



# Savannah R III School District

*A Growing District for Growing Minds*

## **2016-2017**

# **Alternative Classroom STUDENT HANDBOOK**

*The purpose of the Alternative Classroom is to provide each student with the resources and support necessary to successfully complete a program of studies that will ultimately lead to returning to the general education environment as well as obtain marketable job/work skills.*

Mission: The Alternative Classroom staff is committed to create a positive environment where all students learn essential skills and experience success that ultimately results in high school graduation and college/career readiness.

### Values

- Effective Communication
- Problem Solving
- Essential Academics  
(i.e. Eng/Lang Arts; Math)

### Attitudes

- Responsible
- Respectful
- Appreciation for learning
- Positive attitude

## Admission to the Alternative Classroom

The Alternative Classroom is designed to address the needs of students who have not been successful in their general education school programming. We are limited by space, so if necessary students may be placed on a waiting list until space becomes available (based on triage/ratings by staff).

The building administrators and selected teachers along with the Alternative Classroom staff will convene to consider potential transfer to the Alternative Classroom. Every effort will be made to smoothly transfer a student from their current placement to the Alternative Classroom. Before starting the Alternative Classroom programming, a meeting will be held with the parents to develop an educational plan while at the Alternative Classroom.

Students are expected to be respectful, responsible, and compliant with staff expectations. The student will create SMART goals when entering the Alternative Classroom to be measured monthly to determine growth. Parents will be kept up-to-date on their student's growth. Report cards will be disseminated quarterly.

Attendance is essential; it helps students develop self-discipline for future college/work readiness. Attendance also enables students to hear and participate in classroom instruction, discussion, and other valuable learning experiences. Parents must call the Alternative Classroom staff when a student will not be in attendance. A written explanation signed by the parent/guardian, doctor, counselor, or other official is expected to be turned in upon the student's return to school. Students will not be allowed to leave the building during the school day. If students leave without permission the authorities will be notified.

Students are expected to ride the school bus service. Driving students are expected to drive and park their cars in an appropriate manner. Students will be asked to park in the lower parking area across from the maintenance building for safety (avoid interfering with student accessing buildings/playground and/or bus pickup/drop-off).

Electronic devices are not permitted during the school day.

Students are expected to be respectful and responsible which includes cleaning up after themselves and keeping the building/classroom maintained. Service projects will also be included as part of the Alternative Classroom expectations (cleaning, painting, reading/assisting young students, and so on).

*The administration reserves the right to amend any provision in this handbook deemed in the best interest of the education process.*

# STUDENT HANDBOOK

## WELCOME

- This handbook is designed to provide a set of general rules and guidelines that should assist you in your everyday effort at the school.
- The administration retains the right to add, adjust, and enforce the rules and guidelines that might be necessary for the safe, healthy, and efficient operation of the school.
- Remember that your success in this school is directly proportional to your efforts.

## Referral/Entry

Entrance into an Alternative Classroom is not a voluntary option for parents/students. Students are assigned placement through Administrative/Parent Meeting & if necessary Change of Placement Action.

- a) A meeting to go over program expected behavior & set goals to re-enter general education courses
- b) A tour of facilities and introduction to staff, and
- c) Acknowledgement of program expectations by signing "Handbook Agreement."  
*Non-compliance with any of the above would result in a non-acceptance decision.*

## Student Profile

- Presently in grades 6-12
- Extensive interventions have proven unsuccessful (including OSS, ISS, & ODR)
- Student displays a pattern of disruptive behavior or commits a major violation.

*EXCEPTION – The Alternative Classroom may be utilized for homebound instruction.*

## Reasons Students May Not be Considered for Alternative Classroom

Under grade 6

Student has not received in-school interventions

## Selection Expectations

- Potential for success
- Motivation to succeed

## ALTERNATIVE CLASSROOM GOALS

- Teach students the behaviors necessary to be successful in an educational program.
- Help students transfer these appropriate behaviors back to a regular educational program.
- Each student will develop respectful and responsible goals/attitudes (including SMART goals – Specific, Measurable, Attainable, Results-Oriented/Relevant, and Time-Driven).

## **FACULTY, STAFF, AND SUPPORT SERVICES**

- The administration is responsible for the daily operation of the school, including curriculum and discipline.
- All teachers have appropriate certification by the Missouri Department of Elementary and Secondary Education to provide instruction.
- The school personnel provides classroom guidance that expose students to the resources they need to develop decision-making skills.
- Appointments: Please give staff 24 hours notice when scheduling appointments.

## **REQUIREMENTS TO RETURN TO REGULAR SCHOOL**

- Regular education students sent to the alternative school must stay for a minimum of a 4-week school term.
- The student must obtain the recommendation of their teachers before they can be considered for return to their home school.
- The student must be passing every subject.
- The student cannot have more than 1 unexcused absence during the 4-week period.
- The student cannot have an out-of-school suspension or bus suspensions during the 4-week period.
- Students sent to Alternative Classroom with a special education ruling must stay for the minimum as determined by the IEP Team and then meet exit criteria determined by the IEP Team in order to return to the general education classroom.
- The IEP Team will meet as needed to evaluate the student's progress and to determine the most appropriate placement for the student.

## **EDUCATIONAL PLANS**

- Alternative Classroom develops an Individualized Instructional Plan (IIP) for each student. This plan adheres to the class schedule from the home school, which is based on the Savannah R-III Education Curriculum. It also specifies the requirements to return to regular school (listed above).
- Students with special education rulings follow their Individualized Educational Plan (IEP).

## **GRADING SYSTEM**

**Standard grades:** **A:** 90-100, **B:** 80-89, **C:** 70-79, **D:** 60-69, **F:** Below 60, **I:** Incomplete Work. If students plan to return to the general education classroom within a grading period, the classroom teacher will assign and grade work and the work will be completed in the Alternative Classroom. If an alternative curriculum is needed, the Alternative Classroom teacher will instruct, assign, and award grades.

### **Grades:**

Daily work, Participation/Attitude Rating, Homework, Quizzes and Tests will all be included in the grade average.

**Semester grades:** The two nine week grades will be averaged.

### **Report Cards/Progress Reports:**

Report cards will be given out at the end of each quarter (normal grading period).  
Progress reports will be given out in the middle of each quarter (9-week grading period).

### **SCHOOL DRESS CODE:**

1. Students will be expected to keep themselves well-groomed and neatly dressed at all times. Any form of dress or hairstyle that is considered contrary to good hygiene or that is distracting or disruptive in appearance or detrimental to the conduct of school will be forbidden. Hair must be neatly cut and not hanging in face.
2. Students will not be allowed to wear tank tops, tube tops, sleeveless garments, halters, backless garments, exposed midriffs, mini skirts, hip huggers, low-cut pants, braless garments, “see-through” garments, or other similar clothes.
3. Clothing advertising alcoholic beverages or tobacco will not be permitted. No gang-related clothing or clothing with obscene or questionable printing will be allowed.
4. Shirts with buttons **MUST** be buttoned properly and shirt collars must be turned down.
5. No caps, hats, hair accessories or sunglasses will be allowed.
6. Students will not be allowed to wear clothes hanging down below the waist or partially fastened pants, belts, etc. Pants must be positioned at the waistline with belts visible.
7. Students will be asked to remove coats, jackets, and sweatshirts upon entering the building.

### **ATTENDANCE POLICIES**

- Regular and punctual attendance of all students is necessary for success in school.
- Students are expected to be in school.
- Students will be excused **ONLY** with an excuse from a doctor/mental health provider or an official of the court.
- Special circumstances such as a death in the family or family emergencies will be given consideration by the Administrator.
- When a student has an excused absence, it is his or her responsibility to seek make-up work the day he/she returns to school.
- When a student has an unexcused absence, he/she will be given a zero for work missed.
- Excuses must be submitted on a student’s return to school. Students may not wait until the end of a grading period to bring in excuses for earlier absences.

### **MAKE-UP WORK**

- Make-up work to be done by students following excused absences rests squarely on the shoulders of the students.

- A student has three days in which to make up any missed assignments during the excused absence. In the case of a test if a student was assigned the test prior to the date that he/she was absent, the student *must* take the test on the day he/she returns to school.
- Extended absences will have a completion date as set by the administration of ALTERNATIVE CLASSROOM.

## **INJURY / ILLNESS WHILE AT SCHOOL**

- If a student becomes ill at school, the Administrator will be notified and arrangements for the student will be made in the office. NO nurse is on site or immediately available at the Alternative Classroom.
- Parent/Guardians will be called or notified if possible.

## **MEDICATIONS**

- No aspirin or other medication will be given unless the medication is provided by the student's parents/guardians.
- All medications must be left in the office.

## **TRANSPORTATION POLICIES**

### **STUDENTS BEING TRANSPORTED BY PARENT/GUARDIANS**

- Students being transported by Parent/Guardians need to be present by no later than 8:00.
- They may be picked up by Parent/Guardians at 2:40.
- This includes students suspended off buses being transported by Parent/Guardians.
- Students are encouraged to ride the bus service. If a student drives, they are expected to drive and park appropriately in the lower lot across from the maintenance building. Students will not be allowed to access their car during the school day. Safety must be ensured for students accessing buildings/playgrounds & bus drop-off/pick-up.

### **WALKING STUDENTS**

- Walking students need to arrive no later than 7:55.
- They will be dismissed after buses have left and car riders have been picked up.

### **LEAVING SCHOOL (CHECK-OUT PROCEDURE)**

- No student may leave campus at any time without obtaining permission from the Administrator.
- Once a student reports to school, he or she is not to leave the school campus for any reason other than with a parent or guardian. If a student leaves without permission, they will be reported to the authorities.

### **SCHOOL BUS PROCEDURE AND POLICY**

- Students must be appropriately dressed prior to getting on the bus or they will be left and will receive an unexcused absence.
- No person other than students and school employees may ride the buses.
- Riding the school bus is a privilege, it is not a right. It is the responsibility of the student to conduct themselves in a manner that allows the continuation of that privilege. The bus driver is expected to immediately report any unbecoming conduct of a student on the school bus to the Administrator. The student or students who violate the rules of proper conduct will be escorted into school by the driver upon arrival at school.

## **SEARCH POLICIES**

- Students may be searched when entering the bus, when entering school, and any other time given probable cause.
- Any refusal of this policy will result in a 3-day suspension from school for the 1st offense and possible expulsion from school for the 2nd offense.
- Students are not allowed to have more than \$10.00 at school.

## **WEAPONS AND DANGEROUS INSTRUMENTS**

- A student shall not possess, handle, or transmit a knife, razor, ice pick, explosive, pistol, rifle, shotgun, pellet gun, or any other object that reasonably can be considered a weapon or dangerous instrument or any contraband materials.
- Students may be subject to expulsion and/or legal action.
- Charges will be filed on students in possession of a weapon.

## **OTHER ITEMS NOT ALLOWED**

- No belongings from home can be brought to school without permission from a school administrator. This includes electronic devices.
- No cell phone, radio, tape recorder, electronic games, telephones, calculators, or beepers are permitted in school or on the bus.
  - Cell phones will be kept for by administrator for Parent/Guardians to pick up for 1<sup>st</sup> offense.
- Book bags, purses, backpacks, gym bags, trapper keepers, spiral notebooks, and zip-up notebooks are not allowed.
- Students will not be allowed to bring any type of make-up to school. Leave all lipstick, lip balm, mascara, picks, combs, hair brushes, nail polish, photos, magic markers, highlighters, laser pointers, etc. at home. Illegal contraband will not be returned to the student.
- Students are not allowed to have more than \$10.00 at school.

## **DISCIPLINE POLICIES**

- Discipline is the key to an excellent school.
- Always treat teachers and fellow students with respect.
- Failure to work and perform in the classroom is cause for disciplinary action.

**SLEEPING/HEAD DOWN IN CLASS IS NOT ALLOWED!**

- Fighting will not be tolerated. Charges will be filed on students fighting on the bus and/or at school. Fighting also includes standing up and arguing. ***A student may be arrested, incarcerated, and/or possibly be referred to public safety/sheriff/police.***
- If you have a problem, seek help before it becomes serious.
- Harassment, intimidation and threatening any student or school employee will not be tolerated and will result in possible suspension or expulsion.
- Gang-related clothing, language, gestures, symbols, drawing, writing, and anything else that is associated with gangs will result in automatic suspension from school.

## **SPECIFIC INFRACTIONS**

The following list of offenses is in no way expected to cover all situations that might occur during the course of a school year.

- a. Use appropriate behavior and language which meets the general acceptable standards for school/work. Do not use Profanity, Insulting Gestures, or Offensive Behaviors (i.e. indecent exposure, malicious mischief, stealing, and so on).
- b. Be respectful to fellow students, teachers, administrators and school staff (be obedient by following staff expectations and complying with directions/instructions).
- c. Be respectful of all school property or the private property of others.
- d. Be alert and engaged. Sleeping or head down on desk is not acceptable.

## **OTHER GENERAL STUDENT POLICIES AND PROCEDURES**

- Educational opportunities at Savannah R-III will be offered without regard to race, color, national origin, sex or handicap.
- All required fees shall be paid prior to receiving report cards and receiving credit for the year's work.
- No public display of affection (holding hands, kissing, hugging, etc.) will be allowed at Alternative Classroom.
- Student visitors are not allowed to attend school with enrolled students.
- Fire and tornado drills will be held at regular intervals during the year.
- Students may not sell any product for any reason at school. Do not even bring the products on campus.

## **SMOKING**

The use or possession of tobacco or tobacco products is prohibited at Savannah R-III.

## **DRINKING OR USE OF DRUGS**

Any student who sells, uses, or is under the influence of illegal drugs, narcotics, or alcohol on school property shall be suspended and/or referred to the school board for further discipline. Students may also be subject to expulsion and/or legal action. Charges will be filed on students in possession of illegal/controlled substances.

## **ACADEMIC DISHONESTY**

The administration and staff encourage group participation and sharing of ideas among individual students. However, in certain situations students will be required to complete tasks on an



individual basis for diagnostic and grading purposes. Thus, it will be the policy at ALTERNATIVE CLASSROOM for teachers to take immediate action when it is determined that students are giving or receiving help on any examinations, homework, or other class assignments. When it is determined that students are or have been cheating, the following action will be taken.

1. All cases of cheating will be reported to the Administrator. The student(s) will be given a zero for the assignment of which the student(s) is working and be required to independently complete the work.
2. For the second offense, the student will be given a zero for the assignment until it is successfully completed independently and upon his/her return to school a Parent/Guardian will accompany the student for a Parent/Guardian teacher conference.

**Alternative Classroom Return to Home School Rubric:**

<b>Criteria</b>	<b>1 Not Acceptable</b>	<b>2 Marginal</b>	<b>3 Mastery*</b>	<b>4 Exemplary</b>
<b>Respectful</b>	Child does not follow adult directions and ignores the rules of the classroom. Frequently needs corrective action to reduce the incidence of poor behavior.	Child follows few directions and frequently breaks the rules of the classroom. Sometimes needs corrective action to limit poor behavior	Child follows most directions and classroom rules. Seldom needs corrective measures to improve behavior.	Child follows directions and rules. Does not need corrective measures to follow directions behavior.
<b>Responsible</b>	Student often does not work in class. Student does not put forth a quality effort. Student makes many excuses and does not meet deadlines. Student's grades are far below ability levels.	Student work is inconsistent. Student does just enough to get by. Student could work harder and attain better grades. Student often finds ways to get around doing assigned work.	Student grades are good. Student hands in assignments on time. The student's achievement level is reflective of grade level mastery and individual abilities.	Student's grades are excellent. Their work ethic is exemplary in and out of the class. Student performs well above average.
<b>College/Career Ready</b>	Student does not pay attention in class and is often distracted by others. Ideas and instruction(s) frequently need to be repeated. Student does not stay on task. Below passing grades (less than 60%)	Student occasionally wanders either physically or mentally. Instruction(s) and ideas sometimes need to be repeated. Student has trouble staying on task.	Student pays attention in class but needs complicated concepts/tasks either repeated or clarified. Student is usually on task.	Student pays attention in class and comprehends instruction as it is delivered in class. Student stays on task.
<b>Engaged in Learning</b>	Student does not get along with peers and is both argumentative and defensive. When given directions the student often refuses to follow procedures. The student is loud, disruptive and full of anger. Seems to enjoy conflict.	Sometimes student does not get along well with peers. Can become defensive and argumentative. Sometimes the student refuses to follow directions. The student can be loud and disruptive.	The student gets along with others. The student is flexible and does not seek out conflict. The student follows direction and makes a conscious effort to avoid being disruptive.	The student gets along well with peers. The student is both flexible and congenial. The student follows directions and does not disrupt class.

**16 Total Points Possible**

**Return to classroom must be a 3 rating in all areas or an overall total average rating of 9 or greater.**

### STUDENT'S RECEIPT OF HANDBOOK

I have received and read this copy of the Savannah R-III Handbook. I understand that this handbook is to be given to my parents or legal guardian(s) so that they may read it and be fully informed regarding policies and procedures regarding ALTERNATIVE CLASSROOM.

Student's signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian's Signature \_\_\_\_\_ Date \_\_\_\_\_

**BUS RIDER'S BEHAVIOR CONTRACT**

1. All regular school rules and ALTERNATIVE CLASSROOM rules apply at the bus stop and on the bus.
2. Any violation of the student code of conduct reported by bus personnel on the way to school will result in consequences being imposed upon arrival at ALTERNATIVE CLASSROOM.
3. Any violation of the student code of conduct reported by bus personnel on the way home from ALTERNATIVE CLASSROOM will result in consequences being imposed upon arrival at school the next morning the student attends school.
4. Consequences received for violations of the student code of conduct reported by bus personnel will result in the students' being placed suspended from bus services.
5. Students will be placed on probation for any bus suspension. Suspension may be issued for:
  - > profanity
  - > fighting, pushing, or tripping
  - > violation of safety procedures
  - > destruction of property
  - > excessive mischief
  - > writing
  - > smoking
  - > eating, drinking, or littering
  - > rude, discourteous, annoying
  - > unacceptable language
6. Students will have assigned seats on the bus.

**I agree to abide by the above listed rules.**

**Student** \_\_\_\_\_ **Date** \_\_\_\_\_

**Parent/Guardian** \_\_\_\_\_ **Date** \_\_\_\_\_