

# MISSION STATEMENT

*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.*

The MISSION of the Savannah R-III Elementary Schools is to encourage cooperation between parents, students, community members, and our staff to provide a climate where every student is encouraged to achieve their academic potential and become a literate, responsible adult. We will strive to give students opportunities to express themselves and develop their talents in academics, the arts, technology, and athletics. All students will have a clear understanding of our high academic expectations to build on their present strengths to become critical thinkers and problem solvers with a solid foundation of basic skills.

The Savannah R-III Elementary Schools will be child-centered, clean and safe, with a healthy atmosphere. All students will be encouraged to exhibit democratic values, ethics, and principles in their daily activities and interactions.

## WHAT YOU CAN DO TO HELP YOUR CHILD LEARN

1. Start each day positively: A calm beginning at home makes the school day much better.
2. Encourage your child to have a good breakfast. Make certain that your child sleeps at least eight hours each night.
3. Praise your child each day for something he or she has done well. Have a special place to put schoolwork when brought home. Review graded papers brought home on a daily basis. Encourage progress and offer support for weak areas.
4. Laugh and talk with your child about school experiences and listen attentively to what is said about your child's school experiences.
5. **Stress attendance.** If the child is ill, home is the best place; otherwise, your child needs to take advantage of every school day.
6. Keep the lines of communication open between yourself and your child's teacher. Inform the teacher of any family situation, which could influence your child's behavior. Also, if your child is reluctant to go to school, let the teacher know so that together we can look for the reason.
7. Read to and/or with your child daily. Take your child to the library often. Share the importance of reading and writing in your life with your child.
8. Make sure your child has the necessary school supplies and keeps them organized.
9. Stress good hygiene.
10. Set a good example!

***“Children are always the only future the human race has; teach them well.”***

FROM THE SCHOOL NURSE

Savannah R-III District website: [www.savannahr3.com](http://www.savannahr3.com)

Minimum Immunization For School Attendance:

Children will be required to be adequately immunized at the time of entrance to school. To attend school, all students must have received the minimum number of immunizations required for polio, measles, mumps, rubella, diphtheria, tetanus, pertussis, Hepatitis B and Varicella. Dates of immunizations will be kept on file as required by state law. All students must present documentation of month, day, and year of each immunization. There may be health or religious reasons for not receiving immunizations. These should be discussed with the school nurse. The required immunizations are:

GRADES	IMMUNIZATIONS
K - 4	4+ DTaP/DTP/DT 3+ IPV (Polio) 2 MMR (measles, mumps, rubella) 3+ Hepatitis B 2 Varicella (chickenpox) or proof of disease (Students who have previously had varicella (chickenpox), must have signed documentation including month and year on file with the school from a Licensed Health Care Provider as satisfactory evidence of disease.)
5	4+ DTaP/DTP/DT 3+ IPV (Polio) 2 MMR (measles, mumps, rubella) 3+ Hepatitis B 1 Varicella (chickenpox) or proof of disease (Students who have previously had varicella (chickenpox), must have signed documentation including month and year on file with the school from a Licensed Health Care Provider as satisfactory evidence of disease.)

Prevention and control of communicable disease. Section 167.191 RS MO 1986:

- It is unlawful for any child to attend public school while afflicted with any contagious or infectious disease, or while liable to transmit such a disease after having been exposed to it.
- Children who are running a fever of 100 degrees or more will be required to leave school for their own well-being and the protection of others.
- Students must be fever free for 24 hours before returning to school.
- Any child may be excluded from school until a physician determines the child cannot infect others, or until the recommended exclusion period has passed.
- Students diagnosed with Strep Throat or Conjunctivitis (Pink Eye) will be excluded from school activities until 24 hours after treatment is started.
- No vomiting or diarrhea for 24 hours before returning to school.
- In order to protect all students, students with nits and/or lice are not allowed to attend school. If a child is found to have either, he or she will be required to leave school immediately to be treated. Students who have been sent home may return **no sooner than the following school day accompanied by a responsible adult** to be cleared for re-admittance by the school nurse or the principal's designee. A parent may contact the Andrew County Health Department and/or the school nurse for advice on eliminating the infestation.

**ADMINISTERING MEDICINES TO STUDENTS**

If medication **MUST** be given at school, it must be in the original container (with a doctor's prescription, if a prescription drug) accompanied by a "Medical Information" form available through the office. The school district retains the right to reject requests for administering medication. The parent/guardian of the student must assume responsibility for informing school personnel of any change in the student's health or change in medication. Please thoroughly read, sign and return the Medication Policy form located in the handbook.

**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.

### HEALTH SCREENINGS

The schedule is as follows: kindergarten, first, third and fifth grade students and any new students will be screened for vision, hearing, height and weight. ~~Kindergarten and first grade students will have a dental screening also.~~ Screenings will be done at the requests of parent or teacher as well. These will be conducted through out the year.

### EMERGENCY INFORMATION

Please notify the school if there is a change of name, telephone number, place of employment, address or baby-sitter. It is very important that we can reach you or a designated person **at all times** should your child become ill or has an accident at school.

Early dismissal forms will be sent home for you to complete. Teachers will follow the directions given for your child. In case of inclement weather, it may be necessary to dismiss school at a time other than the regularly scheduled time. In these situations, the school closing will be announced on KFEQ or KKJO radio stations and KQTV television.

### BIRTH CERTIFICATE

The school is required by law to have your child's state birth certificate number for our records.

### VISITORS

Parents and other interested adults who wish to visit a classroom should notify the office in advance so that a mutually convenient time can be arranged with the teacher. ~~Children may visit only when they accompany visiting adults.~~ Visitors are required to report to the office upon arrival to sign in and get a visitor's tag. **All visitors are expected to follow the appropriate discipline and dress codes.** Visitors who refuse to abide by these codes will not be allowed to return.

### FIRE/STORM/EARTHQUAKE/INTRUDER DRILLS

Every precaution is taken to insure the safety of your child during normal school hours. Periodic drills are executed to make certain students learn proper safety procedures and adhere to all safety guidelines.

### SUSPECTED CHILD ABUSE OR NEGLECT

All school personnel are mandated by federal law to report any suspected child abuse or neglect. It is our responsibility to call any suspected abuse or neglect to the attention of the Missouri Department of Social Services – Children's Division, not to prove abuse or neglect.

Children's Division personnel, possibly accompanied by law enforcement officials, may meet with the child at school to investigate any reported concerns. Parents are not required to be notified in such cases.

### SEPARATED OR DIVORCED PARENTS

Under Missouri law, it is presumed that natural parents 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 limit one parent's rights regarding custody and/or educational decision-making powers.

Divorced parents must provide the school with a **copy of the most recent court-approved legal documentation, not verbal or written information from family, 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.

### STUDENT ABSENCES AND TARDIES

The following rules, regulations, and procedures shall apply to student attendance in the Savannah R-III School District (K-5) Elementary Level:

We believe strongly that regular attendance in the school accompanied by the responsibility to study and participate in school activities is essential to the learning process. Students will be permitted to make up work for the following excused absence reasons: personal illness, emergency in family, religious reason, doctor or dentist appointments, unique educational experiences (with prior approval of principal), court appearance or authorized school business.

#### Steps to follow when absent:

1. Parents should call the school on the first day the student misses for each incident.
  2. A doctor's statement may be required for an extended illness.
  3. Excessive absenteeism can result in mandatory summer school attendance **or retention.**
  4. A note will be sent home after 10 absences.
  5. After 15 absences, the prosecuting attorney will be notified.
- Persistent absenteeism creates a genuine hardship for a student and is regarded as a very serious problem.
  - If excessive absenteeism continues, school officials will contact outside social or state agencies.
  - Students are held responsible for completing and handing in work assigned during the absence.
  - Students with excused absences will have one day for each day absent to make up assignments. Work not made up in the designated period of time will receive no credit.

#### Attendance at activities after absence:

To attend and/or participate in a school-sponsored activity, a student must be at school by noon on the day of the activity if he/she has been absent that morning. If the absence is a day or more, the student must be in attendance all day on the day of the activity. Any student who goes home ill during the day will not be allowed to participate in or attend an activity that night.

#### Tardiness:

1. A student is tardy after 7:50 a.m. at Amazonia & John Glenn; 8:00 at Helena; and 8:05 at Minnie Cline.
2. Students must report to the office when arriving late.

Persistent tardiness creates a genuine hardship for a student as well as the entire class as it disrupts the learning environment and as such is also regarded as a very serious problem. If persistent tardiness continues, school officials may contact outside social or state agencies.

#### Check-out Procedures:

1. No child will be released from school to anyone other than a parent or guardian unless prior verified arrangements have been made. We are sure you will appreciate our concern in this matter.
2. Please report to the principal's office to sign your child out to be released from school. Standing in the hall while waiting on your child may be disruptive to the learning environment.

### PERFECT ATTENDANCE GUIDELINES

Students not missing any hours or days of school will receive a Perfect Attendance Award. Students missing three hours or less will receive an Honorary Attendance Award.

### DISCIPLINE

Each staff member of the Savannah R-III Elementary Schools accepts responsibility for the maintenance of discipline and for the promotion of a program for the development of wholesome human relations. Each staff member of the Savannah R-III Elementary Schools is responsible for setting student behavior expectations and guidelines for the wellbeing of all students, in accordance with Savannah R-III School District policies. A student's behavior should conform to acceptable standards of conduct as established by the principal and teachers.

The staff requests parental support in helping to maintain appropriate conduct in the schools. Children's behavior should reflect self-respect and consideration for the rights, feelings, and property of others. A copy of the board policies dealing with student conduct can be located on the district website.

### BULLYING/HAZING

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.

### AFTER SCHOOL TRANSPORTATION

If a student is going home with another student in any way other than the usual manner or with an adult other than a parent, a written notice or phone call to the school is required. A child may not ride a different bus without a note from the parent that is signed by the principal or her designee. A written note or phone call is needed for a change in your child's daily dismissal plan. **Please make phone calls prior to 1:30 p.m. to allow for proper communication between the office and the teacher.** Please send a written note if your child is to remain after school for any reason. This is for your child's safety and protection.

### DRESS CODE

School clothing should be reasonable and appropriate for the educational setting and must not be a distraction to other students.

1. Elementary students are not allowed to wear make-up, visible tattoos, or face paint to school, except on school designated days.
2. Dress appropriately for the weather. Students will go outdoors for recess whenever possible.
3. No obscene, rude, suggestive pictures or sayings may be worn on clothing.
4. ~~No ripped, torn, or soiled clothing may be worn to school.~~
5. No clothing shall promote or advertise alcoholic beverages, gangs, or unsuitable products.
6. Shoes or suitable and safe footwear must be worn.
7. Hats must be removed when entering the building.
8. No midriffs shall be exposed.
9. No shirts with low-cut arm or neck openings, spaghetti straps, halter tops, boxer shorts, flannel pants, shoe skates, spandex or other extremely tight-fitting material may be worn.
10. Dress appropriately for the weather. Students will go outdoors for recess whenever possible.

### PERSONAL ARTICLES

Students are not allowed to bring personal items to school that will be a distraction from the learning process, to themselves, or to others. **No cell phones, MP3 players, or any other handheld electronic devices are to be used at school**, unless authorized by school personnel. Toys, jewelry, trading cards, virtual pets, etc. are a major distraction for some students and can easily be lost, broken, or stolen at school. To avoid these problems, any item that is a distraction will be taken from the student and returned to the parent in person upon request.

Students may bring items for show-and-tell with teacher approval as long as the parents understand that the school cannot be responsible for safeguarding the articles.

**RECESS POLICY**

The Savannah R-III School Board recognizes the need for proper social interaction and physical activity. One such activity provided at the elementary level is outside recess. It is understood that these activities come second to academic activities in the classroom. Teachers may deny recess privileges for late assignments and/or behavior problems. Parents who do not wish their child to participate in outdoor recess must send a written note. The principal may request a written health statement from a physician if a parent consistently holds their child from recess or if a parent wishes to hold the child for more than three consecutive days.

**P. E. POLICY**

Parents may request that their child be excluded from P. E. activity for one week by sending a written note to the P. E. instructor. If a parent wishes to have the child refrain from participation in classes for more than one week, a written health statement from a physician is required.

**LIBRARY POLICY**

Students are scheduled to attend the school library one-day per week. Students attend more often with the approval of the classroom teacher. All books should be returned when due in order to retain library privileges. Lost or damaged books must be replaced. Internet use will require a signed statement by the student and the parent acknowledging appropriate use only.

**GRADING SYSTEM**

Grades for a student recorded on report cards and permanent records reflect his/her level of achievement. Report cards are the same for students in grades one through five. All subjects including Music, Physical Education, and Art will be given a letter grade using the following scale:

<u>PERCENT</u>	<u>LETTER GRADE</u>	<u>HONOR ROLL POINTS</u>
96-100	A	4.000
90-95	A-	3.667
87-89	B+	3.333
83-86	B	3.000
80-82	B-	2.667
77-79	C+	2.333
73-76	C	2.000
70-72	C-	1.667
67-69	D+	
63-66	D	
60-62	D-	
59 and below	F	
	I	

\*Incomplete work must be made up

**HONOR ROLL**

- Honor roll will be calculated utilizing the following procedure throughout the Savannah R-III 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 levels known as Honor Roll and High Honor Roll.
- Honor roll will be calculated for grades 4-5.
- Honor roll status shall be determined by a grade average of all classes in which the full-time student is enrolled.
- Honor roll calculation will be based upon the four-point value scale above. Four is the highest point value that will be recognized in the calculation of honor roll.
- Honor roll status will be determined by an average value at or above 2.667. Students who attain average honor values at or above 3.51 shall be classified as High Honor students. Students who attain average honor values at 2.667 to 3.5 shall be classified as Honor students.
- Any class grade at the close of the quarter below a B- will disqualify the student from honor roll consideration.
- Honor roll will be calculated at the close of each quarter and will be based upon quarter grades as finally established. Semester honor roll and end of year honor roll may be calculated as well.

**MID-QUARTER REPORTS**

A mid-quarter report will be sent home during the fifth week of each quarter in grades 1-5. We ask that it be signed by the parent or guardian and returned to school the following day of attendance.

**RETENTION POLICY**

The Missouri Law 167.645 states the following: *No public student shall be promoted to a higher grade level unless that student has a reading ability level at or above one grade level below the student's grade level; except that the provisions of the subsection shall not apply to students receiving special education services pursuant to sections \*162.670 to 162.999, RSMo.* The school personnel shall make a reasonable effort to inform the parent/guardian of the student's problems as the year progresses and work with the parent/guardian to correct the deficiencies. Should retention continue to be a real possibility, school personnel will make a reasonable effort to meet with the teacher, parents, and administration to exchange ideas and reach a group consensus. The school administration shall make the final determination.

**PERMANENT RECORDS**

According to the Family Rights and Privacy Act of 1974, the parent/guardian is permitted to inspect and review educational records relating to the student.

**TEXTBOOKS**

The school furnishes textbooks. Payment for books lost, stolen, or damaged beyond repair will be made in accordance with the replacement costs.

**READING CIRCLE CERTIFICATES**

Certificates will be issued to those students completing the requirements set forth by the Missouri State Teachers' Association. A pupil will be eligible for a Life Reading Certificate at the end of the fifth grade year.

The following schedule provides the requirements at each grade level:

<b>Grades</b>	<b>K, 1, and 2</b>	<b>3 and 4</b>	<b>5</b>
<b>Number of books</b>	<b>18 F/2 NF</b>	<b>12 F/4 NF</b>	<b>10/F/6NF</b>

**SCHOOL BREAKFAST AND LUNCH PROGRAM**

Breakfast will be served at all elementary buildings. The cost will be \$1.60.

School lunches are provided for \$2.20. Students are given one entree and required to take at least three of the five requirements (milk, bread, protein, vegetable, fruit) from the serving tray. Extra milk will cost \$0.55 for students buying or bringing their lunch. Pop, soda, tea from home are not permitted.

Parents and grandparents are welcome to eat with their child(ren). Adult prices are \$1.80 for breakfast and \$2.75 for lunch. Please call by 8:00 a.m. to help the cooks with an accurate count.

**Free and reduced breakfast and lunch prices are available to students who qualify. We strongly encourage you to apply. We ask that you complete the form sent home and return it as soon as possible. It is important to notify the office immediately if any changes in your application occur.**

### **PARENT-TEACHER CONFERENCES**

We always welcome requests for conferences. It is very important that you know what is going on with your child at school. Please schedule all conferences in advance by calling the school office. At this time, the secretary will assist you in arranging a conference with your child's teacher.

Required parent-teacher conferences will be held at the end of the first quarter. Parents are to meet with their child's teacher. Information concerning this will be sent home in the fall. All parents are strongly encouraged to attend.

### **GEMS PROGRAM**

GEMS program is offered to second grade - fifth grade students who qualify for the program based on classroom teacher input, scores on achievement tests, and IQ scores. Grades are not used as criteria because this program is not designed to be a reward for good grades or excellent behavior.

### **COUNSELING SERVICES**

A counselor will be available on a regular basis. The counselor will be there to assist students and to provide counseling services. Counselors may work with students on an individual basis. Students, parents, or school staff may request referrals.

### **PARENT-TEACHER ORGANIZATION**

Parent organizations are very important to the support of the total school program. Some of the benefits enjoyed by the students through their efforts include field trips, programs, equipment, class games, parties, library books, and volunteers. A strong parent organization means a strong school. Please support our local parent organization. Working together gives the school an opportunity to develop new ideas, which will enrich the educational experience for our students.

### **CLASSROOM PARTIES**

Each classroom may have three parties throughout the year including Halloween, Christmas, and Valentine's Day. Room parents will be in charge of refreshments and games for the Halloween and Valentine's Day parties. The individual classroom teachers will coordinate the Christmas parties. For health reasons, students are not allowed to have homemade treats at school. Please refrain from bringing treats with any form of nuts, peanut butter, or peanut oil. Please contact the classroom teacher about individual allergies of specific students.

### **FIELD TRIPS**

A variety of appropriate educational field trips are sponsored each year for the students by the parent organizations and other local organizations. Participation in field trips is dependent on the school's receipt of a signed field trip permission slip in addition to the student meeting appropriate pre-determined behavior and guidelines.

### **BIRTHDAY TREATS**

Packaged or commercially made birthday treats may be brought to school to be given at the end of the day, and/or a book with the child's name as donor may be given for the library. The librarian will be glad to order a book if your child would like to give one to the school. To protect students' feelings, private party invitations are not to be distributed at school.



### INFORMATION FOR BUS RIDERS

We want to do everything possible to make this a pleasant year for your child. The following information and requests will help us work together:

- Call the bus company and the school if the address where your child is to be picked up or delivered changes.
- Please call the Bus Company any day that your child will not be riding the bus.
- During the school year if your child is to be taken to another address on his/her bus route for a short period of time (one or two days); please be sure that you write a note giving the address where your child is going. This note will need to be signed by the principal or her designee and given to the bus driver. The bus cannot deliver a child on a different bus or route unless you have made these arrangements.
- If you have any questions about bus transportation, please call **324-1400**.

BUS RULES AND REGULATIONS (as set forth by the Missouri Department of education and the Savannah Board of Education) are included in your board policy packet.

### 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 8th St, Savannah, MO 64485 between the hours of 7:30 a.m. to 3:30 pm.

This notice will be provided in native languages as appropriate.