor and office. Each student shall provide a lock for his/her locker. If the lock has a key, rather than a combination, the student should carry one key and leave one in the office. If the lock has a combination, the student should leave a copy of the combination in the office. Lockers are to store personal items and not be decorated.

LOST AND FOUND

Students should return items of value, which they might find, to the office. If a student loses an article, he/she should check with the office. Items not claimed by the end of the school year will be donated to charity.

MISSOURI SCHOOL IMMUNIZATION REQUIREMENTS

Doses Required by Grade

Vaccines Required for School Attendance	6th	7th	8th
DTaP/DTP/DT	4 or more	4 or more	4 or more
Tdap			1
MCV			1
IPV (Polio)	3 or more	3 or more	3 or more
MMR	2	2	2
Hepatitis B	3 or more	3 or more	3 or more
Varicella	2	2	2

As outlined by the State of Missouri, all students going into 8th grade are required to have one MCV (Meningococcal Vaccine; specifically MCV4 NOS, Menactra, or Menveo) as well as one Tdap (Tetanus, Diphtheria, and Pertussis) vaccine. These immunizations must be completed before the first day of 8th grade in August.

Students must present immunization records to school that includes the month, day and year for each immunization; all immunizations must be up-to-date before being permitted to attend classes.

To remain in school, students "In Progress" (Imm. P.14) must receive immunizations as soon as they become due.

Religious (Imm. P. 11A) and Medical (Imm. P. 12) exemptions will be allowed.

Students must be in compliance with state law before they will be allowed to attend classes.

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 the school to administer the medication, the school nurse and/or the principal's designees will administer the medication in compliance with the regulations that follow:

Prescription Drugs

A. Short-term (i.e., antibiotics, etc.)

1. The medication shall be in the original container labeled with the physician's prescription.
2. Parents shall authorize school personnel to give medication (medication slips obtained in the Nurse's office). This authorization acknowledges the parent's approval, dosage, time, amounts, date prescribed, name of medication, purpose of medication, possible side effects, and the termination date for administering the medication. It is suggested that there be enough dosage sent to school for the day, not the entire amount of the prescription.

B. Long-term

1. Arrangements will be made for students on daily, long-term medications and will follow the above guidelines except for the amount of medication sent to school.

Note: If medication is not picked up at the end of the school year, medication will be thrown away.

Non-Prescription Drugs (Tylenol, Advil, Cough Cold Remedies, etc.)

A. Oral medication that is non-prescriptive may be administered under the supervision of the school nurse and/or the principal's designee if authorized by the parent. Students are not to carry medication with them at school.

B. Parents shall authorize school personnel to give medication using the medication slips obtained in the Nurse's office and providing dosage, times, amounts, name of medication, purpose, possible side effects and the termination date for administering the medication. It is suggested that there be enough dosage sent to school for the day if possible.

NURSE'S OFFICE

When a student is ill he/she needs to stay home. If a student becomes ill at school, he/she must get permission to report to the nurse's office. Students should not text/or email parents to come pick them up if they have not been to see the nurse. The nurse will make parental contact and arrange for pick up.

OFFICE

Students reporting to the office should stay behind the counter and state their business to the office personnel. Students are not to be in the office before 7:30 am or after school unless they are on official school business.

SCHOOL PREMISES

Upon arrival to school, students may not leave the school grounds without properly checking out of school through the office.

SCHOOL PROPERTY

Students are expected to take reasonable care of property. Students shall pay for books, school supplies, school equipment, or other school property lost or damaged beyond ordinary wear and tear. Payment shall

be assessed by the principal or his/her designee in accordance with the price of a book or other articles lost or damaged.

SEPARATED OR DIVORCED 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 must 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 for assistance.

SUSPENSIONS

A suspension is described as an out-of-school suspension (OSS). A building principal will decide the number of days a student will be suspended from school, not to exceed ten (10) days per suspension. Students under suspension can make up homework during the suspension. All homework is due on the day the student returns to school. Students under suspension are not allowed to participate or attend any school-sponsored activity.

SELLING OF ITEMS

Students are NOT to sell candy or any other products at school without the permission of the administration.

TEAM PLANNING

Team Planning is a time when the core teachers in each grade level have a common planning time. Teachers are available for conferences or phone calls during this time.

COMMUNICATION WITH TEACHERS

The best way to communicate with your child's teachers is via email between the hours of 7:30 am and 3:15 pm. All faculty and staff emails are listed on the Savannah R-3 webpage.

VISITORS

Parents and guardians are welcome and encouraged to visit Savannah Middle School. However, we ask students NOT to invite friends or relatives to visit school due to our limited space. Exceptions to this request are to be made in the office. All visitors, including parents, must report to the office.

WITHDRAWAL

Students moving to other districts or terminating their enrollment must report to the school office.

The following pages contain policies that have been adopted by the Savannah R-3 School Board.

SEXUAL HARASSMENT

The School District is committed to providing an environment free from intimidating, hostile or offensive behavior; unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct or

communication constituting sexual harassment. Sexual harassment by an employee, student or person in the district against any person is prohibited.

Allegation of sexual harassment shall be investigated and, if substantiated, corrective or disciplinary action taken, up to and including suspension and/or termination of the employee.

COMMUNICABLE DISEASE-STUDENT

A student shall not attend school or school-sponsored activities while afflicted with any contagious or infectious disease, or while liable to transmit such a disease after being exposed, unless the Board or its designee has determined, based on medical evidence, that (1) the student is no longer infected or liable to transmit the disease; or (2) the student is afflicted with a chronic infectious disease which poses little risk of transmission in the school environment with precautions.

Any student known to have a chronic infectious disease such as hepatitis, acquired immune deficiency syndrome (AIDS), or to have human immunodeficiency virus (HIV) infection or aids-related complex (ARC) shall be individually evaluated using the best available medical resources.

Any student who is known to have a chronic infectious disease such as AIDS, ARC, or HIV infection who is permitted to attend school must do so under specified conditions. An assessment will be made to determine those conditions which will be least restrictive to the student and which will not endanger his or her health or the health of other students, teachers, or staff.

Failure to adhere to the conditions specified will result in the student being excluded from school. Any student who is determined to have a chronic infectious disease and who is not permitted to attend school will be provided with alternate educational strategies in accordance with district policy.

Students with a contagious or infectious disease and their families have a right to privacy and a need for confidentiality. Only staff members who need to know the identity and condition of such students to determine fitness to attend school or to provide proper health care will be given information concerning a specific student. This includes school nurses and persons who are most likely to be called on to administer first aid to such students. Willful or negligent disclosure of confidential information about a student's medical condition by staff members will be cause for disciplinary action.

Reporting and disease outbreak control measures will be implemented in accordance with 19 CSR 20.20.010 through 20.20.060 and 20.28.010, state laws and Deputy of Health rules governing the control of communicable strains and other diseases dangerous to public health.

All employees will be issued, and will be expected to follow, the most recently issued guidelines of the Centers for Disease Control, including applicable universal precautions in cleaning up body fluid spills, whether or not an individual infected with a body-fluid or blood-borne pathogen is known to be present in the school environment or related activities.

Willful or negligent disregard for precautions by any staff member will be cause for disciplinary action.

PROCEDURE:

1. Any staff member who knows that a student has been exposed to a contagious or infectious disease, or who observes symptoms of such a disease, shall inform the principal and superintendent, who will request a review of the case by a designated health professional.

2. If the designated health professional determines that the student is infected with an acute infectious disease of short duration, the student will be excluded from school for the number of days specified in the latest revision of the Missouri Department of Health publication, "Prevention and Control of Communicable Diseases-A guide for School Administrators, FHC-16, Nurses, and Teachers," or until a physician certifies the student is no longer able to transmit the disease.
3. In every case the student/parents shall be notified of the determination in writing and given an opportunity to discuss the matter with the superintendent or a designee.
4. If the designated health professional determines that a student may be infected with chronic infectious disease, which poses a serious risk of transmission, the student shall be excluded from school and school activities until the individual assessment is completed by the Review Committee. This will be subject to the requirement of #3 above.
5. The Review Committee shall consist of the student's personal physician, a school health professional, a public health official the superintendent or a designated building administrator, the principal, the teacher, and others mutually agreed upon.
6. The superintendent shall obtain all pertinent health and behavioral information concerning the student from parents or guardians, the student, the personal physician, teachers, the school nurse and other appropriate school staff. This information will be provided to the Review Committee, which will make recommendations to the Board of Education.
7. The Review Committee will meet within 72 hours after the school district becomes aware of a student who has been diagnosed as having a chronic infectious disease or related illness.
8. The Review Committee will assess the student's condition and the risks of exposing others to the disease in the school environment, and in transit to and from school. The Committee will determine whether the student should be permitted to attend school without restrictions; attend school under stated restrictions and conditions; or be excluded from school and provided an alternative educational program. The committee will prepare a written individual school health care plan for the student, and will establish dates and/or conditions under which the student's status will be reviewed with reviews being conducted no less frequently than every three (3) months. The Review Committee will also recommend staff members to be informed of the identity of the student in order to provide medical treatment. If changes in the health and behavior of the student warrant, the superintendent may convene the committee at any time.
9. A determination will be provided in writing to parents, superintendent, Board of Education, Review Committee, principals, and teacher within ten (10) days of the initial meeting of the Review Committee.
10. The parents or guardians of the student may appeal the decision to the Board of Education by submitting notice of appeal in writing to the superintendent within five (5) working days after receiving written notification. Within five (5) working days of receiving notice of appeal, the superintendent will confer with the Review Committee, review the record and/or receive additional information, and make a recommendation to the Board. The Board will consider the appeal at its next regularly scheduled meeting, or at a special meeting. The Board's decision shall be final. The stated timeline may be adjusted by mutual agreement of the parties.
11. If a student with a chronic infectious disease is permitted to attend school:
 - a. The superintendent will notify the staff members who need to know the identity of the student in order to provide health care. They will be informed of the student's identity and conditions under which the student is attending school. Willful disclosure of confidential information by a staff member will be cause for disciplinary action.
 - b. The superintendent, in consultation with the designated health professional, will develop safety and precautionary procedures, and will ensure that all staff members who have contact with the infected student have been trained to implement them. Willful or negligent violation of safety and precautionary procedures will be cause for disciplinary action.

DISTRIBUTION OF NON-CURRICULAR STUDENT PUBLICATIONS

I. Guidelines

Students may distribute, at reasonable times and places, unofficial written material, petitions, buttons, badges, or other insignia, except expressions which:

1. Are obscene to minors;
 2. Are libelous;
 3. Are perversely vulgar or indecent (secondary schools)/contain any vulgar or indecent language (elementary schools);
 4. Advertise any product or service not permitted to minors by law;
 5. Constitute insulting or fighting words, the very expression of which injures or harasses other people (e.g. threats of violence, defamation of a person's ethnic origin, race or religion).
 6. Present a clear likelihood that, either because of their content or their manner of distribution, will cause a material and substantial disruption of the proper and orderly operation and discipline of school or school activities, will cause the commission of unlawful acts or the violation of lawful school regulations.
- Distribution on school premises of material in categories (1) through (4) to any student is prohibited. Distribution on school premises of material in categories (5) and (6) to a substantial number of students is prohibited.

II. Procedures

Anyone wishing to distribute unofficial written material must first submit for approval a copy of the material to the principal or his or her secretary 24 hours in advance of desired distribution time, together with the following information:

1. Name and phone number of the person submitting the request.
2. Date(s) and time(s) of day intended display or distribution;
3. Location where material will be displayed or distributed;
4. The grade(s) of students to whom the display or distribution is intended. Within 24 hours of submission, the principal (or his or her designee) will render a decision whether the material violates the guidelines in Section I or the time, place and manner restrictions in Section III of this policy. In the event that permission to distribute the material is denied, the person submitting the request should be informed in writing of the reason for the denial.

Permission to distribute material does not imply approval of its contents by the school, the administration, the School Board, or the individual reviewing the material submitted.

If the person submitting the request does not receive a response within 24 hours of submission, the person shall contact the office to verify that the lack of response was not due to the inability to locate the person. If the person has made this verification and there is no response to the request, the material may be distributed in accordance with the time, place, and manner provisions in Section III.

If the person does not receive a response within three days (counting Saturdays, Sundays, and holidays) of submitting the appeal, the person shall contact the Office of the Superintendent to verify that the lack of response is not due to an inability to locate the person.

If the person has made this verification and there is no response to the appeal, the material may be distributed in accordance with the time, place, and manner provisions in Section III.

At every level of the process, the person submitting the request shall have the right to appeal and present the reasons supported by relevant witnesses and material, as to why distribution of material is appropriate.

III. Time, Place and Manner of Distribution

The distribution of material shall be limited to a reasonable time, place, and manner as follows:

1. No written material may be distributed during and at the place of a normal school activity if it is reasonably likely to cause a material and substantial disruption of that activity.
2. Distribution of written material is prohibited when it blocks the safe flow of traffic within the corridors and entry ways of the school.

IV. Definitions

The following definitions apply to the following terms as used in this policy:

1. A. The average person applying community standards, would find that the written material, taken as a whole, appeals to the prurient interest of minors of the age to whom distribution is requested; and/or
B. The material depicts or describes, in a manner that is patently offensive to prevailing standards in the adult community concerning how such conduct should be presented to minors of the age to whom distribution is requested, sexual conduct such as intimate sexual acts (normal or perverted), masturbation, excretory functions, and lewd exhibition of genitals; and/or
C. The material taken as a whole, lack serious literary, artistic, political, or scientific value to minors.
2. "Minor" means any person under the age of 18.
3. "Material and substantial disruption" of normal school activity is described as follows:
 - A. Where normal school activity is an educational program of the district for which student attendance is compulsory, "material and substantial disruption" is defined as any disruption which interferes with or impedes the implementation of that program.
 - B. When normal school activity is voluntary in nature (including, without limitation, school athletic events, school plays and concerts, and lunch periods), "material and substantial disruption" is defined as student rioting, unlawful seizures of property, widespread shouting or boisterous conduct inappropriate to the event, participation in a school boycott, demonstration, sit-in, stand-in, walk-out, or other related forms of activity.
In order for expression to be considered disruptive, there must exist specific facts upon which the likelihood of disruption can be forecast, including past experience in the school, current events influencing student activities and behavior, and instances of actual threatened disruption relating to the actual written material in question.
4. "School activities" means any activities of students sponsored by the school and includes--by way of example, and not by way of limitation--classroom work, library activities, physical education classes, official assemblies and other similar gatherings, school athletic contests, band concerts, school plays, and in-school lunch periods.
5. "Unofficial" written material includes all written material except school publications funded and/or sponsored or authorized by the school. Examples include leaflets, brochures, flyers, petitions, placards, and underground newspapers, whether written by students or others.

6. "Libelous" is a false and unprivileged statement about a specific individual that tends to harm the individual's reputation, or to lower him or her in the esteem of the community.

7. "Distribution" means circulation or dissemination of written material by means of handing out free copies, selling or offering copies for sale, and accepting donations for copies. It includes displaying written materials in the areas of the school that are frequented by students.

V. Disciplinary Action

Distribution by a student of unofficial written material prohibited in Section I or in violation of Section III will be treated as a violation against public decency and good order, as provided in policy JG and regulation JG-R.

VI. Notice of Policy to Students

A copy of this policy will be published in the student handbooks and posted conspicuously in school buildings.

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 or 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 for the search. The privacy and dignity of students shall be respected. Searches shall be carried out in the presence of adult witnesses and never in front of other students. Students shall not be required to undress, although they may be asked to empty pockets, or remove jackets, coats, shoes, and other articles of exterior clothing for examination if reasonable under the circumstances.

Students are permitted to park on school premises as a matter of privilege, not a 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/her clothing and the student refuses to surrender such articles. Law enforcement officials may be contacted in any case involving a violation of law when a student refuses to allow a search, or where the search cannot be safely conducted. Parents may also be contacted.

Interview With Police or Juvenile Officers Other Law Enforcement 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, the principal will be present and the interview will be conducted in private.

The principal will verify and record the identity of the officer or 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 parents/guardians. 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, students must be informed of their constitutional rights by the law officials, students may remain silent if they 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 the law enforcement officials.

Removal of Students from School By Law Enforcement Officials

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. To the best of his or her ability, the principal will attempt to notify the student's parent/guardian that the student is being removed from school.

STUDENT ALCOHOL/DRUG ABUSE

The Board recognizes 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 other school approved vehicle used to transport students to and from school or 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 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 subjected 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.

District, pursuant to the requirements of the 1989 amendments of the Drug-Free Schools and Communities Act, and for the purpose of preventing the use of illegal 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 may be required to participate in such programs in order to avoid suspension or expulsion if they are found to be in violation of this policy. All students and interested parents shall annually be provided a copy of this policy.

This 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 United States 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.

DRUG-FREE WORKPLACE

Student and employee safety is of paramount concern to the Board of Education. Employees under the influence of alcohol, drugs, or controlled substances are a serious risk to themselves, to students and to other employees. Therefore, the Board of Education shall not tolerate the manufacture, use, possession, sale, distribution or being under the influence of controlled substances or alcoholic beverages on school property or on any school-approved vehicle used to transport students to and from school activities; 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; or during any period of time such employee is supervising students on behalf of the district or is otherwise engaged in school district business. Any employee who violates this policy will be subjected to disciplinary action, which may include employment suspension, termination, and referral prosecution. Employees may be required to satisfactorily participate in rehabilitation programs. Each employee of this school district is hereby notified that, as a condition of employment, the employee must abide by the terms of any criminal drug statute conviction for a violation occurring in or on the premises of this school district, or while engaged in regular employment. Such notification must be made by the employee to the superintendent in writing no later than five calendar days after conviction. The superintendent will provide notice in writing of such violation to the United States Department of Education or other appropriate federal agency within ten calendar days after the superintendent receives such notification, if district receives any federal grants directly from such agency, as opposed to federal grants received through the Department of Elementary and Secondary Education.

The district will take appropriate action within thirty (30) days. The district will institute a drug-free awareness program, to inform employees of the dangers of drug and alcohol abuse in the workplace, of this policy of maintaining a drug-free workplace, available counseling and rehabilitation, and of the penalties that may be imposed upon employees for drug abuse violations occurring in the workplace. Each employee will be given a copy of this policy.

The Board of Education recognizes that employees who have a drug abuse problem should be encouraged to seek professional assistance. An employee who requests assistance shall be referred to a treatment facility or agency in the community if such a facility is available.

When it is evident that a staff member has consumed alcoholic beverages or illegal drugs off school property, during and/or before school activity, the staff member will not be allowed on school property, or to participate in school activities. Staff members who violate this regulation will be subject to the same penalties as for possession or consumption on school property.

The Board of Education hereby commits itself to a continuing good-faith effort to maintain a drug-free workplace. This policy shall be communicated in writing to all present and future employees. Compliance with this policy is mandatory.

Upon the request of the Department of Elementary and Secondary Education or an agency of the United States, the district shall certify that it has adopted and implemented the drug prevention program described in this policy, in the form required by such agency. The district shall conduct a biennial review of this policy to determine its effectiveness, implement necessary changes, and to ensure that the discipline sanctions are consistently enforced.

PUBLIC NOTICE

All public schools are required to provide a free and appropriate public education to all students with disabilities, including those attending private parochial schools, beginning on the child's third birthday through age twenty (20), regardless of the child's disability. The public school assures that to comply with the full educational opportunity goal, services for students three (3) through twenty-one (21) will be fully implemented by 1999. Disabilities include: learning disabilities, mental retardation, behavior disorders/emotional disturbance, speech disorders, visually impaired, hearing impaired, physically/other health impaired, multiple disabilities, deaf/blind, autism, early childhood special education, and traumatic brain injury.

The public school 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's First Steps Program.

All public schools are required to provide parents that right to inspect and review personally identifiable information collected and used or maintained by the district to the children. Parents have the right to request amendment of these records if they feel the information is inaccurate, misleading, or violates the privacy or other rights of their children. 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). You may contact your local district, if you wish to review the requirements provided in FERPA.

The public school has developed a Local Compliance Plan for implementation of Special Education and this Plan is available for public review during regular school hours on days school is in session in the Office of the Superintendent of Schools. The Local Compliance Plan is a written narrative, which describes the district's plan for compliance with the requirements for identifying and serving all students with disabilities. Included in this plan are the policies and procedures, which the district must follow regarding storage, disclosure to third parties, retention, and destruction of personally identifiable information. The plan also describes the assurance that services are provided in compliance with the requirement of 34 CFR 76.301 of the General Education Provision Act.

Public schools in the State of Missouri are required to conduct an annual census of all children with disabilities or suspected disabilities from birth through age twenty (20) who reside in the district or whose parent/legal guardian resides in the district. This census is compiled as of May 1 each year. This information is treated as confidential and submitted to the Missouri Department of Elementary and Secondary Education. Information to be collected includes: name of each child, parent/legal guardian's name/address; birth date and age of each child; and each child's disability or suspected disability. Should

the district fail to submit an annual census, the State Board of Education may withhold state aid until the census is submitted. If you have a child with a disability or know of a child with a disability who is not attending the public school, please call (816) 324-3123.

This notice can be provided in languages such as Chinese, Spanish, Arabic, and Vietnamese or any other language as may be necessary.

HAZING/BULLYING POLICY

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 America 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

408 West Market, Savannah, MO 64485
816-324-3144